

## **GENERAL MINUTES**

### **RESOURCES COMMITTEE**

Wed 25 January 2023

Google Meet

<b>GOVERNORS PRESENT</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
MS	Mr M Sharman	<i>Chair of the Resources Committee</i>
EHT	Mrs N Reid	<i>Executive Headteacher</i>
DY	Mr D Young	<i>Co-opted Governor</i>

<b>OTHER ATTENDEES PRESENT</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
CLK	Mr D M Laird	<i>Clerk to Governors</i>
IF	Mr I Fokerd	<i>Bursar, New Wave Federation</i>

<b>APOLOGIES</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
FBM	Mrs A Choudhry	<i>Federation Business Manager</i>
MC	Ms M Crawford	<i>Co-opted Governor (on Leave of Absence)</i>

**ACTION WORKSHEET**  
**25 JANUARY 2023**

<b>NO</b>	<b>AGENDA ITEM DESCRIP TOR</b>	<b>ACTION</b>	<b>Responsible PERSON</b>	<b>STATUS</b>
<b>RC1</b>	3.3	Provide feedback on the SFVS and Skills Matrix to the Bursar	Govs	<b>OPEN</b>

**LEGEND**

- Green** – Completed
- Red** – Pending (URGENT)
- Black** – Pending (NOT URGENT)
- Blue** – OPEN

# RECORD OF MEETING

## 1. Opening Formalities

### *1.1 Welcome*

The Chair of Resources convened the spring term (I) meeting of the Resources Committee (New Wave Federation Full Governing Board). The meeting started at 6pm.

### *1.2 Apologies & Absence*

As recorded above.

### *1.3 Declarations of Interests*

No changes to written declarations and no declarations to items on the agenda

### *1.4 Notification of Any other Business not on Agenda*

None tabled

## 2. Minutes – Resources Committee Meeting (21 Nov 2022)

### *2.1 Corrections*

None recorded

### *2.2 Approval of Minutes*

The minutes of the Resources Committee meeting held on 21 Nov 2022 were marked and filed as approved.

### *2.3 Matters Arising from Minutes of the RC Meeting held on 21 Nov 2022*

All action points confirmed as completed.

## 3. Finance

Govs received and reviewed the detailed financial reports from the Bursar. In addition to the detailed reports tabled for review and consideration, the Bursar gave a verbal update, and the following key points were highlighted:

### *3.1 Budget Monitoring Report (Period 7)*

The Committee received, extensively reviewed, and discussed the **Budget Monitoring Report (Period 9)**. The Bursar provided full details on the income and expenditure during the stated period as set out in the **commentary** that accompanied the Budget Monitoring Report (P9).

C/F	£1,579,600
In Yr Surplus/Deficit	<b>-£571,547</b>
Projected Yr End Balance	£1,008,153

The Executive Headteacher and the Bursar further updated the Committee on the staffing costs, beyond what was set out in the BMR commentary and the potential for additional funding next year.

### **Q. How have you reduced the deficit marginally?**

**A.** By reducing capital costs, although due to the unfunded pay increases, it has not reduced as much as hoped.

### **Q. Is there a target threshold of surplus that needs to be maintained?**

**A.** No, however if there is a significant surplus, we would have to inform the LA of the spending plan.

**The Committee thanked the Executive Headteacher and Bursar for the concise and informative update.**

### **3.2 Benchmarking**

The Committee received and reviewed the Benchmarking Report tabled by the Bursar. During review of the report, the Bursar noted that there was not much variance between New Wave Federation schools and schools benchmarked against.

### **3.3 Review of School Financial Value Standard (SFVS)**

The Committee received and reviewed the draft **School Financial Value Standard (SFVS)**. The Bursar reported that the SFVS helps to provide schools with assurance that they are meeting the basic standards necessary to achieve a good level of financial health and resource management. It was also noted that the document is an additional resource for maintained schools to help them review the roles of governors, as well as staff in schools with financial management responsibility and to analyse the spread of relevant skills and competencies.

#### **Committee Decision**

Govs reviewed and recommended approval of the SFSV by the Governing Board during its next meeting.

### **3.4 English Hub Budget Monitoring**

The Committee extensively reviewed the **English Hub Budget Monitoring Report (Period 4)** and the accompanying commentary report. The Bursar highlighted that funds will be moved across budget areas to support additional resources to the schools accessing the service of the Hub.

**The Committee thanked the Bursar for the English Hub update.**

### **3.5 Review of the School's Financial Procedures**

The Committee received and reviewed the proposed changes to the school's **Financial Procedures (2022-23)**, to include:

- Change of staff name on the BACS authorisation list.
- Quotes for find a tender figure now £213,476.
- Staff reimbursements updated with more clarity around travel expenses.
- Procedures for the use of the Wellbeing budget clarified.

#### **Committee Decision**

Govs reviewed and recommended approval of the changes to the school's **Financial Procedures (2022-23)** by the Governing Board during its next meeting.

## **4. Premises & Personnel**

The Committee received an update from the Executive Headteacher on premises and personnel matters to include:

### **4.1 Premises**

#### **Grazebrook**

- One suspension was issued due to inappropriate online messages.
- **Attendance recorded at 94.8%.**
- Pupil numbers are good and Reception applications are high.
- The school experienced some flooding due to problems with the drains.
- A new telephone system has been introduced.

#### **Shacklewell**

- **Attendance recorded at 95.8%.**
- Pupil numbers are good, and 157 applications have been received for Reception.
- £15,000 has been reimbursed from the LA for the lost Chromebooks.
- A new telephone system has been introduced.

## Woodberry Down

- **Attendance recorded at 92%.**
- Staff have experienced poor behaviour from some SEND pupils requiring first aid. The members of staff and the pupils received extensive support.
- A new telephone system has been introduced.

### **4.2 General Staffing Report**

- The support staff member awaiting a decision on ill-health retirement is pursuing a second opinion through the school's medical provider MediGold. The school and HR continue to support her through this process.
- There are two support staff members currently in the formal Stage 1 absence monitoring process.
- Headteachers meet regularly with these staff to monitor their absence.

**No other reportable staffing issues.**

## **5. Policies for Review/Approval**

The Committee reviewed and recommended the adoption of the following policy:

- **Governors' Expense Policy**

## **6. Governors' Business**

There was no business to discuss.

## **7. Any Other Business**

There was no additional business to discuss.

**Meeting ends at 6.30pm**

**Approved for (and on behalf of) the **RESOURCES COMMITTEE****

\_\_\_\_\_  
*Chair of Resources Committee  
(or Chair of Meeting)*

\_\_\_\_\_  
*Date*

### Future Meetings

<b>Governing Board</b>	<b>Wed 29 March (6pm)</b>
<b>Resources Committee</b>	<b>Mon 24 April (6pm)</b>
<b>Resources Committee</b>	<b>Mon 19 June (6pm)</b>
<b>Governing Board</b>	<b>Wed 12 July (6pm)</b>