

## The Pilgrim School

Minutes of the Resources Committee held Wednesday 27<sup>th</sup> April 2016 at 1600 in the Sleaford base.

Serial No	Item	Comments	Action
1.	Members Present	Mr Pete Banks (Chair) Mr John Gibson Mr Steve Barnes (Head Teacher) Mrs Helen Garrett (School Business Manager) Mr Neil Blackwell (Secretary)	
2.	Apologies	Mrs Julie Bembridge	
3.	Declaration of Pecuniary Interests	There were no declarations of pecuniary interest. PB requested that NB compile a register that can be signed at each Governing Body meeting in the future.	NB
4.	Minutes of previous meeting	The minutes of the previous meeting were accepted as a true record.	
5.	Matters arising from last minutes	PB requested an update on how the issues with Agresso relating to staff pay and lack of integration were progressing. HG confirmed that the LA had adopted an escalation process for complaints and that the issues were now subject to escalation iaw the policy.	
		PB requested information from HG wrt the end of year budget. HG explained that currently there is a projected deficit of £25k, however there are invoices outstanding that should account to some of the deficit.	
		HG confirmed that the money expected from the LA in respect to the moves and ASD centre has now been received.	
		HG confirmed that the Business Support team have requested Pupil Premium from other schools where pupils have been dual registered and from the Local Authority where pupils have registered since the 2015 census.	
		PB asked for an update on the staff wellbeing surveys. HG confirmed that she had recently requested more surveys to forward on to staff.	HG
6.	Finance Update	<i>A copy of the finance report submitted by HG is attached to the minutes; however below is a record of the items in respect of the finance update that were discussed during the meeting.</i>	
6a.	<i>Budget Update</i>	HG explained that there are still a number of outstanding invoices that require settling before finalising the school accounts before year end FY15/16. However as at 26 April 2016 the total expenditure stood at £1,270,982 which stands against the total funding of £1,273,161.	HG
6b.	<i>Procurement Card</i>	HG explained that there is approximately £12k worth of spending that is still to be attributed to the overall expenditure figure. PB asked why this was still outstanding. HG explained that this was due to an issue with Agresso.	
6c.	<i>Pupil Premium</i>	HG informed the committee that she is in the process of clawing back pupil premium from mainstream schools and the local authority. A number of the schools are co-operating and arranging re-imburement however a number of schools are not so co-operative. HG confirmed she will continue to push for full re-imburement. In total the school is due £17,980.  HG informed the committee that there are currently 29 pupils on role that qualify for pupil premium.  PB asked if the school was subject to OFSTED whether we would be able to identify how and where the monies have	HG

		been spent. SB explained that we could identify such spending however reminded the committee that we are yet to receive much of the pupil premium due.	
6d.	<i>Additional SEN funding</i>	HG informed the committee that the school is still chasing £10,500 of outstanding SEN funding from the LA. HG has concerns that the LA are dragging their heels with releasing the funding. JG suggested that a letter from the Governors to the Head of Children's Services might assist. SB agreed that this might add weight to the pressure for the LA to release the funding. HG agreed to forward details to Governors.	HG
6e.	<i>Formula Funding</i>	JG asked SB on the progress of securing a definitive formula funding from the LA. SB confirmed that there had not been any progress from the LA at this point. SB explained that he is proactively working alongside HG to compile a formula funding based on staffing costs, travel costs, in home/at base funding, exam costs etc to present to the LA.	
6f.	<i>Future Budget</i>	SB informed the committee that although the school has managed to break even this FY, he has reservations with the increase of year on year costs that the school is likely to start to run in deficit in future FY's. <i>The committee then discussed a number of options that could be looked at around future staffing and cost cutting measures.</i>	
6g.	<i>Student Teacher Grants</i>	JG asked what the schools plan was for the 2 x student maths teachers; SB explained that they will both leave the school at the end of this academic year. Next year the scheme will be ran by the LSST and costs will rise substantially therefore the school will not be in the position to be able to absorb these costs.  HG informed the committee that the school is still chasing £22k from St Francis in respect to student teachers.  JG expressed concerns regarding the schools ability to remain flexible without these student teachers and suggested that the funding we hold for supply teachers could be used to fund full time maths teacher(s). SB explained that this would reduce our flexibility; however SB is investigating the possibility of employing an NQT instead. JG asked if the school employs LM or TA on a contracted out basis and whether a teacher would be better value for money instead. SB informed the committee that LM's provide flexibility and the current ratios of teachers to LM's works well.	
6h.	<i>Supplier Funding</i>	HG informed the committee that currently suppliers will not supply equipment/services without a purchase order raised before hand.	
6i.	<i>Finance Assistant Role Upgrade</i>	HG informed the committee that the Job Evaluation Team had completed a re-assessment of the Finance Assistant Role and recommended a pay rise from G3 to G4 in recognition of the various new tasks that are associated with the role. PB asked who authorised the upgrade. HG explained that the Job Evaluation Team were external from the school and were responsible for ensuring the posts were reviewed as necessary.	
6j.	<i>SFVS</i>	HG confirmed that the SFVS had been submitted to the LA in February, in time for the end of February cut-off.	
6k.	<i>Academy Status</i>	The committee discussed a number of issues surrounding the possible move to academy status and MAT. SB explained that currently as a LA school we enjoy the benefits of occupying the 2 sites in Sleaford and Louth at public expense. However if the school gains academy status then the school	

		would be responsible for the costs of these buildings.	
6l.	<i>Budget</i>	JG and PB directed HG to take out the £5k for the supply teacher funding and prepare the budget for 5/12 and 12/12.	HG
7.	Accommodation Update	The move to Louth has now been completed and the LA supplied some surplus furniture to the base. The base is looking good and both staff and pupils are enjoying the new venue.  There are a number of small tasks that need addressing in the Sleaford base within the ASD centre. These include new roller blinds and window protection film. Any other alterations to the building would be at the schools expense.	
8.	Staffing Update	HG explained that there is little in the way of staff movements and no additional costs at present.	
9.	AOB		
9a.	<i>Audit December 2014</i>	PB asked HG whether the review of the outstanding items from December 2014 had been addressed. HG confirmed that they had.	
9b.	<i>SFVS</i>	PB asked HG whether the items outstanding from the previous SFVS had been addressed. HG confirmed that they had.	
9c.	<i>Policies</i>	PB asked when the Finance and Whistle Blowing policies had last been reviewed and when they were due review. <i>Post meeting NB confirmed that the Finance policy was due review in May 2016 and the Whistleblowing policy was due April 2018. Chair agreed to ask the Chair of Governors if the finance policy could be reviewed at the next Full Governors.</i>	HG/PB
9d.	<i>Approval for budget</i>	PB expressed concerns that the budget had not been previously minuted and agreed by Governors. HG and SB confirmed that it had been both minuted and agreed.	
9e.	<i>Staff Claims</i>	PB asked HG to ensure that all staff signed their claim forms.	HG
9f.	<i>Inventory</i>	PB asked HG whether a full inventory had been carried out. HG confirmed that this had taken place recently.	
9g.	<i>Receipting Records</i>	PB asked HG what improvements had been made to receipting records. HG explained that there is a receipt book and monies are banked through the school fund as necessary. HG confirmed that all cheques are signed off by the Head teacher with evidence of the request for payment.	
9h.	<i>Imprest Procedures</i>	PB asked HG if imprest procedures had been tightened. HG explained that the receipt book is checked against the school fund.	
9i.	<i>VAT Error</i>	PB asked whether the VAT error that had been previously highlighted had been resolved. HG confirmed that it had.	
9j.	<i>School Fund Audit</i>	HG requested that NB add the school fund audit to the next agenda for the full governors meeting. HG confirmed that the audit had been completed and the school now used the services of a different auditor.	NB
9k.	<i>Internal Audit</i>	PB asked HG how often the school is subject to external audit. HG explained that the normal cycle is 3 years, however could be sooner dependant upon the SFVS return. PB suggested that a regular internal audit may be prudent; HG agreed and PB and JG agreed to conduct the audits.	PB/JG/HG
9l.	<i>Staff Absenteeism</i>	HG informed the committee that staff absenteeism is still low.	
9m.	<i>SBM Qualifications</i>	PB asked HG which qualifications she holds to qualify her for the post of SBM. HG confirmed that she has business and administration training and holds a school business diploma.	
10.	Date and Time of Next Meeting	TBC	All

Minutes compiled by

Minutes agreed as true record

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N J Blackwell/Secretary

P A Banks/Chair

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Date: