

# ST BARNABAS' C.E. PRIMARY SCHOOL



## Minutes of the meeting of the Resources Management Committee held on Wednesday, 21st November 2018 at 6.30pm

**Present:** Miss Karen Boardman (Headteacher) Mrs Ann Rawlinson  
 Dr Kate Mackay-Roberts (Chair) Dr Jessica Gilmour  
 Mr Jo Patton

**In Attendance:** Lynn Firth (School Bursar) (until 7.20m)  
 Sandra Cox (School Business Manager) (until 7.20pm)  
 Liz Andrews-Wilson (Governance Support Officer / Clerk)

		Action									
1.	<p><b>Election of Chair</b>                      The Clerk asked if any of the governors would like to be the Chair of the Committee. Kate Mackay-Roberts indicated that she would be happy to be the Chair.  <b>Proposed by:</b> Ann Rawlinson    <b>Seconded by:</b> Jo Patton    All in favour</p>										
2.	<p><b>Apologies for Absence, Consents and Declarations of Interest</b>                      Apologies for absence were received from Lorna Longman, with consent. There were no declarations of interest.</p>										
3.	<p><b>Minutes of the meeting held on 25th April 2018</b>                      Previously distributed. The minutes were agreed as a true and accurate record of the meeting and were signed by the Chair.</p>										
4.	<p><b>Matters Arising and Action Plan</b></p> <table border="1"> <thead> <tr> <th></th> <th>ACTION</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>The Bursar to conduct a more detailed analysis of staffing costs to check for any further underlying concerns</td> <td>Completed</td> </tr> <tr> <td>2.</td> <td>The Headteacher would undertake three actions:                              1) To produce staffing model, based a on number of scenarios                              2) Work with the Bursar to review all of the budget lines to see if there are any areas that could be further streamlined                              3) Work with the Bursar to check if there were any items that had not been included</td> <td>Completed</td> </tr> </tbody> </table> <p><b>Matters Arising</b>                      There were no matters arising.</p>		ACTION	STATUS	1.	The Bursar to conduct a more detailed analysis of staffing costs to check for any further underlying concerns	Completed	2.	The Headteacher would undertake three actions: 1) To produce staffing model, based a on number of scenarios 2) Work with the Bursar to review all of the budget lines to see if there are any areas that could be further streamlined 3) Work with the Bursar to check if there were any items that had not been included	Completed	
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5.	<p><b>Review of the Terms of Reference</b>                      Governors had reviewed the Terms of Reference prior to the meeting. They were approved with no changes.</p>										
6.	<p><b>Finance</b>  <b>Budget Monitoring Report (period 6)</b>                      With reference to the CFR report for Period 6, the Bursar outlined the expected outturn for the</p>										

Revised Budget. She asked the Committee to also look at the Current year Start Budget v Revised Budget sheet. Both papers had been included in the agenda pack.

The Bursar reported that the school's revenue income budget had increased from £946,340 to £969,363, an increase of circa £23K. The Revenue expenditure budget had also increased from £949,715 to £965,940, which was a difference of -£16,224. The Headteacher reported that £4,000 had been borrowed from the capital budget to pay for the whiteboards. But even with this taken into consideration the revised budget was £2,700 better than expected.

The Bursar reported that the budget included the expectation that the same amount would be spent on supply as last year. The Headteacher provided some context around the staffing issues that have impacted on the supply budget. A governor asked if the budget that had been presented included the 'little extras' that the Chancellor advised each school would be given. Sandra Cox (CYC - School Business Manager) advised that there will be a calculator on the [www.gov.uk](http://www.gov.uk) website which schools can use to work out what they are entitled to. She noted that the money has to be ring fenced for capital and IT.

A governor challenged the budget position that was being presented, asking why the school was in a better position than last year. The Bursar explained that the budget had been presented in a simplistic way with the PFI variances stripped out. The Headteacher advised that the staff were continuing to be prudent and the budget had benefited from additional Pupil Premium monies and School Improvement monies from YSAB. She added that money had also been made available for staff release time so that they can attend the Writing course.

A governor asked what percentage of the budget is used on staffing. The Headteacher advised that the cost of staffing was high at 85-90%, when it should be about 80%. The Bursar reported that the school was managing to stay roughly on track with the predictions that had been made at the time of the Start Budget. She added that the budget is driven by pupil numbers and is informed by the census which took place in October. She explained that this will have a knock on effect on the 2019-20 budget. It was noted that pupils had left the school further up the school, but the Reception figures remained healthy. In response to a question, the Headteacher advised that the intake for 2019's Reception class had been set at a cautious 25.

The Headteacher tabled the variance sheet (Tabled Item 1). The School Business Manager advised that the figures on the variance sheet had been forecast on the best estimate based on the new funding formula. She added that the funding formula included a minimum funding guarantee, so that no school will lose out or gain beyond a certain percentage. The Headteacher reported that the school was set to lose circa £21K from the budget due to four children leaving.

The School Business Manager advised that the PFI rates had not yet been published, so the forecast had been based on the original percentages. A governor asked why the PFI income and expenditure did not balance. The School Business Manager explained that there is often a lag with the PFI monies coming in and going out, which makes monitoring the budget more complicated therefore, the Bursar had prepared the budget with and without PFI. She added that the lag is caused by the timing of when the agreements were signed for the PFI contract. She noted that it is better for the governors to review the budget with the PFI taken out so that the most accurate picture is scrutinised.

#### **Revised Budget 2018/19**

The School Business Manager drew governors' attention to the Revised Budget sheet (which had been circulated with the agenda). She advised that owing to the reduction in pupil numbers the forecast (including the PFI) was for the budget to be in deficit by - £60,605 deficit (in 2019-20), then -£22,881 (in 2020-21). With reference to the Revised Budget (excluding PFI) she advised that the financial

	<p>forecast was slightly better with a deficit of -£53,984 (in 2019-20) and a deficit of -£16,263 (in 2020-21). The Headteacher reminded the Committee that the forecasted budget from the Start Budget was expecting to see deficit figures, but the Start Budget had predicted a return to being in the black by the third year. The governors expressed their concern that the budget was predicted a deficit into the third year.</p> <p><b>Part of this item was recorded as a confidential minute.</b></p> <p>The Committee agreed to recommend the Revised Budget to the FGB. Once approved by the FGB the Chair of Governors would sign the Revised Budget ahead of submission.</p> <p><b>6.3 SFVS</b> The SFVS was tabled. The Chair paused the meeting to allow governors chance to review the document. The Headteacher highlighted a few changes that had been made to the SFVS since last year. She noted that savings had been made to some resources, such as texting costs.</p> <p>The Bursar outlined the benefit of the new budget planning software that CYC is piloting. The School Business Manager advised that St Barnabas was to be one of the schools piloting the new software and as such she advised that the school and the Bursar would be supported by her services for the duration of the pilot. She explained that the software helps to model different budget scenarios. She advised that it can also be used to run payroll reconciliations which are currently done manually. She noted that this would be the stage two of the pilot and budget monitoring would be stage three. The governors were informed that the format of the Start Budget would be different and that the revised budget was being uploaded onto the software at this time in preparation.</p> <p>The Committee agreed to recommend the SFVS to the FGB. Once approved by the FGB the Chair of Governors was to sign the SFVS ahead of submission.</p> <p>The Bursar and the School Business Manager were thanked for their work and their report.</p> <p><i>7.20pm - Lynn Firth and Sandra Cox left the meeting</i></p>	<p>FGB</p> <p>FGB</p>
<p>7.</p>	<p><b>Premises update</b></p> <p><b>Sewells</b> The Chair noted that minutes from the recent meetings with Sewells had been circulated with the agenda. The Headteacher advised that the minutes provide confirmation that the required Health and Safety monitoring is being kept up to date. A governor asked if there were any ongoing concerns about the sunken area in the playground. The Headteacher advised that this area was next to a drain and that a repair had been carried out.</p> <p>The Headteacher noted that catering and cleaning had been discussed at the meetings. Governors were reassured by the fact that the cleaning monitoring report (done by CYC) had received a score of 97.2%. The catering monitoring report stated that the score of 93% had been given, as the new company needed to put some paperwork in place and make some minor changes. A governor asked if these issues had been addressed. The Headteacher advised that to her knowledge the issues had been addressed and that an update would be reported at the next meeting.</p> <p><b>Health and Safety</b> <b>Inspections of equipment</b> - The Headteacher reported that the required Health and Safety inspection of the indoor and outdoor PE equipment had been carried out and that the minor issues that had been identified had been addressed.</p> <p><b>Fire Risk Assessment</b> - The Headteacher informed the governors that the risk assessment had identified the need for the staff to attend some Health &amp; Safety and Fire training. The assessment had</p>	

	<p>also identified the need for some housekeeping to take place as soon as possible. She added that in the week following this meeting the school was to have a Health and Safety inspection, focusing on Health and Safety documentation. This was to be carried out by CYC.</p> <p><b>Catering</b> The Headteacher reported that the new Catering Company ABM started in September. She noted that the support that the kitchen staff were receiving was much better and that the cover staff had been of high standard. The Headteacher reported that the school was due to host a Mum's Dinner to promote school meals. In response to a question, the Headteacher advised that the school makes about 20p on each meal. In response to another question, she advised that the take up of school dinners was between 60-80%, which was notably one of the best uptake rates for a PFI school in the City.</p>	
8.	<p><b>Policies for Review</b></p> <p><b>Budget Management Policy, including Scheme of Delegation - APPROVED</b> The Budget Management Policy, including Scheme of Delegation were approved with no changes. The Committee agreed to recommend this policy to the FGB for ratification.</p> <p><b>Governors' Allowance Policy - APPROVED</b> The Governors' Allowances Policy was approved with no changes.</p> <p><b>Educational Visits Policy - APPROVED</b> The Educational Visits Policy had been updated by EVOLVE. The Committee agreed to recommend this policy to the FGB for information.</p> <p><b>Safer Recruitment Policy - APPROVED</b> The Headteacher advised that the policy includes the September 2018 changes to Keeping Children Safe in Education and includes the detail about the Section 128 check that needs to be conducted on all governors. The Headteacher undertook to ensure that the Section 128 checks are completed.</p> <p><b>Equalities Policy</b> <i>(how is the school meeting the objectives of the Equalities Policy and how is the Policy being implemented)</i></p> <p>The Headteacher advised that she had started to list what the school is doing to meet the objectives, further discussion was to take place at the FGB:</p> <ul style="list-style-type: none"> <li>◦ Girls involvement in STEM</li> <li>◦ PE sessions specifically aimed at older girls</li> <li>◦ Conversations with the Year 1 teachers about a 'girls only' construction time (to give the children the opportunity to do an activity that they otherwise wouldn't have done)</li> <li>◦ Starting some girls only sports clubs so that they will try different things</li> <li>◦ Ensuring that a range of families are represented in the curriculum</li> <li>◦ Ensuring that a range of families are represented in the books that the school uses / has in the Library</li> </ul>	<p>FGB</p> <p>FGB</p> <p>Head</p> <p>FGB</p>
9.	<p><b>Admissions (approval of admission numbers for Sept 2020) and future place planning</b> The Headteacher advised that she was not proposing to change the admission numbers for 2020, opting to keep the Reception intake at 30. The Headteacher reported that she had attended a meeting with the planning department at CYC regarding the York Central development. She reported that at the moment no school was being planned for the York Central development, as any children living there would attend either: St Barnabas, St Pauls Primary School or Poppleton Road Primary School. She noted that the final number of dwellings would depend on the Council leadership, as the Conservatives would prefer more dwellings but a smaller proportion of family homes however Labour</p>	

	want fewer dwellings but a higher proportion of family homes.  The Headteacher advised that the LA were keeping this under close review and would keep the school updated. She advised that when the Committee reviews admissions this time next year (for the 2021 admissions), the Committee will need to consider a change in the school catchment area and possibly increasing the admissions numbers to accommodate the additional children. She added that it was unlikely that a lot of children would all come at once. A governor asked the Headteacher if the school would have the capacity to go above 30. The Headteacher explained that the school would need to expand if the admission number rose above 30 as there was not the room for the extra children, but this would have to go through a consultation process, as it is the assumption that the three schools can absorb the additional children.	
10.	<b>Staffing</b> <b>Flexible working request</b>  <b>Recorded as a confidential minute</b>	
11.	<b>Any Other Business</b> The Committee agreed that they would like to continue to invite Michael Backhouse to attend the meetings as an Associate Member, especially around the time of the Start Budget.	
12.	<b>Date and time of next meetings:</b> Wednesday 6th March 2019 at 6.30pm	

The meeting closed at 8.20pm

  
Dr Kate Mackay-Roberts (Chair)

6-3-2019  
Date

### ST BARNABAS' C.E. PRIMARY SCHOOL

#### Action Plan following the Meeting of the Resources Management Committee held on 21<sup>st</sup> November 2018

	Action	Item	Person	Date
1.	The Headteacher to ensure that the Section 128 checks are completed	8	Head	Dec 2018

#### Items for future agendas:

##### FGB

- Revised Budget
- SFVS
- Budget Management Policy (for ratification)
- Educational Visits Policy (for information)
- Objectives of the Equalities Policy

