

Townley School & Pre-School

Christchurch, Wisbech, Cambs. PE14 9NA



Email: office@townley.cambs.sch.uk

Tel/Fax: 01354 638229

Headteacher: Mrs Maria-Anne Higgins

Minutes of the Meeting of the Resources Committee

Tuesday 26th April 2016 – 5.45pm

Governors present:

Fred Yeulett (Chair), Maria-Anne Higgins (Headteacher), Tony Bradbury, Simon Freeland, and Andrew Murray.

Others present:

Tina Chisholm (Finance Officer), Karen Bird (Clerk)

The meeting started at 6.10pm. The delay was due to one Governor dealing with a Child Protection issue, and quoracy.

1. Apologies for absence

Apologies were received and accepted from Sharon Barwick. James Hughes, Yvonne Chenery and Will Sutton

2. Register of Pecuniary and Non Pecuniary Interests

- All Governors forms completed and filed for Academic Year.
- No new interests to report.

3. Minutes of Previous Meeting/Matters Arising

- Item 4 – Covered at Agenda Item 4.
- Item 5 – Headteacher confirmed letters have been sent out regarding aged debts, a positive response has been received from two so far.
- Item 6 – Head reported that Truelink have started work, and have conducted themselves in a professional manner. She is very happy with their work.
- Item 6 - There is nothing new to report on the Kitchen situation as discussions are still on going.
- Item 7 – Covered at Agenda item 7
- Item 9 – Confirmation was given to the committee that the SFVS has now been updated, signed and submitted to the Bank Account Team.
- The minutes of the last meeting, held on 10th February 2016 were read through, agreed, and signed by the Chair.

4. Budget 2016/17

- Chair confirmed the budget for 2015/2016 balanced. He expressed his thanks to the Finance Officer and Headteacher for achieving this.

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- Headteacher and Finance Officer confirmed that the 2016/2017 budget was going to be tight. Funding has increased due to higher pupil numbers, and expenditure in some areas funds this year are due to the increased needs of the school, mainly staffing. In the long term plan the school will benefit. It was also reported that the school no longer receives NI rebate, which has impacted on the budget, along with the increase in minimum wage.
- Funds received for a year 6 SEN pupil have gone, the member of support staff has been kept in the budget at this stage due to a potential pupil coming into Reception in September.
- Grounds Maintenance expenditure is less this year, although cleaning costs have increased due to the rise in pupil numbers.
- Headteacher reported that due to the change in school uniform, the school may have to subsidise this area. She reported however, that a fund raising exercise, Bags for School, was hoped to assist in this matter. Friends of Townley may also be able to help. The Chair reported of potential support from Tesco could also be looked into.
- Based on the projected income/expenditure, the school should have a minimum of £10k carry forward. Potential income may change due to other funds /bursaries available where amounts have not yet been confirmed.
- It was reported that pupil numbers currently stands at 86.

The Chair questioned the Headteacher on how the projected budgets for future years stood if the current year was tight. The Headteacher reported that projected budgets had produced using exactly the same figures as this year and showed a deficit, however, this was not an accurate prediction due to some areas of the budget next year not requiring as much expense, eg Curriculum and Staffing.

5. Pre-School Budget

- The Finance Officer produced a balance to show the Pre-School Budget to the end of the Financial Year, 31st March 2016. The Pre-school budget showed an overspend of £653.57. The Chair highlighted to the committee that the Pre-school still has Aged Debts of £937.50, and had incurred unpredicted advertising for staff costs at the end of the financial year.
- Governors questioned the Finance Officer and Headteacher, asking "that if Townley School and Pre-School were seen as one, do Pre-School still have to have their own budget?". The Headteacher answered that yes they have their own budget due to separate Funding. Pre-school have to be seen as being sustainable and not subsidised by the School. The Pre-school budget has its own budget codes within the school's BCR.

6. Staffing

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This has been covered in Agenda Item 4. The Headteacher reiterated that Maternity Cover, NQT, Internship and Pre-school staffing issues are now in place, and have been budgeted for, along with training costs.

7. Pupil Premium

This has increased by 1 pupil. The current Report has not been updated as yet. The Headteacher explained this is due to it being so early on in the Financial Year for any decision to be made on if current support was adequate. Headteacher informed Governors she has a meeting with Ms Blyth discuss this along with the SDP.

8. SDP

As stated in agenda item 7, a meeting is scheduled to review both this and pupil premium. Headteacher will report on this at the next meeting.

B/F SDP to Next Resources Committee

9. Policies

The following Policies were e-mailed to all Governors to read through prior to the meeting where feedback was requested and adoption sought:

- Complaints Procedure – Governors Agreed Option 1
- Governor Expenses Policy
- Equality Policy
- First Aid Policy
- Supporting Children with Medical Conditions Policy
- Pre Admissions Arrangements Policy
- Intimate Care Policy
- Data Protection Policy

Other than minor typing and format issues, all Governors agreed adoption of these policies.

The Headteacher confirmed there are still a number of policies needing attention and she will continue to work through these. As agreed previously, these will continue to split between Committees for adoption with the intention of having them adopted by the end of July. From the start of the new Academic Year the Headteacher will organise a rolling programme to spread review of Policies throughout the year.

Agreed: The above policies were adopted

Action: Typing and format issues to be rectified and Chair of Governors to sign.

Other matters arising

The committee were notified of an issue with the Pre-School's soil pipe. This is being sorted as quickly as possible and will impact on the Budget.

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The Headteacher was asked "Whose budget the repair would come out of?". It was confirmed that as the building belongs to the school it would be their budget.

Date of next meeting

To be set at the first FGB meeting in the new academic year.

Meeting Closed at 18.50