

ST MATTHEW'S PRIMARY SCHOOL**Resources Committee – Meeting Held at The School - Thursday 11th October at 18.00hrs****PRESENT:**

A Grieve (AG) -Chair

C Jagger (CJ)

C Bates

S Ingersent

D Lucarelli-Stockwell

R Herbane

T Davies

Headteacher (HT)

MINUTES: D Lucarelli

Item	Agenda Item	Action
1.	<p>Apologies for absence.</p> <p>Ricardo informed that he might be delayed and arrived at 18:15</p>	
2.	<p>Declaration of direct or indirect pecuniary interests relevant to any of the Agenda items</p> <p>No declarations of direct/indirect pecuniary interests were made</p>	
3.	<p>Review of terms of reference for the resource committee</p> <p>Approved</p>	
4.	<p>Election of chair and co-chair</p> <p>Chris and Andrew are unanimously elected co-chairs</p> <p>Linda is unanimously elected vice-chair</p>	
5.	<p>Minutes of the Resources Committee meeting held on 4th May 2023</p> <p>Corrections required to be implemented:</p> <ul style="list-style-type: none"> ● Linda sent apologies but were they were not noted ● There is an incorrect statement in the 3rd paragraph of the second page. The meaning should read "it is not sensible to make further changes if not needed". ● All names should be anonymized in all sets of minutes. <p>Minutes are approved</p>	
6.	<p>Financial position, End of September 2023</p> <p>Headteacher shared a report and governor understand the school position as presented</p>	

	<p>A governor asked about checks and balance in place due to a new system not being functional yet and existing school's deficit budget. Tony explained that the budget management software pulls all the information out from FMS (school regular tracking and integrates them with forecasts and predictions. The school still uses Orovia (prev system) to track staff profiles. This information is then extracted manually – this is where mistakes might happen. The school finance manager is constantly doing manual checks. One way to test the robustness of the system is to test a variety of scenarios and where numbers start to differ flags are raised.</p> <p>Local authority acknowledges the issue and promised a resolution.</p> <p>A governor asked if the finance manager is in a position to produce finance accounts and in time to make finance decisions.</p> <p>ACTION: Linda is to draft a letter on behalf of the school stating the current concerns and inconvenience caused by the system and asking for an explanation and recognition of accountability from the local authority. The letter is to be addressed to John Lewis</p> <p>ACTION: Debora to organise a meeting for the chairs and involve Ricardo</p> <p>A governor asked about the meaning and origins of the “more income” line. HT explained it's a combination of SEND funding, and 3% increment grant for salaries.</p> <p>A governor asked about the heating costs and potential ways to reduce them. HT explained the temperature is slightly lowered but the season has been warm and no data is yet available.</p> <p>A governor asked why agency costs are separate. HT replied it's a reporting requirement.</p> <p>A governor asked about the increased spend for in the learning resources (non ICT) HT replied that phonics alone costed an extra £50k</p>	
7.	<p>Updates to personnel policies 2023-2024</p> <p>HT reminded that the request leave approval for staff has been updated. Sickness leave absence has been updated to cover for leave in case of grievance for death of a child.</p> <p>A governor asked about the decision in relation to a request of time off for training for study. HT replied that most of the time is unpaid unless is relevant to the school or required to perform the job.</p> <p>A governor asked what a request for flexible working hour means. HT replied that applies when people want to work part-time or from home.</p> <p>All policies are approved.</p> <p>ACTION: governor request to circulate an executive summary of all changes that have been introduced to the policies</p>	
8.	<p>Personnel Update, including update on Leadership and Management Implementation Plan</p> <p>HT informed governors that Fiona Harris was recruited to become a member of the SLT for English</p> <p>A governor attended the interview and updated about the process.</p> <p>This week the school is recruiting the unit leaders.</p>	

9.	<p>Schools Financial Value Standard Skills Matrix – exercise for governors to complete the skills matrix</p> <p>The school needs to ensure that there are enough skills recruited to ensure that HT is hold accountable. HT has prepared the forms and explained how the process works. Some governors have filled in the form while others will return it to the school.</p> <p>Chris is leaving the meeting at 19:15</p>	
10.	<p>Any Other Business</p> <p>Andrew asked to arrange a finance link governor visit with the school finance manager</p>	
10.	<p>Dates of future meetings and agreed agenda items</p> <p>Future meetings are agreed</p> <p>The salary committee meeting is arranged for the 15th of November at 18:00</p>	

The meeting ended at 19:20hrs