

**Minutes of the Resources,
Autumn 2 Term Meeting of the Committee**

At Ashley Junior School

On Wednesday 25 November 2015 at 7 pm

Present: Ian Rix HT (IR), Julie Davies BM (JD). James Rand –minutes (JR), Norman Bullen (NB), David Burden -Chair. (DB), Natasha Fisk (NF). Roy Matthews (RM)

Absent: Tracy Stevens (TS).

1. Apologies and declarations of conflicts of interests.

Present, DB, NB, RM, NF, JR, IR and JD. Apologies received from Tracy Stevens. No conflicts of interest declared.

2. Business Manager's update.

The Business Manager reviewed her termly update to governors which included:

- Review of Income & Expenditure to 31.10.15

Income to budget was £12,713 positive. Expenditure to budget was £16,396 positive – a net positive figure of £29k to where we had budgeted to be as at 31.10.15. However, governors were reminded that we receive our grant income is received in full in April and that HCC payments/deductions are often lagged e.g. H3CS Catering expenses, free school meals charges and utility bills.

- Benchmarking

The business manager has conducted 2 benchmarking exercise comparing Ashley Juniors with comparable (a) New Forest schools with learning support units and (b) Hampshire schools with learning support units of a similar size. Overall Ashley Juniors falls within the average with the exception of a few areas.

- Administration, Premises Staff and Admin Supplies were towards the higher end of the spectrum.
- Spend on premises maintenance was lower.
- Income generation was higher.

IR and RM undertook an action to investigate any reasons behind these variations from average benchmarking.

3. Income & expenditure to 31.10.15.

No major variations and a summary had already been provided in the Business Manager's report.

IR/RM

Various discussions concerning utility bills and water consumption were undertaken. It was noted that a potential leaking pipe was capped after suspicions were raised. Action - Site Manager to monitor water usage via the water meter.

IR to monitor

It was noted that the budget deficit has significantly improved over the last few months and Julie was congratulated on her efforts in monitoring and addressing this.

4. Budget Revision.

Three-year forecast was examined and it was noted that the School will be in deficit in approximately three years' time at current projections.

The governors were provided with a "working copy" of how budget revision figures had been determined, which was in CFR order and included all ledger codes, with current budget, projected outturn (budget revision), previous actuals for the last 3 financial years and a narrative for any changes in the budget.

Details of the changes can be viewed in the original document provided to the Resources Committee. The Business Manager explained that Water & Sewerage (E15), Energy (E16) and Educational Supplies (E19) were difficult areas to predict, especially since we had ceased to be a "Cheque Book" school. Buildings (E12) assumed that we spend the current budget to make the necessary fire improvements and safety enhancements to the car park. In reality it may prove difficult to complete the work by the end of the financial year.

The Resources Committee formally approved (under delegated authority from the Terms of Reference) the Budget Revision. Agreed figures were as follows:

	2015-16	2016-17	2017-18
Income	£1,249,671 (One million, two hundred & forty nine thousand, six hundred and seventy one pounds)	£1,253,821 (One million, two hundred & fifty three thousand, eight hundred and twenty one pounds)	£1,286,691 (One million, two hundred & eighty six thousand, six hundred and ninety one pounds)
Expenditure	£1,307,474 (One million, three hundred & seven thousand, four hundred and seventy four pounds)	£1,322,930 (One million, three hundred and twenty two thousand, nine hundred & thirty pounds)	£1,341,041 (One million, three hundred and forty one thousand and forty one pounds)
In Year (Deficit)	(£57,803) (Fifty seven thousand, eight hundred and three pounds)	(£69,109) (Sixty nine thousand, one hundred and nine pounds)	(£54,350) (Fifty four thousand, three hundred and fifty pounds)

Balance b fwd	£181,433 (One hundred & eighty one thousand, four hundred and thirty three pounds)	£123,630 (One hundred & twenty three thousand, six hundred and thirty pounds)	£54,521 (Fifty four thousand, five hundred and twenty one pounds)
Cumulative reserves	£123,630 (One hundred and twenty three thousand, six hundred and thirty pounds)	£54,521 (Fifty four thousand, five hundred and twenty one pounds)	£171 (One hundred and seventy one pounds)

5. Alternatives and implications of a staffing restructure.

The local authority recommendations from the finance review were examined and the majority of action points have been actioned.

IR presented a substantial piece of work looking at where cost savings could be achieved through staff restructuring and the implications of such actions. In addition, job responsibilities were shown in Venn diagram form to indicate where people's jobs overlap and what functions would be lost if such a person was made redundant.

Following a protracted debate, two main options were identified:

- Option one - balance the budget by making immediate cost savings. Such an option will have educational quality implications for the pupils of the school. This option will preserve the current surplus and allow it to be used.
- Option two - Delay any decision on balancing the budget by using the current surplus to buffer ourselves over the coming months/years. This option will preserve current educational standards albeit potentially this will just postpone any drop in educational standards to a future date. This option will significantly eat into any budget surplus. Any savings would hope to be achieved through natural wastage.

With insufficient time to fully evaluate Ian's report and with no immediate consensus being achieved it was decided to reconvene the resources committee for meeting on 30 November at 5 PM; where after reading Ian's report considered and informed discussions could take place.

6. Property services and school planned works.

A meeting with Hampshire Property Services has taken place and whilst indications that some works would be undertaken, no commitments or agreed dates were received. It is expected that the swimming pool demolition process will start in December and the pupil toilet refurbishment will happen over the summer. **The Governors requested the list of Jobs that Property Services were committing to was obtained and so that**

IR

coordinated maintenance plan could be put together. This would also allow us to develop a capital projects priority list. The site manager's redecoration program was presented to the committee.

Discussions over other potential uses of the swimming pool site were made. The conclusion of which was we should take the opportunity of demolishing the swimming pool and having it filled in by property services whilst we had that Hampshire funded option available to us.

7. Potential sale of land and assets.

Following a discussion with a local estate agent the committee was informed that the land at the front entrance was worth estimated £200,000 and that the front playground site could be worth somewhere in the region of 1.5 million. Whilst not a priority at the moment, the potential to conduct a major refurbishment of the school using the value land was suggested.

Action - It was decided that after Christmas we should look at forming a small sub-committee to address development.

DB

8. Reduction in lump sum provided in schools budget share 2016/17.

Option two was decided upon as this would result in the smallest reduction in funding been received.

9. Policy Review.

Absence policy accepted with amendments.

Finance policy accepted.

It was agreed that policies in general **should be discussed at the next full governing body meeting** with a potential option of adopting Hampshire policies (if available) and listing our unique exceptions or additions to them in order to minimise the work required in this area of business.

JR

10. Health and Safety update.

Governors looking into this area reported that they are getting out the weeds of health and safety at last and taking a far more strategic view. That said it was noted that there was known issue of no hot water or soap available in the pupils toilets and **that the school needed to make a far quicker response to this issue.**

IR

11. Governors visits.

Nothing was discussed on the subject.

12. Any other business.

A short discussion about the pay committee was made and where to file sensitive information. To be held by the Business Manager.	
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