

**NEW MILLS SCHOOL  
RESOURCES MANAGEMENT COMMITTEE MEETING  
MINUTES**

<b>Date:</b>	<b>Thursday 28<sup>th</sup> November 2019 at 6.00pm</b>	
<b>Venue:</b>	<b>New Mills School</b>	
<b>Present:</b>	<b>Chris Furness (CF) Keith Taylor (KT) Felicity Wickes (FW) Tim O'Brien (TO) David Hoult (DH)</b>	<b>Local Authority Governor Co-opted Governor, Chair of Committee Co-opted Governor, Chair of Governors Co-opted Governor Co-opted Governor</b>
<b>Apologies:</b>	<b>None</b>	
<b>Absence:</b>	<b>None</b>	
<b>In attendance:</b>	<b>Garry Cash (GC) Diana Malkin</b>	<b>School Business Manager Clerk</b>

The meeting met its quorum and started at 1807

<b>AGENDA ITEM 1</b>	<b>WELCOME</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• The Chair welcomed everyone to the meeting and clarified that under the remit of the RM committee, KT and GC would like RM meetings to ensure the school is adhering to policy and supporting GC in his role as School Business Manager. The school's budget is now well managed, so the committee will look at issues GC would like to discuss.</li> <li>• Papers will be in the folder at least a week in advance and Garry will raise awareness of anything governors need to bring particular focus to.</li> <li>• Keith Lutener, IT Manager, will be invited to attend the next RM meeting to advise on the current state of IT. The servers were last replaced in 2013. Next year, the school will transfer onto Windows 10.</li> </ul>

<b>AGENDA ITEM 2</b>	<b>APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	There were no apologies for the meeting.

<b>AGENDA ITEM 3</b>	<b>CONFLICTS OF INTEREST IN ITEMS DETAILED IN THE AGENDA</b>
<b>Discussion:</b>	There were no declarations of any conflict of interest in any agenda items.

<b>AGENDA ITEM 4</b>	<b>MINUTES OF THE LAST MEETING 10<sup>th</sup> October 2019</b>
<b>Discussion:</b>	The minutes of the last meeting were considered by the committee.
<b>Agreed:</b>	The minutes of the last meeting were approved as a true and accurate record of the meeting and were signed by the Chair.

<b>AGENDA ITEM 5</b>	<b>MATTERS ARISING FROM THE LAST MEETING 10<sup>th</sup> OCTOBER 2019</b>
<b>Discussion:</b>	There were no matters arising from the last meeting.

<b>AGENDA ITEM 6</b>	<b>FINANCE UPDATE</b> <ul style="list-style-type: none"> <li>- Including Telephone System replacement</li> <li>- SFVS 2019-20 changes</li> </ul>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• The school is managing within its budget so far this year. The bottom line is generally adhered to.</li> <li>• The forecast budgets suggested an end of year deficit of -£718k. The current forecast is -£716k.</li> <li>• The pension contributions were increased and the pensions grant was paid in, so that was cost-neutral.</li> <li>• There was a net gain in terms of the Pensions grant, and a similar picture with the Teachers' Pay increase, where 2% was budgeted and the pay increase was 2.75%, covered by a DfE grant.</li> <li>• Premises costs shows an overpayment of around £9k, as two bills from the same period have been paid. This is because the water company issue a bill, then a credit, then another bill, so the school has overpaid, but will be credited.</li> <li>• There has been an overspend of £9.5k on Suppliers &amp; Services, which GC is in the process of working out in virements and allocating different accounting lines.</li> <li>• The total income is £94k over what was budgeted in April, as it includes extra funding, the pension grant and pay grant. Staffing costs are £75k overspent.</li> </ul> <p>In response to a governor question, on income and expenditure, GC clarified the following:</p> <ul style="list-style-type: none"> <li>• Income is anything not covered by budget share. The 2019 budget share is £683k. The other income comes from the pension grant, pay grant, SEN top up funding and PP funding. On the third page, a breakdown of the income is shown. Internal charges are a combination of expenditure and income, as Derbyshire pay in or take money out of the school's account.</li> <li>• Bank interest would normally be an income, but is an expenditure here, because it is a charge.</li> <li>• Property repairs: at start of financial year, DCC passed a correction to something they had paid in the previous financial year, so they took £16,250 out of one line and refunded it to a different line. This does not make the bottom line any different, but it does make the numbers look different.</li> <li>• In summary, the school has a certain amount of control over the budget, but is proactive.</li> <li>• The income figure is inflated for this financial year, due to receiving the final payment from DCC to assist in repaying their borrowing. The background to the financial picture was explained: £400k was paid by DCC in 2018-19 and the final £150k in 2019-20. This £150k is allocated across 2 lines of this budget.</li> <li>• The budget assumes an intake of 130 students per year, going forward. There are 119 on the list from the recent round of applications for September 2020, and a further 90 who have put NMS as second place.</li> <li>• The new National Funding Formula has had an impact on the budget.</li> <li>• The background to the historic debt and repayment were explained, for the benefit of the governors who are new to the committee.</li> <li>• GC also explained the figures and how they will impact on potentially joining The True Learning Partnership MAT. David Waugh, CEO of TTLP, will attend the next FGB on 16<sup>th</sup> December.</li> </ul>

- The school has not historically come under pressure to pay back its debt, but in order to join a MAT, the debt now does need to be repaid.
- The only way to increase school income is for the funding to be increased, which it has been under the NFF, and for pupil numbers to increase, which are looking positive.
- The different models of paying back the debt were discussed, which also form part of the academisation discussion.
- From 2014, the school has been turned around in terms of performance and finances. There are now realistic forecasts and the school is performing efficiently at a 5-form entry of 130 upwards, with the optimum number being 145.

**Q:** Who makes the decision on how much is repaid and how much is spent on the school? **A:** We make that decision as a committee, in discussions with GC. **Q:** Why is the budget £75k over on page 1? **A:** This is balanced out by the increased pension contributions of £60k shown on page 2. **Q:** Why was the revised budget not adjusted? **A:** The revised budget takes into account the virements, which net out at zero. The virements have not impacted on the bottom line. There can be differences due to supply teaching costs, which are shown in a different budget line. **Q:** What is the additional 0.75%? **A:** The teachers' pay increase was agreed in August at 2.75%, but it had been budgeted at 2%. **Q:** Looking at the lines 111800 – Teachers pay etc – do we budget for sick pay and is there is a £41k overspend there? **A:** The sick pay is budgeted for under basic pay – the basic pay is reduced by the amount of sick pay. Staff costs are among the easier costs to budget for.

#### Telephone Systems:

- GC advised that some of the telephone extensions have stopped working. The contractor was called, but could not do diagnostics. He tried to reboot the system and it turned out a replacement card was needed.
- There will be ongoing problems, because the system is obsolete, and needs replacing.
- Calls are taken from Service Telecom. They also provide the telephone systems for other local schools.
- Quotes for replacement systems have been received from Service Telecom of £8652.65. It is a flexible system which can convert from analogue to digital.
- Quotes have also been received from other telecoms companies, which were considered by the committee and are available in the meeting folder.
- The quotes from the other companies would involve other costs in addition.
- Telesis quoted £7895.
- BDR quoted without visiting the school.

**Q:** Is it essential to replace the phones? **A:** Yes. It costs £150 to reprogram an extension at the moment. The new phone system has many advantages.

- There is also a School Fund update in the meeting folder. GC explained the School Fund for those new to the committee. It is school money, as opposed to the budget which is DCC money.
- GC advised that the first line in the Bursary Fund, which is a historic line which will not be clawed back and is not needed due to the sixth form closure, is around £5k. This could go towards the new telephone system, and the remainder would come out of the water refund.

**Q:** Is there any money from DCC to bid for to upgrade IT systems? **A:** That funding would usually be for replacing a computer suite and this year will be spent on upgrading the servers.

	<p>Teachers' Pay Progression:</p> <ul style="list-style-type: none"> <li>• Six teaching staff have successfully passed their performance management reviews for the last academic year and are recommended to progress up the pay scales.</li> <li>• Four are on Main Pay Scale; one is on the unqualified pay scale and one is on the Upper Pay Scale. They will all go up one point.</li> <li>• The impact on budget is zero, as they were already budgeted for.</li> </ul> <p>SFVS:</p> <ul style="list-style-type: none"> <li>• Schools Financial Value Statement. It is the folder and has to be completed and submitted by 31<sup>st</sup> March 2020.</li> <li>• It has changed this year. Historically the SFVS form was completed by SBM and Chair of RM committee. Now, it is completed by the RM committee.</li> <li>• The committee are asked to look through the form and it will be further discussed and agreed at a meeting before 31<sup>st</sup> March.</li> <li>• GC drew the committee's attention to the Dashboard, which has come up with some ratings based on data GC has input, which is accurate and based on the data from 2018-19.</li> <li>• Spend on teaching staff was 49.3% in 2018-19. It suggests that this is low, and is in Amber.</li> <li>• Spend on education support staff is high compared to similar schools, and this may need to be looked at.</li> <li>• Energy spending is also in the highest 10% of schools.</li> <li>• The in-year balance is fine, but there is a high risk because of the deficit.</li> </ul>
<b>Approved:</b>	<ul style="list-style-type: none"> <li>• The quote from Service Telecom was approved by the committee, for £8652.65.</li> <li>• The committee approved the spend of £5k from the School Fund and remainder from water refund, towards the new phone system.</li> <li>• The committee approved that the four teachers on MPS, the one on the Unqualified Pay Scale, and one on UPS, will all go up one point on the pay scales, following successful performance management.</li> </ul>

<b>AGENDA ITEM 7</b>	<b>AUDIT UPDATE</b>
	<ul style="list-style-type: none"> <li>• The audit update was considered and is in the meeting folder.</li> <li>• One of the SFVS questions is around previous audit report questions which have not been dealt with.</li> <li>• GC brought the committee's attention to p23, there are 3 years which have been without audit for the School Fund.</li> <li>• It is necessary to find an auditor or bookkeeper to do the books for the School Fund.</li> </ul> <p><b>Q:</b> Could TTLP be asked for help with having the School Fund audited? <b>A:</b> That is a possibility.</p>

<b>AGENDA ITEM 8</b>	<b>BENCHMARKING</b> Including brief demonstration of DfE Benchmarking website
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• GC advised there is a website on the gov.uk website which can be accessed by anyone, showing financial benchmarking.</li> <li>• GC gave the committee a demonstration on how to use the website to compare New Mills against other schools.</li> </ul>

	<ul style="list-style-type: none"> <li>• GC will email the link to governors. Governors are asked to have a look at the benchmarking website.</li> <li>• NMS are at the higher end of spend per pupil.</li> <li>• GC produces a Benchmarking report, which focuses on an area and identifies an opportunity to save on costs and contact other local schools to discuss best practice.</li> </ul>
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<b>AGENDA ITEM 9</b>	<b>Approval of any actions above Headteacher's delegated authority limit:</b> a) Virements over £26,000 b) Order/invoice approval – over £2,500 c) Premises work – over £2,500 d) Minor Repairs e) Inventory write offs – over £100
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• The invoices, totalling <b>£62,657.60</b> were considered by the committee.</li> <li>• The bottom 2 invoices do not come in at over £2.5k, however at the last meeting, gas bills were not shown because there is one electricity meter and 2 gas meters. If the gas bills were combined, the bill would be more than £3.5k. So they are both shown on this list.</li> </ul>
<b>Approved:</b>	<ul style="list-style-type: none"> <li>• The invoices were approved by the committee and signed by the Chair.</li> </ul>

<b>AGENDA ITEM 10</b>	<b>ANY POLICIES/PROCEDURES FOR APPROVAL</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• There were no policies for approval.</li> </ul>

<b>AGENDA ITEM 11</b>	<b>ITEMS FOR THE NEXT AGENDA</b>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Keith Lutener, IT Update.</li> <li>• SFVS approval – at 10<sup>th</sup> March RM committee.</li> <li>• H&amp;S report.</li> <li>• Finance Update.</li> <li>• School Fund.</li> <li>• Possible investments for the school. IT, SEN, Sports facilities (though it was discussed that this is very expensive). GC will meet next week with the DCC surveyor to discuss the pavilion.</li> </ul>

<b>AGENDA ITEM 12</b>	<b>AOB</b>
<b>Discussion:</b>	There was no further business for discussion.

<b>AGENDA ITEM 13</b>	<b>DATE OF THE NEXT MEETING</b>
<b>Discussion:</b>	The next meeting will be held on Thursday 30th January 2020 at 6pm

There being no further business, the meeting finished at 8pm