

OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL

MINUS CONF

Meeting of the Resources Committee

Held on 8 May 2019

Governors Present	Foundation: Paul Mokwenye (Committee Chair), Cecilia Amadasun, Theresa Garnett, Diane Porter, Derek Vitali Staff: Sean Flood (Headteacher) Parent: ---- Local Authority: ----
Finance Officer Finance Consultant	Theresa O'Hagan Louise Campion
Apologies	Julian Vennis
Clerk	Susan Moyse
Abbreviations	EYFS (Early Years Foundation Stage), HLT (Hackney Learning Trust), H&S (Health and Safety), SIP (School Improvement Partner), SDP (School Development Plan), SEND (Special Educational Needs and Disability), UIFSM (Universal Infant Free School Meals), CFR (Consistent Financial Reporting), TUPE (Transfer of Undertakings Protection of Employment), SFVS (School Financial Value Standard), GDPR (General Data Protection Regulations), SLA (Service Level Agreement), PPG (Pupil Premium Grant)

MINUTES

Meeting opened 7.00pm. Paul Mokwenye in the chair

1	WELCOME, MEMBERSHIP AND APOLOGIES	ACTION
1.1	The Headteacher led the governors in prayer and Paul Mokwenye opened the meeting welcoming all present. Apologies had been received from Julian Vennis.	
1.2	BUSINESS AND PECUNIARY INTERESTS The register of staff gifts and hospitality was noted. The Register of Interests was updated as necessary. There were no declarations of interest in the agenda.	
2.	MINUTES OF MEETING HELD ON 6 FEBRUARY 2019	
2.1	Agreed as a correct record and signed by the Committee Chair.	
2.2	Matters Arising	TO'H to report asset register to next meeting (Clerk for agenda)
	Agreed Asset register to be reported to next meeting	
3.	FINANCE	
3.1	Budget	
	The following reports had been circulated to all governors before the meeting: <ul style="list-style-type: none"> • 2018-19 Year End • CFR 3 year forecast • Comparison spreadsheet 	
	The Head explained that he and the Finance Officer (TOH) had met with the Consultant (LC) made a number of attempts to balance the 2019/20 budget.	

	The first draft had drawn a deficit of £140k. The school had been anticipating cuts under national funding but rising costs and a slight fall in pupil numbers had affected the school sooner than expected. Many schools were affected but one form entries were particularly hard hit.																									
	TO'H explained how the forecast deficit had arisen: <ul style="list-style-type: none">£55k surplus brought forward from 2018/19Rising costs<ul style="list-style-type: none">Support staff scales and pensionTeacher pension contributionsFunding flat e.g.:<ul style="list-style-type: none">2 pupils down (Reception – Year 6)Lower funding overallNursery funding fallingNursery roll lower (20 for September 2019)Income includes transfers from school fund, governors fund and the school building fund																									
	Governors asked:																									
	<table><tr><th>Governor Question</th><th colspan="3">School Response</th></tr><tr><td rowspan="5">How did shortfall arise?</td><td colspan="3">Increasing costs across board e.g.</td></tr><tr><td></td><td>2018/19</td><td>2019/20</td></tr><tr><td>Teachers</td><td>£634k</td><td>£710k</td></tr><tr><td>Support</td><td>£344k</td><td>£362k</td></tr><tr><td>Teacher pension</td><td>£80k</td><td>£110k</td></tr><tr><td>When were schools advised?</td><td colspan="3">March for April 2019</td></tr></table>	Governor Question	School Response			How did shortfall arise?	Increasing costs across board e.g.				2018/19	2019/20	Teachers	£634k	£710k	Support	£344k	£362k	Teacher pension	£80k	£110k	When were schools advised?	March for April 2019			
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	Governors reviewed the CFR line by line and noted that the 2019/20 budget had been balanced only by using one-off transfers from other accounts: <ul style="list-style-type: none">School Fund (Head's income from inspections etc) £29kGovernors Fund £10kSchool Building Fund £19k Governors recognised that this position was unsustainable as these funds would not be available in 2020/21 and beyond. They noted that grant income towards pension costs would follow but as this would be based on pupil numbers it would not be significant.																									
	Governors noted the savings made to the following budgets for 2019/20: <ul style="list-style-type: none">E16E18E26																									
	It was agreed i. to recommend the 2019-20 budget to the governing body for approval ii. to sign off the year end statement iii. to authorise the transfers necessary to balance the budget																									
	Matters relating to medium term budget planning were minuted as confidential.																									
3.2	Controls Assurance Statement The draft CAS had been circulated. It was agreed that the Head, Chair of Governors and the Committee Chair sign the statement.																									
4.	PREMISES																									
4.1	Governors noted the premises matters included in Head's written report.																									
5.	ANY OTHER BUSINESS																									
5.1	None																									

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Confidential business was minuted separately. The Committee Chair closed the meeting at 7.55pm, thanking especially Theresa O'Hagan and Louise Campion for their hard work in balancing the budget.

Signed (Chair) -----

Date _____

Minutes prepared by Susan Moyse
smoyse65@gmail.com

Signed (Chair) -----

Date _____

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