

MINUTES:

BOARD:	Resources Committee of													
SCHOOL:	Foundry College													
DATE:	20 th November 2023													
TIME:	4.15 pm – 5.25 pm													
VENUE:	Foundry College and Virtual meeting													
PRESENT	:	<table> <tr> <td>Nick McSweeney</td> <td>Chair</td> </tr> <tr> <td>Iain Thomas</td> <td>Head Teacher</td> </tr> <tr> <td>George Bell</td> <td>Staff Manager</td> </tr> <tr> <td>Phil Cunnington</td> <td>Community Manager</td> </tr> <tr> <td>Sharon Finn</td> <td>Community Manager</td> </tr> <tr> <td>Caroline Norris</td> <td>Community Manager</td> </tr> </table>	Nick McSweeney	Chair	Iain Thomas	Head Teacher	George Bell	Staff Manager	Phil Cunnington	Community Manager	Sharon Finn	Community Manager	Caroline Norris	Community Manager
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APOLOGIES:	Jo Iremonger	Staff Manager												
ATTENDING:	<table> <tr> <td>Susan Phillips</td> <td>Judicium Clerk</td> </tr> <tr> <td>Kirsty Hodge</td> <td></td> </tr> <tr> <td>Raj Arava</td> <td>Advisor</td> </tr> <tr> <td>Majid Ali</td> <td>Advisor</td> </tr> </table>	Susan Phillips	Judicium Clerk	Kirsty Hodge		Raj Arava	Advisor	Majid Ali	Advisor					
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QUORUM:	5													

MEETING FOLDER: [20th November 2023](#)

The use of the term Governor for this purpose refers to, but is not limited to; Governors, Trustees, Directors and Members. The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item																					
1	Welcome and Introductions: The meeting commenced at those present were welcomed by the Chair.																				
2	Procedural items:																				
2.1	Apologies for absence - Apologies for absence as recorded were accepted by the Governors.																				
2.2	Confirmation of Quorum - The meeting was confirmed as quorate.																				
2.3	Declarations of interest for this Meeting - No pecuniary or personal interests were advised for any agenda item for this meeting.																				
2.4	Confidentiality Statement - All matters discussed during the meeting are confidential until the Minutes have been approved. Any items recorded in the Confidential Part II Minutes remain confidential after the Part II Minutes have been approved.																				
3	Any Other Business – There was no additional business to discuss during this meeting.																				
4	Minutes: The Minutes of the previous meeting on 25th April 2023 were approved and will be signed by the Chair electronically																				
5	Matters Arising from the Minutes:																				
5.1	There were no matters arising from the meeting held on 25th April 2023																				
	Outstanding actions:																				
	<table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td>Meet with Carey Tues 3/5 and provide email update on Weds 4/5 regarding set up of service, potential software and type of data collection.</td> <td>DR</td> <td>To be carried forward</td> </tr> <tr> <td></td> <td>Provide supporting information regarding need of PEX, MV etc to aid FC staffing structure decision by 6th May</td> <td>DR</td> <td>To be carried forward</td> </tr> <tr> <td></td> <td>Provide financial breakdown of how budget was calculated.</td> <td>DR</td> <td>To be carried forward</td> </tr> <tr> <td>7</td> <td>The staffing structure to be anonymised</td> <td>RA</td> <td>To be carried forward</td> </tr> </tbody> </table>	Item	Action	Actionee	Status		Meet with Carey Tues 3/5 and provide email update on Weds 4/5 regarding set up of service, potential software and type of data collection.	DR	To be carried forward		Provide supporting information regarding need of PEX, MV etc to aid FC staffing structure decision by 6th May	DR	To be carried forward		Provide financial breakdown of how budget was calculated.	DR	To be carried forward	7	The staffing structure to be anonymised	RA	To be carried forward
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	It was noted that these items were not directly related to this committee.																				
6	Correspondence – There was no correspondence shared during this meeting.																				
7.1	Budget Monitoring:																				
7.2	The <i>Resources monitoring Report until October 2023</i> was previously distributed for information and detailed the Budget figures for 2022/23 and 2023/24 and as a % of Income; the current position; expected position at Year End.																				
7.3	The <i>Resources Commentary November 2023</i> was previously distributed to managers and outlined the key <i>Income and Expenditure</i> points to note from the <i>Budget Monitoring</i> .																				

7.4	RA provided a summary of the key points which included income and expenditure; income and invoicing; staffing expenses and costs; non-staffing lines; E27; and a financial update.
7.5	Q: A Manager asked why the September invoices were still outstanding and asked JC for an update.
7.6	A: JC said he was not sure and would follow this up.
7.7	ACTION: JC to make enquiries within LA as to why the invoices have not been paid.
7.8	There was a discussion about E27 and 10B after a manager asked for further clarification.
7.9	There was a discussion about the process for staffing expenses and costs and it was agreed that RA would submit the exact figures for the teaching staff at the next FMC.
7.10	ACTION RA to submit the teaching staff figures.
7.11	RA concluded that they were on track and finances were extremely healthy.
8	Capital Expenditure:
8.1	RA provided an update on the capital budget and outlined potential projects. The purchase of the new minibus was mentioned.
8.2	Concerns were expressed about the shared driveway and car park and whose responsibility it was to maintain them. It was agreed that CT from LA would ask the Property Services Department for more information.
8.3	ACTION: CT to make enquiries within LA to establish whether there is an agreement/document for the shared driveway and car park.
9	Report from Pay Committee:
9.1	HT updated the managers on the recent pay committee meeting discussions on uplifts, pay progressing and competencies.
9.2	HT confirmed that that they had already budgeted for any uplifts.
9.3	There were no questions or actions.
10	Staffing Update:
10.1	HT reported that some members of staff had applied to go from M6 to upper pay scale, and this had been discussed with Chair and approved .
10.2	HT reported on the member of staff who had changed their role from driver/support assistant to KS3 outreach worker. He will start on December 4 th , 2023.
10.3	There were no questions or actions.
11	H & S Update:
11.1	PC provided a verbal update on the Health and Safety walk-around and the checks made on rooms, temperature, storage, fire alarm, intrusion alarm and other procedures were noted.
11.2	PC confirmed his next visit would be on 12 th December 2023.

11.3	Concerns about a technical failure were highlighted, accessing data via trial computers and using cloud-based systems for health and safety purposes was discussed.
11.4	It was noted that as a result of the walk-around, the personal evacuation plans and their inclusion in the return-to-work policy had been implemented and PC was thanked for his input.
12	Policies for review:
12.1	<ul style="list-style-type: none"> - Leave of Absence - Charging and Remissions - MC Allowances, Pay Policy - 016 Grievance Policy and Toolkit V11 - 034 Managing Sickness Absence Policy V10
12.2	All policies were APPROVED by the Resources Committee.
13	Any Other Urgent Business: There was no urgent business discussed during this meeting.
14	Identify Items for Confidential Part II Minutes There were no items for Confidential Part II minutes.
15	The meeting was closed by the Chair at 5.58 pm.
16	The date for the next meeting was agreed as: 5th February 2024

Actions arising from the Minutes of the Resources Committee held on 20TH November 2023

Item	Action	By Whom
7.7	Make enquiries within LA as to why the invoices have not been paid.	JC
7.10	Submit the exact teaching staff figures at FMC.	RA
8.3	Make enquiries within LA to establish whether there is an agreement/document for the shared driveway and car park	CT

Minutes are signed digitally by the Chair on GovernorHub