

**MINUTES:**

**BOARD:** Resources Committee of

**SCHOOL:** Foundry College

**DATE:** 28<sup>th</sup> March 2023

**TIME:** 4.15 pm

**VENUE:** Virtual meeting

**ATTENDED:** Raj Arava  
Phil Cunnington  
Sharon Finn  
Jo Iremonger  
Nicole Jutsum  
Nick McSweeney      Chair  
Iain Thomas            Head Teacher

**APOLOGIES:** George Bell, Andy Gardner, Caroline Norris & Nick Rees

**ATTENDING:** Stacey Fountain – Judicium Clerk

**QUORUM:** 6

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	<b>Welcome and Introductions:</b> The meeting commenced at 4.26 pm Those present were welcomed by the Chair.
2	<b>Procedural items:</b>
2.1	<b>Apologies for absence</b> - Apologies for absence as recorded were accepted by the Governors.
2.2	<b>Confirmation of Quorum</b> - The meeting was confirmed as quorate
2.3	<b>Declarations of interest for this Meeting</b> - No pecuniary or personal interests were advised for any agenda item for this meeting

2.4	<b>Confidentiality Statement</b> - 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	<b>Any Other Business</b> – There was no additional business to discuss during this meeting.		
4	<b>Minutes:</b> The Minutes of the previous meeting on 7 <sup>th</sup> February 2023 were approved and will be signed by the Chair.		
5	<b>Matters Arising from the Minutes:</b>		
	<b>Item</b>	<b>Action</b>	<b>Actionee</b>
		Meet with Carey <b>Tues 3/5</b> and provide email update on <b>Weds 4/5</b> regarding set up of service, potential software and type of data collection.	DR
		Provide supporting information regarding need of PEX, MV etc to aid FC staffing structure decision by <b>6th May</b>	DR
		Provide financial breakdown of how budget was calculated	DR
	7	The staffing structure to be anonymised	RA
6	<b>Correspondence</b> – There was no correspondence shared during this meeting.		
7	<p><b>Reports to review:</b>  <b>Revenue Budget Monitoring to Feb 23</b> – End of March 2023 was provided during this meeting and includes the College’s year-end position.</p> <p><b>Income</b>  The College is still waiting for £3000 PP funding from the January 2023 census. Transportation Grants are given to the College every March. The Outreach service income target wasn’t achieved but the provision didn’t income commence until September 2023 as services were not available. Total income achieved £2,060,206</p> <p><b>Q</b> – How close where the College to achieving the Outreach Service income target?  <b>A</b> – The College were not close as the target was based on a full financial year and the service was not available for 1 term. The College also need to consider the hourly rate for the service. It is currently £45 per hour. The LA has set a target of £250,000 for Outreach Service income for the new financial year.</p> <p><b>Expenditure</b>  The College saved money on teaching staff expenditure due to having no Deputy Headteacher and replacing some staff that have left with lower pay scale staff. The College saved £15,00 on supply teachers/home tutors. These staff are now on a contract which saves the College money. They still get paid the same hourly rate but on a different cost line. Education Support Staff saved £15,000 due to driver vacancies. Support staff have been supporting travel. The College is recruiting 1 ½ drivers. Taxi companies have changed their contracts meaning these costs have increased. Rates were higher than precited last year. The College now occupy 72% of the building so they are charged the majority of rates.</p>		

	<p>Admin supply spending was meant to be higher due to upgrading IT services but the College decided this was not required so saved a vast amount on this.</p> <p><b>Q</b> – Will there be consequences for the College and students for not upgrading IT services?  <b>A</b> – The existing IT services have a warranty and are new items.</p> <p>Special facilities have increased due to the lack of a driver at the College and increased taxi costs.</p> <p><b>Q</b> – Does the College have to use specific taxi firms?  <b>A</b> – There are only 3 firms the College can use and the College is currently using the cheapest service available to them. 30 students currently require transportation.</p> <p>Bought-in services are at 167% compared to predicted expenditure. Some students require bought-in services including mechanics, auto skills, drama dance and computing. These are services the College does not offer onsite but it is important to the College and Headteacher that the right packages are offered to the students. These services cost £55 to £60 per hour as well as transportation services.</p> <p><b>Q</b> – Has the budget for this financial year been increased?  <b>A</b> – It has increased slightly. It is difficult to predict this cost as each child is different and the College does not usually meet them until they are PEX from mainstream school.</p> <p>In total the school saved £128,159 last financial year.  The carryforward was £52,139 at the end of the last financial year.  This reserve will help towards staff costs and future plans the College may have.</p> <p><b>Q</b> – Could you have used the savings this year?  <b>A</b> – The College has bought in services to support students and overspent on this but it was the right thing to do. The Headteacher is confident the College did the best it could with income. They haven't purchased things that are not needed just because the money is there.</p> <p><b>Q</b> – What else could the College be doing with funding?  <b>A</b> – It is difficult to predict spending until the College meet the PEX children. They also don't know how many staff they may need on-site. The school has saved money by not having a Deputy Headteacher or driver. If these positions were filled the budget would likely have ended in deficit. The budget has been reviewed throughout the year.</p> <p><b>Q</b> – What process is in place if the College predict to go into deficit in the financial year?  <b>A</b> - It would be discussed during Committee meetings and presented to governors as early as possible.</p>
8	<p><b>Capital Monitoring:</b>  <b>To March 23</b> – The opening capital balance was £169,000  From the Capital Reserves, the College has spent £55,000 in year so £131,000 reserves will be carried forward. This includes new astroturf, security CCTV cameras and updates to the playground.</p>

	<p><b>Q</b> – Are you happy with the work completed? <b>A</b> – It looks better and has been worth it. The carpark has also had a new bollard system installed.</p> <p><b>Q</b> – Any capital spending plans for the new financial year? <b>A</b> – The College will possibly purchase some new furniture but there are no major spending plans in place.</p>
9	<p><b>SFVS Report</b> – The SFVS has been submitted with support from the Chair of Governors.</p> <p><b>Q</b> – Any areas that the College is not meeting expected standards? <b>A</b> – The disaster recovery plan was revised last year and will be ready by the end of May 2023.</p>
10	<p><b>Budget Report:</b> <b>3- and 5-year Forecast</b> – The 3- and 5-year budget forecast was shared in advance of the meeting. Next year includes a 4% uplift has been added for funding. The College has had confirmation that transport income will remain the same and the target of £250,000 income will remain the same.</p> <p><b>Q</b> – How confident are you that you will achieve this target? <b>A</b> – The Headteacher and LB are reviewing the outreach plan and what services can be offered to primary schools. They are reviewing what has been effective this year and the costs of the services. The College is considering increasing the hourly charge to £55 per hour. LB will discuss this increase with Headteachers of primaries to see how this would affect their budgets. All staff have a target of 3 hours per week. Their plans are being adapted so it is more effective in schools. The other reach programmes are also being considered to drive improvement and support pupils. This includes small groups work as well as one-to-one support. The College is also in discussions with the LA discussing the College being the LA lead. The College has also created a partnership with <b>PARK</b> which offer a counselling service and wants to hire the school site 2 evenings per week to offer their services.</p> <p>Staff expenses have been uplifted by 4.5% This also includes the driver and pastoral support current vacancies. Admin supplies have been reduced. All printers have been upgraded and set to black and white to save costs. Special facilities are expected to reduce once a new driver is hired as this will reduce taxi costs.</p> <p><b>Q</b> – Are the College going to hire a new site manager? <b>A</b> – The College has managed without a site manager and staff will continue to open and lock up each day.</p> <p>Future years' income and expenditure have been predicted but not confirmed. Salaries have been calculated based on predicted inflation. Transport income has not increased for 5 years.</p>

	<p><b>Q</b> – Has this been discussed and are they aware of the increased transport costs for the College?  <b>A</b> – Yes and they agree it needs to increase but need to find funding to do this.</p> <p><b>Q</b> – Has the service level agreement been signed?  <b>A</b> – It has never been completed. This was highlighted as part of the Ofsted inspection.</p> <p>The Resources Committee APPROVED the budget plan and will recommend it to the Management Committee for approval.</p>
	<p><b>H &amp; S Update</b> – PC shared his report in advance of the meeting. During his visit, some minor areas were outstanding. During a further visit, PC reviewed these areas and was pleased to inform the Resources Committee that they had all been completed. The installation of the new grass is outstanding as well as confirmation that the staff recognise the sound of the new alarm system (staff governors present at the meeting confirmed that they are aware).</p> <p>The Headteacher thanked PC for his time and effort and for supporting the College with H&amp;S.</p>
	<p><b>Policies for review:</b></p> <p><b>Equal Opportunities</b>  <b>First Aid Policy</b>  <b>Pupil Premium</b>  <b>Unexpected Closure Policy</b></p> <p>All policies were APPROVED by the Resources Committee.</p>
11	<b>Any Other Urgent Business</b> – There was no urgent business discussed during this meeting.
12	<b>Identify Items for Confidential Part II Minutes</b> – Noted.
	<b>The meeting was closed by the Chair at 5.58 pm</b>

### **Actions arising from the Minutes of the Resources Committee held on 28<sup>th</sup> March 2023**

– No actions were agreed upon.

### **Outstanding items**

<b>Item</b>	<b>Action</b>	<b>Actionee</b>	<b>Status</b>
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	Provide financial breakdown of how budget was calculated	DR	To be carried forward

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**Minutes are signed digitally by the Chair on GovernorHub**