

## Minutes

### Resources Committee

#### The Elizabeth Woodville School

<b>Meeting:</b> Resources Committee	<b>Date:</b> Thursday 9 <sup>th</sup> March 2017
<b>Chair:</b> Fran Brill (FB) and David Barker (DB)	<b>Clerk:</b> Teresa Elkin (TE)
<b>Apologies:</b> Jo Chitty (JC); Julie Taken (JT)	<b>Absent:</b>
<b>In attendance:</b> David Barker (DB); Jez Bennett (JB) Principal; Fran Brill (FB); Howard Miller (HM); Sonya Amor-Marshall (SAM) Business Manager designate.	

		Action By	Date
<b>1.</b>	<b>INTRODUCTIONS, NOTICE, APOLOGIES &amp; QUORUM</b>		
<b>1.1</b>	<p>JB introduced Sonya Amor-Marshall, Business Manager designate, who will formally start in her role in May.</p> <p>It was noted that apologies had been submitted by Jo Chitty and Julie Taken and were accepted.</p>		
<b>2.</b>	<b>APPOINTMENT OF CHAIR &amp; VICE CHAIR</b>		
<b>2.1</b>	<p>Fran Brill and David Barker offered to Co-Chair the committee, due to their busy work commitments – this was agreed unanimously by governors. Therefore there was no requirement to appoint a Vice Chair.</p>		
<b>3.</b>	<b>CONFIRMATION OF MEMBERSHIP</b>		
<b>3.1</b>	<p>It was agreed to accept the membership of the committee.</p>		
<b>4.</b>	<b>AGREEMENT OF TERMS OF REFERENCE</b>		
<b>4.1</b>	<p>Governors reviewed the draft Terms of Reference and agreed to the following amends:</p> <ul style="list-style-type: none"> <li>• Tove Education Trust to be amended to Tove Learning Trust;</li> <li>• SLT to be amended to Academy Leadership Team (ALT);</li> <li>• TET to read TLT;</li> <li>• Committee to consist of a minimum of five governors/Associate</li> </ul>		



	another software programme to double-check.		
<b>6.3</b>	<p><b>Howard Miller asked Sonya Amor-Marshall for the ‘reserves’ figures, which was planned to use to cover the deficit?</b> Jez Bennett confirmed that the reserves are approx. £258k and even though these will support the school its still necessary to reduce the in-year deficit. Jez Bennett was “encouraged” that the in-year deficit is lower than expected and student numbers have risen but there are still the challenges of having increased costs.</p> <p>Howard Miller proposed that an illustration of the deficit versus reserves be shared at each finance update. Sonya Amor-Marshall added that a five-year projection plan is also being developed.</p>	<b>SAM</b>	<b>Each comm mtg</b>
<b>6.4</b>	<p>There has been a slight increase in the school’s contribution to TOVE, from £112k to £138k and <b>Howard Miller questioned why this has occurred? And Fran Brill questioned if the school is spending money with the Trust but not yet getting the benefit?</b> Jez Bennett confirmed that there is now a clearer understanding of what the school gets from the Trust, and <b>governors questioned whether there were greater benefits from joint negotiated costs? Fran Brill questioned if conversations were being held with the Trust concerning this?</b> Jez Bennett confirmed that TOVE are still at the start of their planning and there are not sufficient joint contracts yet.</p>		
<b>6.5</b>	<p>Alternative Provision: Sonya Amor-Marshall advised that £13k costs allowed in the last quarter has been doubled to allow for the increased costs.</p> <p>Jez Bennett confirmed that there would be a financial review through TOVE to check that systems are effective and are going well. Jez Bennett agreed to circulate the draft TOVE Finance Policy: Scheme of Financial Delegation.</p>	<b>JB</b>	<b>ASAP</b>
<b>6.6</b>	Sonya Amor-Marshall informed governors that she has reviewed an electronic payment system for parents to use.		
<b>7.</b>	<b>STAFFING UPDATE</b>		
<b>7.1</b>	This item is confidential and is minuted separately.		
<b>8.</b>	<b>ANY OTHER BUSINESS</b>		
<b>8.1</b>	Howard Miller proposed that there should be a plan of actions for the academic year to ensure that the committee was appropriately reviewing key items.	<b>Govs</b>	<b>By 22<sup>nd</sup> June</b>
<b>9.</b>	<b>ITEMS FOR THE NEXT MEETING</b>		
<b>9.1</b>	<ul style="list-style-type: none"> <li>• To discuss a framework of items to reflect decisions at key times in the academic calendar.</li> <li>• Finance update – as a standing item</li> <li>• Discussion on planned admission number for 2018 entry</li> </ul>		

	<ul style="list-style-type: none"> <li>2017-18 Budget</li> </ul> <p>It was agreed that there would be a single item meeting 6pm 18<sup>th</sup> May 2017 on the North site to approve the budget.</p>		
<b>10.</b>	<b>DATE OF EWS COMMITTEE MEETING 2016/17</b>		
<b>10.1</b>	<ul style="list-style-type: none"> <li>North - <b>6pm 18<sup>th</sup> May 2017</b> <ul style="list-style-type: none"> <li>Budget – one item agenda</li> </ul> </li> <li>South - <b>Thursday 22<sup>nd</sup> June:</b> <ul style="list-style-type: none"> <li>6pm Resources: theme – AIP/Budget</li> <li>7pm Governing Body meeting</li> </ul> </li> </ul>		

There being no other business the Chair closed the meeting at 7pm

	<b>Action Points</b>	<b>Responsible</b>	<b>Date to Complete</b>
<b>4.1</b>	To amend and circulate the revised Terms of Reference.	<b>TE</b>	<b>ASAP</b>
<b>6.2</b>	To colour-code and show over and underspends.  To add information into another software programme to double-check.	<b>SAM</b>  <b>SAM</b>	<b>22<sup>nd</sup> June</b>  <b>ASAP</b>
<b>6.3</b>	To provide an illustration of the deficit versus reserves at each finance update.	<b>SAM</b>	<b>Each comm mtg</b>
<b>6.5</b>	To circulate the draft TOVE Finance Policy: Scheme of Financial Delegation.	<b>JB</b>	<b>ASAP</b>
<b>8.1</b>	To create a plan of actions for the academic year to ensure that the committee is appropriately reviewing key items.	<b>Govs</b>	<b>By 22<sup>nd</sup> June</b>

Signed:..... Date: .....

Resources Committee Chair

*For the purposes of the Minutes, the term “school” and “academy” are interchangeable.*