

**Resources Committee Meeting Tuesday 1<sup>st</sup> February 2022  
4.15PM - 6.15PM – Remote via Teams**

		PAPERS	LEAD	COMMENTS / QUERIES / CHALLENGES	ACTION
<b>Present:</b> Majid Ali (MA), Raj Arava (RA), John Bayes (Chair)(JB), Louise Brookes (LB), Sharon Finn (SF), Nicole Jutsum (NJ), Jim Mathieson (JM), Nick McSweeney (NM), Nicky Rees (NR), Suzanne Richards (SR), Iain Thomas (IT) <b>In Attendance:</b> Andy Gardner (AG), Jenny Hooper (JH), David Lorrison (DL), Daniel Robinson (DR), Carolina Taplin (Clerk) (CT) <b>Apologies:</b> Rose Mahony (RM)					
1.	Welcome and apologies		JB	JB welcomed everyone and apologies accepted. All present agreed to the meeting being recorded for the purposes of the minutes.	
2.	Declaration of interests		JB	None	
3.	Review of last Resources Meeting minutes for October 5 <sup>th</sup> , 2021 – matters arising	Minutes for review	JB	Action points were discussed and confirmed as completed or continuing (as per adjacent Action column).  All approved the 5 <sup>th</sup> Oct 2021 Minutes as a true record of the meeting.	<ul style="list-style-type: none"><li>RA to report on benchmarking at next meeting</li><li>IT to check lanyards with KW</li></ul>
4.	Staffing <ul style="list-style-type: none"><li>Staffing structure</li><li>Timesheets</li></ul>		IT	IT gave a full description of the current staffing structure. Confirmed the organisation chart would be shared with committee. Budgeted for extra staff but roles have not yet been fulfilled. IT raised the need for MC to discuss a potential contract change for Home Tutors. Currently on casual contracts and can decline work. The proposal would be to change to contracted hours. <b>Comment – Need to consider financial implications of moving to contracted staff.</b> RA confirmed a review of financial impact if moving from casual to contract.  <b>Q – Whether IT was proposing a change to a new staff structure and if so to show line management staff.</b> IT confirmed the staff structure presented is current FC structure. IT agreed to show line management for staff.	<ul style="list-style-type: none"><li>IT to circulate staffing organisation chart.</li><li>RA - Benchmarking and financial review of casual vs contracted hours for home tutors next Resources meeting</li><li>DR to send email to committee regarding the structure and process</li></ul>

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			<p><b>Q – Has IT reviewed financial benchmarking and conducted visit to other PRUs?</b> RA confirmed benchmarking would be reviewed for next Resources meeting. IT confirmed a meeting in place with Reading PRU after half term.</p> <p>DR gave an overview of WBC plans regarding Service Level Agreements (SLAs) and advised an email would be sent to MC detailing the structure and process involved. DR advised Commissioning meeting on the 9<sup>th</sup> of March to allocate a staff member to deliver the SLA. Current Head of Commissioning Hayley Rees and potential candidate to deliver SLA may be Carey Tulloch. DR confirmed the SLA should be reviewed annually.</p> <p><b>Q – FC waiting for MOU, previously negotiated with Piers Brunning, what is the partnership between MOU and SLA does one replace the other? Will FC have an SLA before 1<sup>st</sup> April to set a budget of will FC need to set a budget blind once again?</b> DR – Meeting on 9<sup>th</sup> March to confirm who will deliver SLA currently no senior officer available to work with FC.</p> <p>JB – Proposed the introduction of timesheets, on a temporary basis, to track expenditure on different working areas of FC. Staff to complete amount of time spent on PEX, MV, outreach, managed moves. HT and deputy a % overhead on other activities. Timesheets to be introduced as of new financial year April.</p> <p>General discussions as to the effectiveness of timesheet given the nature of the work at FC. NR raised potential difficulties in completing the timesheets and accurately dividing costs when the same work can fall into several categories</p> <p><b>Q – Why cohort/academic data not sufficient?</b> DR – FC financial figures do not look high enough and difficult to justify funding without sufficient</p>	<ul style="list-style-type: none"> <li>DR to advise MC on the nature of data required and how to collect it. Advise on potential software to capture data.</li> <li>DR and RA to advise on software for collection of time data</li> </ul>

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				<p>evidence. JH – Advised the requirement to map in financial terms the whole/holistic journey not just academics of a student at FC from start to finish.</p> <p><b>Q – What is WBC understanding of the kind of data to be presented?</b> DR – WBC still learning regarding type of data required. DR to provide idea of what data and how to collect it</p>	
5.	Budget monitoring report and commentary	Reports for review	RA	<p><i>DR left meeting at 16.59</i></p> <p><b>Budget monitoring reports and commentary were shared with committee members in advance of the meeting.</b> For the purposes of new members, JB explained that school accounts are presented with income negative for revenue but with income positive for capital. JB requested that RA adopt new style budget summary. RA agreed that he would. RA presented the budgets and commentary. Summary – current underspend but will be significantly overspent by end of the year. IT – highlighted difficulties with Drivers for FC. Currently no drivers employed, and no applications received for roles. Attempt to mitigate taxi costs by using members of FC staff to collect students on a trial basis. Discussions taking place presenting new style contracts to previous Drivers. <b>Comment – Shortage of lorry drivers impacting industry. High financial incentives offered for delivery drivers which can't be matched by education funds.</b> RA – Approached WBC but no spare drivers. Outsourcing attempted but not successful. <b>Q – Has FC model of funding for transport been compared to other schools?</b> RA to investigate JH – Confirmed to review transport situation and lack of WBC resources for this with DR.</p>	<ul style="list-style-type: none"> <li>• RA to adopt JB's summary budget sheet.</li> <li>• RA to provide budget monitoring spreadsheet in the simplified format.</li> <li>• RA to speak to other schools (Addington, Phoenix House, Cranbury etc) using transport and potential ideas for resolving FC transport concerns</li> <li>• JH and DR to investigate reasons for lack of WBC drivers/transport to support FC</li> <li>• RA to provide separate headings</li> </ul>

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				<b>NM – joined at 17.10</b> <b>Q – Request made for separate headings for the capital expenditure rather than overall total. RA – Agreed to provide this.</b>	for items of capital expenditure.
6.	<b>Capital monitoring report and commentary</b>	Reports for review	RA	<b>Capital monitoring reports and commentary were shared with committee members in advance of the meeting.</b> RA – presented Capital monitoring report and commentary <b>Comment – It was noted, and an apology extended to RA regarding the incorrect data supplied by WBC in respect of the Capital Budget.</b>	
7.	<b>SFVS update</b>	SFVS Matrix	RA	Confirmed the SVFS matrix to be completed by all Governors in the Resources committee.	<ul style="list-style-type: none"> <li>Governors to return the matrix by the end of next week (11<sup>th</sup> Feb)</li> </ul>
8.	<b>Financial Health Check</b> <ul style="list-style-type: none"> <li>Checklist R52</li> </ul>		RA	RA to review and submit at next FMC.	<ul style="list-style-type: none"> <li>Financial Health Check to be added to next FMC 28<sup>th</sup> March</li> </ul>
9.	<b>Safeguarding and Health and Safety</b>		JB	SR provided a comprehensive summary of the onsite H&S audit at FC on 31 Jan 2022. WBC Lesley Stonehouse (LS) attended. High threshold of expectation. Overall observations were - FC has areas of strength but some areas are lacking and need work. WBC offered support to FC LS to provide report with recommendations. Necessary to hold external companies to account cleaning and cooking following H&S processes. There is work to be done. RA – Agreed SR summary was fair. Next steps - Use report from LS as to do/action list. RA to report on action plan and to be an ongoing Resources agenda item.	<ul style="list-style-type: none"> <li>SR to send out report.</li> <li>Review of H&amp;S Audit next Resource meeting</li> <li>RA to provide action plan and summary of work completed</li> </ul>
10.	<b>Policies</b> <ul style="list-style-type: none"> <li>FC015 CPD Policy</li> </ul>	Policies for review	JB	FC015 – Budget costs need to be discussed – does this happen? If not remove. CPD included in HT report termly. First Resources meeting	<ul style="list-style-type: none"> <li>Track changes to be included in all policies</li> </ul>

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	<ul style="list-style-type: none"> <li>• <b>FC020 Fire Safety and Evacuation Policy</b></li> <li>• <b>FC024 Redundancy Policy</b></li> <li>• <b>FC033 Support for Pupils with Medical Conditions</b></li> <li>• <b>FC045 Pupil Premium Policy</b></li> <li>• <b>FC048 Unexpected College Closure Procedure</b></li> </ul>			<p>whichever best fits in discuss strategic decisions about how allocate CPD budget. <b>Approved subject to change.</b>  FC020 – <b>Approved subject to change</b>  FC024 – <b>Approved</b>  FC033 – <b>Approved subject to change</b>  FC045 – <b>Approved subject to checking expiry dates of medication and sending timely reminders to parents</b>  FC045 – <b>Approved subject to change</b>  FC048 – <b>Approved Q- about salt</b></p> <p>All approved change to front of doc control info.</p>	<ul style="list-style-type: none"> <li>• FC045 to be brought back to next Resources meeting to ensure wording is correct.</li> <li>• Pupil Premium Statement IT to structure wording to bring to FMC 28<sup>th</sup> March.</li> <li>• FC048 – Policy to state all to wear hi-vis for snow clearing.</li> </ul>
11.	<b>A.O.B.</b>		JB	SR and all Governors extended their thanks for JB's work as Chair of Resources and were delighted that despite stepping down from this role JB would continue as a Governor.	
12.	<b>Date/Time of Next Meeting</b>		JB	Date and time of next meeting confirmed.	April 26th, 2022 – 4.15p.m.