



## WATERBEACH COMMUNITY PRIMARY SCHOOL

**Virtual Resources Committee Meeting  
Wednesday 10<sup>th</sup> November 2021 at 6pm**

### MINUTES

**Governors Present:** John Hall (JH)  
Jane Green (JG) (Headteacher)  
Tim Gent (TG)  
Terry Gilzean (TGi)  
Rob McCarthy (RM) (CHAIR)  
Rebecca Pharo (RP)

**Also Attending:** Helen Andrews (HA) (Clerk)  
Liz Bowen (LB) (School Business Manager)

		<b>Action</b>
1.	<b>Welcome and Apologies for absence</b> The Chair welcomed all to the meeting. The meeting was fully attended and was held virtually using MS Teams.	
2.	<b>Declaration of Interests with Items on the Agenda</b> No declarations of interests with items on the agenda were recorded.	
3.	<b>Approval of previous minutes</b> , Resources Committee Meeting held on 6 <sup>th</sup> October 2021 A copy of the previous minutes of the Resources Committee meeting held on 6 <sup>th</sup> October 2021 were submitted and will be signed by the Chair as an accurate record of the meeting when it is safe for governors to meet in person.	
4.	<b>Matters arising and actions</b> from the previous meeting, held on 6 <sup>th</sup> October 2021, that do not appear elsewhere on the agenda Governors were asked if they had any matters arising from the previous meeting. None were declared.	

	There were no further actions outstanding from the previous meeting that were not already on the agenda.	
5.	<p><b>Review and Approve Resources Committee Terms of Reference 2021-2022</b></p> <p>As an action from the last meeting, RM confirmed that the Clerk had providing him with model Terms of Reference to assist him in updating the Resources Committee Terms of Reference detailing all the responsibilities delegated to the committee. A copy of the proposed Resources Committee Terms of Reference for the academic year was circulated to governors ahead of the meeting.</p> <p>The main changes to the document are the additional elements of premises management delegated to the committee and reference to the Health &amp; Safety working group and monitoring that have been based on a model provided by HA. The Clerk suggested it would be beneficial to list the policies delegated to the Committee by the FGB. Governors agreed.</p> <p><b>Action:</b> Clerk to add a list of statutory policies delegated to the Resources Committee on the Resources Committee Terms of Reference 2021-2022 and make the amendment to the number of times that the committee meets from once per term to once per half-term.</p> <p><b>Ratification:</b> Pending amendment to the number of times the committee meets per half-term and the addition of the delegated statutory policies to the committee, governors unanimously approved the Resources Terms of Reference 2021-2022 for final ratification at the next FGB meeting.</p>	HA
6.	<p><b>Finance Update &amp; Benchmarking</b></p> <p>6.1 <u>October 2021 Budget Monitoring Report (BMR)</u></p> <p>The October 2021 BMR was circulated to governors for review ahead of the meeting. LB made the following points:</p> <ul style="list-style-type: none"> <li>• The Growth Funding referred to at the last meeting has been received and is now included in the budget as additional income of £31,500. Adjustments have been made to the Teacher’s Pay budget to remove the 2% increase budgeted for in September 2021 to reflect the scale increase back pay. Since there is no recommendation to have a pay increase for teachers this year, the allocation has been removed from the budget.</li> <li>• Support staff budget has had adjustments for the anticipated 1.75% pay increase this year.</li> <li>• Rates will now show in budget monitoring reports from this month.</li> <li>• Computers for ICT has been increased to reflect an additional £10,000 which has been supported by Growth Funding.</li> </ul>	

- The Buildings Maintenance budget has also been increased to £25k. This increase has been supported by Growth Funding.
- Upon reviewing expenditure, LB confirmed that school trips have now resumed. She advised governors that next year's trip to Graffham Water will show in next year's accounts.
- Supply – insurance has been received for a claim for long-term sick leave that has been able to offset some of the additional cost incurred by this budget.

**Challenge:** A governor asked if this meant that staff sickness was still an issue.

JG explained anonymised examples of current staff sickness. Not all staff sickness reported is C-19 related. Some elements of staff sickness can be claimed back through insurance, the school pays for the first 10 days of cover.

- A separate cost-centre for school-led tutoring has been created to monitor C19-Recovery funding. The cost if TA time to attend the specialist training will be picked up by the non-teaching supply budget. These interventions will take place out of school time. JG reports that the requirements for this funding are challenging. The funding will be clawed back by the UK Government if it is not used by the end of the academic year.
- LB confirmed that the recent insurance claim for the burglary has been approved but not yet received by the school.
- Pupil Premium funding caters for one club/extra-curricular lesson per child per term. JG reports a lot of take-up for this provision.
- LB advised that the school is forecasting a £10k deficit at the end of the year due to the rates charge. The local authority is aware of the issue; school has received a loan to support cash flow. The cost of the rates charge should be rebated next year. This will pay off the loan and provide the school with a financial buffer going forward.

**Challenge:** A governor asked how much supply costed per day for the school.

Governors were advised that a day of supply costs around £200. The school does pay the local authority for a contingency scheme should an instance of staff absence last longer than 10 days.

	<ul style="list-style-type: none"> <li>Referring to replacement boiler costs, an invoice will be sent to the local authority. An agreement has been made where the school will pay for the first £4,000. The remainder of capital has been ring-fenced for the planned ditch work.</li> </ul> <p><b>Challenge:</b> A governor asked if the School Business Manager felt comfortable with the school's finances, apart from ongoing staff/agency costs. LB confirmed that she wasn't concerned by the predicted £10k deficit. Fuel and utility costs are expected to increase, ESPO are negotiating new contracts.</p> <p>6.2 <u>Effectiveness of Pupil Premium (PP)</u> Governors were advised of a new government template for reporting the impact of spend of the PP fund. It is a statutory requirement for this to be published on the school website. JG hopes to share this information with governors when it is finalised.</p> <p>6.3 <u>Effectiveness of Sports Premium (SP)</u> JG is currently trying to source cover for the PE Co-Ordinator. She is also anticipating that the government will circulate a revised reporting template. The Sports Premium Statement will be circulated to governors once it is finalised.</p> <p>6.4 <u>Effectiveness of C-19 Catch-up Fund</u> JG confirmed that £6k of the C-19 catch-up premium will be used for tutoring provided by the National Tutoring Program.</p>	
7.	<p><b>Premises &amp; Building Update</b></p> <p>TGz gave a verbal update for the purposes of the meeting. This half-term has been busy. A wall heater in the EY classroom has been removed. The large boiler now has a running supply to the area meaning the wall heater was no longer required. Taps have also been replaced in EY.</p> <p>The equipment in the school kitchen has been serviced. Minor defects were identified and have already been corrected.</p> <p>Two sets of fire doors have been replaced in the Rainbow corridor because of the recent Condition Survey.</p> <p>PAT testing has taken place over the half-term holiday.</p> <p>TGz reported ongoing issues with the fire alarm system, in particular zone 13. No further activations have been identified since engineers came to fix the issue.</p>	

	<p>FLP have visited due to the astro turf lifting in places. They will re-glue the astro-turf during the February 2022 half-term. The astro-turf is still under warranty so this will be at no additional cost to the school.</p> <p>TGz reported a small leak in the roof in the new building. Repairs have been made by the contractor. TGz is hopeful that the issue is now resolved.</p> <p>TGz showed concern with the recent issues concerning the toilet locks in the new building. Governors were advised that they are pen-release doors, training is due to be received by TGz soon. Governors were advised of a child getting locked in a toilet. TGz is liaising with the local authority as he feels that the doors are not fit for purpose for primary-aged children.</p> <p><b>Challenge:</b> A governor asked, in terms of the budget, would there be an additional cost of the work undertaken over the recent half-term. Governors were advised that the School Business Manager is consulted with all quotes and estimates received by the Site Manager. These works are covered within the existing Buildings Maintenance and Kitchen Maintenance budgets. LB confirmed that she was confident that the budget would cover all works planned.</p> <p>The Chair thanked TGz for his update and response to governor challenge. He offered his appreciation to TGz for all that he does to keep the school open and safe.</p>	
8.	<p><b>Health &amp; Safety Update</b></p> <p>JG announced the recent recruitment of an Inclusion Manager which will be announced to parents soon.</p> <p>Governor Safeguarding Training has been arranged for 17<sup>th</sup> November 2021 at 6.30pm.</p> <p>TG, referring to his report submitted at the last meeting, feels that there are no further Health &amp; Safety issues remaining on the action list for premises. TGz will add any remaining issues to his general “To Do” list. TGz reported that many of the actions are already in-hand.</p> <p>LB will liaise with the gas company to get the doors fixed on the gas meter box down the drive. She will also liaise with BT concerning a fallen wire from the Community Building.</p> <p>TGz doesn’t feel that either issue poses a potential risk to harm to patrons using the school site.</p> <p><b>Challenge:</b> A governor asked for an incidents and accidents report. Members of the committee were advised that the First Aid Report is reviewed by the Health &amp; Safety working group. The recent Health &amp; Safety</p>	

	<p>Report circulated at the last meeting provides details of the last check. There has been no external audit of first aid provision to date.</p> <p><b>Challenge:</b> A governor stated that they had heard that a TA was injured in Year 6.</p> <p>JG reassured governors that this had been a complete accident. A&amp;E confirmed a sprained ligament. The incident has been reported with the local authority. JG reports that the member of staff has made a speedy recovery and has since returned to work.</p> <p>The Chair gave his thanks to the H&amp;S Link for his update and response to governor challenge.</p>	
9.	<p><b>Policy Review</b></p> <p>There were no policies for review at this meeting.</p>	
10.	<p><b>Any other business</b></p> <p>10.1 <u>Pay Committee</u></p> <p>The Pay Committee have arranged to meet on 18<sup>th</sup> November 2021. The meeting will be recorded, and the Clerk will minute the meeting by proxy.</p>	
11.	<p><b>Date and time of next meeting:</b></p> <p>The next meeting of the Resources Committee will be held on 12<sup>th</sup> January 2022 at 6.30pm.</p> <p>There being no further business, the meeting closed at 7.35pm.</p>	

Actions are detailed on the next page

## Actions from the meeting, 10<sup>th</sup> November 2021

	<b>Action</b>	<b>Owner</b>	<b>Deadline</b>
5.0	Clerk to add a list of statutory policies delegated to the Resources Committee on the Resources Committee Terms of Reference 2021-2022 and make the amendment to the number of times that the committee meets from once per term to once per half-term. <b>Completed, closed.</b>	HA	ASAP

Autumn				
15th September '21	Children's	Autumn 1		
6th October 2021	Resources	Autumn 1		
13th October 2021	FGB	Autumn 1	Data Review (incl SEF)	
10th November 2021	Resources	Autumn 2		
24th Nov 2021	Children's	Autumn 2		
1st Dec 2021	FGB	Autumn 2		
Spring				
12th Jan 2022	Resources	Spring 1		
19th Jan 2022	Children's	Spring 1		
2nd February 2022	FGB	Spring 1	SDP Focus	
2nd March 2022	Resources	Spring 2		
16th March 2022	Children's	Spring 2		
Summer				
27th April 2022	Resources	Summer 1	Budget Agreement	
4th May 2022	FGB	Budget	Budget	
11th May 2022	Children's	Summer 1		
8th June 2022	FGB	Summer 1		
22nd June 2022	Resources	Summer 2		
6th July 2022	Children's	Summer 2		
20th July 2022	FGB	Summer 2	Business	

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