



WATERBEACH COMMUNITY PRIMARY SCHOOL

**Virtual Resources Committee Meeting
Wednesday 6th October 2021 at 6pm**

MINUTES

Governors Present: John Hall (JH)
Jane Green (JG) (Headteacher)
Terry Gilzean (TGi)
Rob McCarthy (RM) (CHAIR)
Kasia Piwnicka (KP)
Rebecca Pharo (RP)

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

		Action
1.	Welcome and Apologies for absence The Chair welcomed all to the meeting. Apologies were received and accepted from TGe, who submitted a Health & Safety Monitoring Report for review at this meeting.	
2.	Declaration of Interests with Items on the Agenda No declarations of interests with items on the agenda were recorded.	
3.	Approval of previous minutes , Resources Committee Meeting held on 16 th June 2021 A copy of the previous minutes of the Resources Committee meeting held on 16 th June 2021 were submitted and will be signed as an accurate record of the meeting when it is safe for governors to meet in person.	
4.	Matters arising and actions from the previous meeting, held on 16 th June 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.	

	<p>Actions from the previous meeting were then reviewed:</p> <p>9.0 The Scheme for Financing Schools document, composed by the local authority, was reviewed by governors. No concerns were shared at the meeting. Governors recorded their acceptance of the details provided within the Scheme for Financing Schools document.</p> <p>There were no further actions outstanding from the previous meeting.</p>	
5.	<p>Review and Approve Resources Committee Terms of Reference 2021-2022</p> <p>A copy of the Resources Committee Terms of Reference from the previous academic year was circulated for review by governors.</p> <p>The Clerk advised that the existing Terms of Reference does not reflect the delegated responsibility of health and safety.</p> <p>Action: Clerk to send models of a H&S Terms of Reference and Resources Terms of Reference for consideration by the Chair of the Committee. Governors will review and approve the Terms of Reference by email in order for it to be ratified at the next FGB meeting.</p>	HA, RM, GOVS
6.	<p>Premises & Building Update</p> <p>6.1 <u>August 2021 Budget Monitoring Report</u></p> <p>The August BMR was circulated for review ahead of the meeting. LB provided an overview of the document, making the following points:</p> <ul style="list-style-type: none"> • Lettings income is doing particularly well, despite the pandemic. All bookings are managed within current C-19 guidance and are well attended. • The installation of solar panels is expected to bring additional funds which should be shown in next month's BMR. • LB explained funding income to governors. School has received £31.5k of Growth Funding which is now included within the budget and will be shown under the FNDX coding from next month. The Growth Funding is for the additional Year 3 class. <p>Challenge: A governor asked if all school clubs were operational now. Governors were advised that all income shown is from Premier currently. All clubs are now back in operation since September 2021. LB estimates an income of £10-15k by the end of the year, should the pandemic not incur any further restrictions.</p>	

- The budget for Teachers Pay includes provision for a 2% pay increase which is now not happening. This budget also includes overtime and inset day charges.
- LB highlighted a slight underspend in the TA budget due to a different budget being used for HLTA overtime charges.
- The Senior Midday Supervisor role is currently unbudgeted as this position has not been recruited yet.
- No billing has been received for the support of the Governor Services Team or CamClerk to date.
- Buildings Maintenance is high and is expected to increase. LB plans to use £25k of Growth Funding received to increase the budget slightly to accommodate this.

Challenge: A governor asked if budgets were aligned with the work needed.

LB explained that this was hard to achieve. A discussion needs to be had on what might happen and a review of historical details previously itemized. Governors discussed the rising costs of materials and services as a result of Brexit and the pandemic.

- A separate Grounds Maintenance budget now includes fencing and bollards.
- The backdated rates bill has been received at £114,644. A cashflow loan will sit on the balance sheet but will not show on the BMR. LB explained that it will look like a deficit but, the funding will be received next year. A team at the local authority are overseeing this charge.

Challenge: A governor asked if it is acceptable to expect things to settle down now.

LB advised that the building has been visited now, so there should be no further surprises.

- The assessment budget looks high due to the recent purchase of summer and autumn tests.
- The Computers for ICT budget will be increased by £10k using money from the Growth Funding. LB explained the new strategy for keeping on top of ICT: teachers will have a 3-year use of a laptop until it will be replaced. These laptops will then be assigned to a TA for a further 2 years' usage before it gets written off.

Challenge: A governor asked if this strategy would allow the IT budget to be forecasted in the future.

	<p>LB confirmed that the new strategy will make it easier to manage and predict ongoing costs. She explained that the additional £10k is a proactive purchase to avoid all ICT equipment reaching the end of its life all at once. LB explained the 3-year rolling plan for ICT provision. Teachers will also use iPads – they are invaluable for working with the children. The budget for software is £13,596 which also includes the subscription for Mathletics for the next few years.</p> <ul style="list-style-type: none"> • Half the budget for supply has already been spent though sickness. This is currently not C-19 related. 6 staff have been off today alone, JG explained that it was desperate times but was unavoidable. One instance of long-term sickness is now in receipt of insurance cover which will enable some of the supply cost to be offset. • A separate cost centre has been created for the National Tutoring Programme. LB explained that this will be clawed back by the government if not used correctly. • LB highlighted the entry relating to the insurance claim for the recent break-in. The claim has cost £1k excess; Rosie’s Childcare donated £100 towards it. • The next BMR will include this year’s Sports Premium. A forecast outturn will also be provided for discussion at the next meeting. • LB explained the spend on Capital to date, which includes the cost of ditch clearance and a new water heater. Anything over £4k will be funded by the local authority. The new build budget has £6,704 remaining as a carry forward from last year. <p>Challenge: A governor asked the School Business Manager for their thoughts on the school’s current financial position. LB reassured governors that the next BMR will look healthier as a result of the unexpected Growth Funding. She added that Supply is a concern but is unpredictable.</p> <p>Challenge: A governor asked about the previous uncertainty over the Sports Premium for this academic year. LB confirmed that it wasn’t budgeted for but, the school is in receipt of this year’s Sports Premium. This will cover some budget costs plus a little left over for Lunchtime Club etc.</p>	
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	<p>Challenge: A governor asked if governors were now making decisions based on the unexpected receipt of Growth Funding.</p> <p>Governors were reminded that a decision was made to commit to having a third class; funding for which is always received a little later. Initially, it was necessary to cut budgets to fund the additional teacher but, it is now possible to reinstate these funds now that funding has been received. School is anticipating additional Growth Funding next year. As yet, it is not known if the amount will be confirmed ahead of the budget build exercise – it makes it difficult in terms of 3-year forecasting. LB agreed that, had the school not been in receipt of this year’s Growth Fund, the planned work of buildings maintenance would have been prioritised.</p> <p>The Chair thanked the School Business Manager for her update and response to governor challenge.</p>	
7.	<p>Premises & Building Update</p> <p>Challenge: A governor asked if there was a plan for the contractor who completed the cladding work to come back to check it.</p> <p>TGz explained that the cladding has an 8-year warranty as was not expecting the contractor to come back. TGz checks the cladding daily for wear and tear.</p> <p>TGz reported that he feels that the playing field will be out of use until 2023. The sports pitch is substandard, TGz expected the tendering process to start by November, with the work being done on site around March 2022. TGz expressed his frustration with the time it has taken to rectify the issue.</p> <p>Challenge: A governor asked if there was anything that governors could do?</p> <p>TGz felt that there was not much that governors could do right now. A contractor with the right equipment to correct the pitch is only available if the school look outside the framework. TGz reported that there was no contract specialist enough on the framework that could correct the issue.</p> <p>Governors discussed options around landscaping. TGz hopes to learn who the successful contract is soon. Winter is not a good time to re-turf. TGz will update at the next meeting.</p> <p>The doors in Year 4 have been replaced to meet fire safety standards. The corridor has been redecorated over the summer term. Additional doors were identified on the Condition Survey and Fire Risk Assessment for replacement, these will be replaced over the October half-term. A new</p>	

	<p>room will be created at the of the Rainbow corridor for music lessons and a space for an office for the School Business Manager has been allocated.</p> <p>Issues with the fire alarm continue. A fault has been identified by the contractor and will be onsite over the October half-term to fix it.</p> <p>Challenge: A governor asked if it would cost the school to get the issue fixed.</p> <p>TGz confirmed that he is currently negotiating this with the contractor as they fault has only been identified since the new panel was installed. Governors were assured that this could be a simple fix to correct.</p> <p>The Chair thanked TGz for his update and response to governor challenge.</p>	
8.	<p>Health & Safety Update</p> <p>The Health & Safety Report submitted by TGe was circulated for review by governors ahead of the meeting.</p> <p>TGz gave a verbal update of the Health & Safety Walk recently conducted:</p> <ul style="list-style-type: none"> • Several issues were identified, none were serious findings, all are being considered going forward. • Work on the Pirate Ship is due to start, a contractor is coming to inspect the soft pore on 4th November 2021. • Fire and safety training for staff has been arranged for next term. • A fire drill has been arranged for next week and will take place every term. Governors were advised that, due to the increase in people on site, new fire points are being considered to accommodate the larger space required. 	
9.	<p>Policy Review</p> <p>9.1 <u>Complaints Policy</u></p> <p>A copy of the Complaints Policy, based on a model by the local authority, was circulated for review by governors ahead of the meeting.</p> <p>Ratification: Governors unanimously approved the Complaints Policy pending the necessary checks for typos and formatting errors.</p> <p>Governors discussed the policy review procedure. There were no further policies for review at this meeting.</p>	
10.	<p>Any other business</p> <p>10.1 <u>UKGDPR Update</u></p> <p>Governors agreed that the school’s UKGDPR issues would be reported within the Head Teacher’s Report at FGB meetings. The</p>	

	<p>annual GDPR audit was recently reviewed by the Resources Committee during the previous academic year.</p> <p>10.2 <u>Governor Recruitment to Resources Committee</u> The Chair of Governors explained that the school was about to initiate a parent governor election to recruit two parent governors for the governing board. A vacancy has also arisen for a co-opted governor, it is hoped that their skills will be a good fit for the Resources Committee. Health & Safety expertise would be beneficial.</p>	
11.	<p>Date and time of next meeting: The next meeting of the Resources Committee will be held on 10th November 2021 at 6.30pm.</p> <p>There being no further business, the meeting closed at 8pm.</p>	

Actions from the meeting, 6th October 2021

	Action	Owner	Deadline
5.0	Clerk to send models of a H&S Terms of Reference and Resources Terms of Reference for consideration by the Chair of the Committee. Governors will review and approve the Terms of Reference by email in order for it to be ratified at the next FGB meeting.	HA, RM, governors	Next FGB meeting

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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