



WATERBEACH COMMUNITY PRIMARY SCHOOL

**Virtual Resources Committee Meeting
Wednesday 27th April 2022 at 6.30pm**

MINUTES

Governors Present: John Hall (JHal)
 Jon Hands (JHan)
 Tim Gent (TGe) – Acting Chair
 Terry Gilzean (TGz)
 Mark Spedding (MS) – joined the meeting at 7pm
 Rebecca Pharo (RP)

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

		Action
1.	<p>Welcome and Apologies for absence The Chair welcomed all to the meeting.</p> <p>Apologies were received and accepted from JG.</p> <p>The meeting was quorate and, was held virtually using MS Teams.</p>	
2.	<p>Declaration of Interests with Items on the Agenda No declarations of interests with items on the agenda were recorded.</p>	
3.	<p>Approval of previous minutes, Resources Committee Meeting held on 2nd March 2022 A copy of the previous minutes of the Resources Committee meeting held on 2nd March 2022 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.</p>	
4.	<p>Matters arising and actions from the previous meeting, held on 2nd March 2022, that do not appear elsewhere on the agenda</p>	

	<p>Governors were asked if they had any matters arising from the previous meeting. None were declared.</p> <p>Actions from the previous meeting were then discussed: (6.0) TGz will provide an update on the school field later in the meeting.</p>	
5	<p>Finance Update & Benchmarking</p> <p><u>5.1 March 2022 BMR</u></p> <p>The March 2022 BMR was circulated before the meeting. LB provided the following highlights:</p> <p>£94,00 revenue at the start of the year, ended up with an overspend of £4,000. Mainly due to the £80k rates bill.</p> <p>Lettings was higher than budgeted, £10k received £23,000.</p> <p>Buildings Maintenance covered extra projects which has gone slightly above budget.</p> <p>Computing equipment was purchased for the learning resource that had not previously been budgeted for.</p> <p>Supply was hit hard through C-19 cover, additional overspend of £9k.</p> <p>C-19 catchup grant was budgeted to spend more than budgeted by £3k to give those that needed the extra support.</p> <p>Overall deficit of £3,934 revenue. Capital surplus of £943.</p> <p>Challenge: A governor asked, what is the difference between Orovia, FMS and virement budgets. FSM financial management system (the original budget set at the beginning of the year), the Orovia budget is the current budget. The virement shows the difference between the FMS and Orovia budgets.</p> <p>Challenge: A governor challenged that the variance columns were not correctly formulated for the totals. LB explained that the reports are built into the software. The local authority are aware of this issue and are addressing it. The report is generated in PDF so it is not even possible to amend the errors.</p> <p>Challenge: A governor asked, can we compare the carry forward to what it has been in previous years. LB thought this this was around £40,000 – staff absence wasn't as bad as it was for other schools around this time. It has hit the school harder since the C-19 restrictions have relaxed. LB reminded</p>	

governors that the Growth Funding had previously been unbudgeted at that time.

5.2 Scrutiny of Budget 2022-2023

LB presented the highlights of the Budget Forecast 2022-2023.

LB provided governors with a high-level overview of the income predicted for the new financial year. She drew attention to the comments she has provided within the forecast report for referral.

Expenditure budgets were explained. LB provided the following updates:

- The plan is to retain the 17 classes for the new year but in a slightly different format than the previous academic year.
- Cover has been considered for maternity leave within the budget.
- 2 TAs are leaving at the end of summer term. Not going to find replacements due to the drop in income from SEN funding (EHCPs).

Challenge - A governor noted the costs for Midday Supervisors was lower than the previous year.

LB explained that pay, NI, and pension expenditure is broken down on the FMS budget. Last year's budget was a little higher as the co-ordination of midday supervisors was done by the senior midday supervisor. This is now done by a member of the office team.

Challenge: Governors discussed the uplift in pay and NI for support staff.

A contingency was added to the budget cover this cost.

Challenge: A governor asked, are there any issues with staff retention for teachers.

LB explained that there are standardised pay scales nationally. LB discussed the other benefits provided to staff to retain and attract staff.

MS joined the meeting at 7pm.

Governors discussed the government's attempts to standardise the lowest paid teachers to bring them up to a high minimum salary.

- Pupils for 2022-2023 are estimated at 474 for the start of the new academic year.

Challenge: A governor asked, do we know when the new development will open.

LB has heard this will be ready in 2023. Governors discussed the need to promote the school in consideration of the new school being built with the development. Waterbeach Primary School has many unique selling points, promotion of the school will be something to consider in the new academic year.

- Most of the expenditure budgets are based on last year's figures.

Challenge: A governor noted that the Buildings Maintenance budget was £5k less than the previous year.

LB explained the number of large projects that were completed during the last year. There are no large costs considered for the new year that hasn't already been budgeted for.

- Absence cover for key members of staff was explained to governors. There is no absence cover for TAs under the current arrangement.
- ESPO have confirmed that gas rates have double on last year's cost. The school buys into an ESPO contract, LB feels the school would struggle to get a better rate. The Electricity contract has already been signed up recently, compared to other rates the school gets a good rate through ESPOs strong buying power.

Challenge: A governor asked, is there anything the school can do to cost save for utilities.

80% of LED lighting, TGz is working through parts of the school that do not currently have LED panels. Gas has been turned off at the moment. Over winter, the heating was on only 3 hours a day to save on cost. TGz explained the building is naturally warm. TGz is confident that the school will make significant changes through LED lighting being installed throughout the school. TGz will prioritise the gym as it uses a lot of electricity. He anticipates the pool is going to incur high fees for both electricity and gas to heat and run the pool, and the stage lights.

Challenge: A governor asked if the running costs of the pool were monitored separately.

There is no thermostat on the pool, the pool continues to run. The Chair suggested that this was an area of attention going forward.

- The rate rebate will continue to fall behind of the charge.
- The ICT Budget includes the rolling program of the purchase of laptops. The budget will cover the cost of 10 laptops and 2 white boards plus contingency.

- Annual license covers the cost of broadband which is now paid for by the school, plus Office 365 licenses.
- Year 2 toilets are likely to be refurbished from Devolved Capital Formula, included last year's carry forward.
- School led Tutoring costs include the £2,232 carried forward from last year. £6,489 income this year.
- £2,594 will be clawed back this year for an over payment of the UIFSM grant received last year.
- FSM numbers are going up, £18,000 has been budgeted for the next financial year.
- It is not known if Sports Premium will be received for the 2023/23 academic year. It has not been included in the budget build.
- The budget forecast a balance carry forward of £41,500.

Challenge: A governor asked, what do you think the swing will be if all worst-case scenarios don't happen.
LB estimated the carry forward could increase to £50,000, it is hard to predict.

Challenge: A governor concerned by the forecasts for future years asked, should we pay much attention to further years.
Balances always look bad as the budget assumes the pay scales will go up year on year and that funding is always flat. The supplementary grant is only a one-year grant but, it will be included in the funding formula next year. SEN funding is based on current children as they progress through the school. LB tried to reassure governors of the varying factors of uncertainty that will affect the budget year on year.

Challenge: A governor asked, is there any consequence of the carry forward decreasing dramatically over projected years.
LB reassured governors that the local authority is not concerned by the projected figures – many schools are struggling to balance their budgets this year. Governors were reminded the local authority oversees each school's finances through monthly budget reports.

Challenge: A governor was concerned that the rate of inflation will impact on the budget going forward.
LB suggested there was a risk, careful monitoring of the subject budgets in particular will need to take place going forward.

Governors shared a discussion around the notional SEN funding. School spend on this budget is currently within the notional SEN funding threshold. LB explained there is a pot of funding that can be accessed by the school if SEN numbers are particularly high in a school.

	<p>Ratification: Governors unanimously recommended the budget for approval at the next FGB meeting on 4th May 2022.</p> <p><u>5.3 Effectiveness of Pupil Premium (PP)</u> This will be covered in the Head Teacher Report at the next FGB meeting</p> <p><u>5.4 Effectiveness of Sports Premium (SP)</u> The Sports Premium statement is available on the school website. The next update will take place after the budget.</p> <p><u>5.5 Effectiveness of C-19 Catch-up Fund</u> This will be covered in the Head Teacher Report at the next FGB meeting.</p> <p><u>5.6 SFVS Follow-up – review of financial controls</u> A copy of the notes of the recent visit JHal had with LB covered the challenge around the existing financial controls in place and was shared with governors ahead of the meeting.</p> <p>LB hopes to set up an official petty cash system, she is waiting for instructions from the ICT Service on how to use the software available.</p> <p>JHal gave his thanks to LB and JG for maintaining school finances so effectively. TGe thanked LB for keeping governors well informed at the meeting.</p>	
6	<p>Premises & Building Update TGz gave a verbal update for the purposes of this meeting. He raised the following points:</p> <p>Bury Turf have been selected to make the improvements to the school field. The damage is retrievable, but it will be necessary for the field to be drained and levelled off. A hard-wearing grass seed and fertiliser will be used, likely the field not ready for next year but it will be maintained by the contractor for a year. The cost for this will be covered by the local authority.</p> <p>The Chair thanked TGz for his determination to improve the standard of the school field.</p> <p>Governors were reassured by the 12-month aftercare to ensure the field improvements happen and are maintained.</p>	
7	<p>Safeguarding and Health & Safety Update H&S walk took place at the end of last term. The decking outside the gym has been repaired and is no longer a risk.</p>	

8	Policy Review There were no policies for review at this meeting.	
9	Any other business No items of AOB.	
10	Date and time of next meeting: The next meeting of the Resources Committee will be held on Wednesday 22 nd June 2022 at 6.30pm There being no further business, the meeting closed at 8.05pm.	

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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