



WATERBEACH COMMUNITY PRIMARY SCHOOL

**Resources Committee Meeting
Wednesday 11th January 2023 at 6.30pm
held in person at school**

MINUTES

Governors Present: John Hall (JHal)
Jon Hands (JHan) – joined the meeting at 6.45pm, resumed as Chair
Terry Gilzean (TGz)
Jane Green (JG)
Robert Schumann (RS) – Chair until 6.45pm

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 MSp and RP. JHan will be joining the meeting late due to a personal commitment.</p> <p>The meeting was quorate.</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 9th November 2022 A copy of the previous minutes of the Resources Committee meeting, held on 9th November 2022, were submitted, and will be signed by the Chair as an accurate record of the meeting.</p>	
4.	<p>Matters arising and actions from the previous meeting, held on 9th November 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>The action from the last meeting, the Schools Financial Value Standard, is an item on the agenda for this meeting.</p> <p>Challenge: A governor asked for an update on the progress of the Statements for Pupil Premium and Sports Premium. JG acknowledged that the Pupil Premium Statement should have been published on the school website by 31st December 2022. Due to staff capacity issues, these statements will be published later in term.</p> <p>Challenge: A governor asked for an update on the LA Financial Audit. There should be a template provided by the LA concerning school internal financial controls. There are official internal procedures in place but, these are not documented in one document currently. The school is waiting for a template from the local authority.</p>	
<p>5.</p>	<p>Finance Update</p> <p>5.1 <u>November 2022 Budget Monitoring Report</u> The November 2022 BMR was circulated ahead of the meeting.</p> <p>LB noted the changes to the latest document: The school is still waiting for the funding for supporting Ukrainian pupils, only applies for those rehomed by the Ukrainian Families Scheme. It is anticipated that this funding equates to approx. £9k per eligible pupil. The funding would be very useful right now, there is a Ukrainian speaking teacher lined up to support them. JG shared her frustration with the delay on receiving this funding, expected around £24k in total. This is currently not built into the budget. The school anticipates two separate payments for maternity leave income ahead of the year end. Lettings is doing well, expecting £25k-30k at year-end. Pupil premium is being received as expected. Three additional EHCPs have now been budgeted.</p> <p>Teacher Pay and Support Staff back payments were received by staff in the December pay run. This will show up in the December BMR, which will be circulated to governors once it has been finalized. LB is still delaying applying for a school loan since the school is anticipating some large chunks of additional income in the short term which may help support current cash-flow restrictions. LB explained the varying tranches of funding expected by the school going forward. School cash flow is not looking healthy from December 2022 until this income is received.</p>	

3 new midday supervisors have been recruited in January 2023. A new teacher has been recruited on an 80% contract to plug gaps in teacher capacity.

The Building Maintenance budget is looking healthy. A discussion took place on the recent glass breakage in the front door of the school – this is the fifth window that has broken as part of the new build.

JHan arrived at 6.45pm. He resumed his role as Chair of the meeting. RS was thanked for stepping up as Chair at short notice.

The budget for Fire Equipment will go over budget due to an upgrade of the fire equipment to the rear of the theatre. Grounds Maintenance has gone over budget due to a water leak repair and barrier fencing.

Electricity charges are currently competitive. For gas charges, the school is not using enough to be eligible for the school support scheme. Governors discussed the warmer climate, which is supporting the low usage. Income from the solar panels currently stands at £887 received this financial year to date. LB expects another payment from the supplier before year-end.

The cut-off for curriculum spending is February 2023 half-term, predictions suggest that these budgets will be spent. Class budgets are mostly spent on consumables and will be spent by year-end. The cost of paper has gone up but, thankfully, we are still within budget.

ICT Software budget currently includes £6.6k of costs that will be spread over next year's budget.

The school switches over to a new school telephone system next week. Governors were informed of the problems associated with the existing provider. The new provider is Tel Group, based in Solihul. This move will also slightly reduce monthly costs going forward.

Started charging a small fee to the Children's Centre and WASPs for bin collection.

It was budgeted that the school would provide £2k towards school trips for those families unable to pay. A donation has been received to cover the cost of a trip for a specific year group. This currently remains unspent. A decision will need to be made on whether to refund this donation or utilize this donation for its specific purpose.

The PTA have paid for the busses to the pantomime. The overall cost to the school will be approx. £3k, covering the cost of pupil premium children and families who were unable to finance the trip themselves. Governors agreed that this was money well spent; it was such a unique experience for the children.

Supply is high, the budget is currently forecasting a total of £32k but, since staff absence is unpredictable, the actual overspend at year-end is unknown. Currently, staff absence is satisfactory.

School-led funding will not be utilized by the school this year. It did not make the impact that was hoped, the school will have to contribute 40% this year meaning it is just not viable. This will be clawed back by the government at the end of the year.

Governors were advised of the purchases made on the Purchase Canteen budget – including a chest freezer, dishwasher, and heated counter. Governors discussed capital funding which may be able to support. JG elaborated on current issues experienced by the catering contractor. Various improvements have been made to improve service delivery at lunchtime, however standards do appear to have slipped over time. JG is in direct communication with the contractor to improve the service received going forward. Purple wristbands will now indicate a child with an allergy. Census Day next week will trigger future funding for Universal Free School Meals.

The first tranche of funding has been received for Sports Premium, Premier are providing lunchtime clubs and PPA cover which is being purchased via this funding. Playground resources are also being purchased via this fund.

The PTA have contributed £20,300 this financial year which has been spent on a variety of expenses across the school. It is likely that this budget will be spent by the end of the financial year. The PTA are working with the school on future projects going forward.

TAs have been redeployed across the school to support areas of need across the school. The school is lucky to be fortunate to have general TAs available across the school. Governors were advised of a new element of funding, to be received as a grant next year.

Additional capital funding equates to approx. £18k which can be used within DFC guidelines. Governors were advised of the various projects that have been ringfenced for this additional income, which

must be allocated to energy saving initiatives. TGz advised of the savings incurred by the school moving over to LED lighting.

Challenge: A governor asked, have you had any concerns with cashflow.

LB agreed that the finances were getting tight. It is hoped that the additional future capital payment, and Ukrainian funding, will restore cash-flow issues this term.

5.2 Effectiveness of Pupil Premium (SI)

The Pupil Premium statement is almost ready. The impact on Pupil Premium is measured in soft data (as explained by JG in the meeting) alongside interventions to close the gap and financing pupil wellbeing. JG hopes that it will be ready for review by governors, and uploaded to the school website, by the next meeting.

5.3 Effectiveness of Sports Premium (SI)

The Sports Premium statement is almost ready for review by governors. It will be published on the school website upon governor review.

5.4 Effectiveness of Recovery Fund (SI)

Recovery funding is now tied in with Pupil Premium. A large majority of this funding has been spent on interventions to close the gap caused by the pandemic.

5.5 Review of Schools Financial Value Standard

The drafted SFVS was circulated to governors ahead of the meeting.

JHan and LB met to work through the SFVS document in November 2022. The 3-year financial strategy is in place but is heavily reliant on funding and projected pupil numbers. Pupil numbers are predicted to rise by approx. 10 children year on year by the local authority. Another class will be needed next academic year, growth funding will be applied for to support this rise in pupil numbers. The Chair of Governors thought that he had read somewhere that growth funding was being amended going forward but, was not able to recollect the details.

Challenge: A governor asked, will the new school development effect pupil numbers going forward?

It has been made clear that priority will be given purely to those within the catchment. This still poses a risk for the school, but the development still has been started yet. There are several issues causing a delay in building. Governors were aware that the local development is beyond their control, therefore a strategic

	<p>marketing strategy will be important to retain pupil numbers and grow the school going forward. The development poses an unknown quantity currently, there is a definite need for the school not to be complacent. The school has a capacity of 620.</p> <p>The skills matrices were conducted and showed that the GB has sufficient financial expertise to scrutinize and challenge appropriately.</p> <p>Governors discussed the related party transactions identified as part of the SFVS process.</p> <p>Ratification: The Committee unanimously approved the SFVS for final ratification at the next FGB.</p>	
<p>6.</p>	<p>Premises & Building Update</p> <p>The Site Manager reported that the school field is developing well. It is well on track to be handed over in May 2023.</p> <p>TGz provided an update on the snagging issues identified within the new building.</p> <p>The wall backstage needs to be partially removed due to a crack in the cement making it unstable. This was highlighted within the Structural Report of the school building.</p> <p>Strictly Education is contracted to oversee property management. The level of service received by Strictly Education has been slowly declining to a point where it is becoming an issue for the Site Manager daily. Another contractor has recently visited offering competitive prices and much more experience and expertise than is being provided by Strictly Education currently.</p> <p>Challenge: A governor asked, what are the details of the SLA with Strictly? The SLA is under £5k, there is no need to acquire three quotes. However, the school has received two separate quotes. A rigorous discussion took place on the added benefits available from alternative providers.</p> <p>Ratification: Governors supported the decision to appoint Maxwell Facilities Management as the new property management contractor. This appointment comes with good references and incurs savings by switching contractors going forward. Notice has already been given to Strictly, the new contract will start from May 2023 with a 12-month tie-in.</p>	
<p>7.</p>	<p>Safeguarding and Health & Safety Update</p> <p>TGZ conducted a Health & Safety Walk recently with the Deputy Headteacher, a report will be circulated to governors going forward by the</p>	

	<p>Health & Safety Link. Governors will review this at the next Resources meeting.</p> <p>A comprehensive safeguarding update will be provided by the Headteacher at the next FGB meeting in a couple of weeks.</p>	
8.	<p>Policy Review</p> <p>There were no policies for review at this meeting.</p>	
9.	<p>Any other business</p> <p>The budget will be linked to the SDP and discussed at the next meeting in more detail.</p> <p>Action: Clerk to add “Discussion on how the budget is linked to the SDP” on the agenda of the next meeting.</p>	HA
10.	<p>Date and time of next meeting:</p> <p>The date for the next meeting of the Resources Committee will be 15th March 2023 at 6.30pm, to be held at the school.</p> <p>There being no further business, the meeting closed at 8.05pm.</p>	

Actions on next page /...

Actions from the meeting, 11th JANUARY 2023

	Action	Owner	Deadline
9.0	Clerk to add "Discussion on how the budget is linked to the SDP" on the agenda of the next meeting.	HA	Next meeting

Governor Meeting Dates 2022-23

Date	Meeting		Topic
<i>Autumn</i>			
20th Sept'22	Children's	Autumn 1	Tues eve
5th Oct 22	Resources	Autumn 1	
19th Oct 22	FGB	Autumn 1	Data Review (incl SEF)
9th Nov 22	Resources	Autumn 2	
15th Nov 22	Children's	Autumn 2	Tues eve due to Clerk's availability
14th Dec 22	FGB	Autumn 2	
<i>Spring</i>			
11th Jan 23	Resources	Spring 1	
18th Jan 23	Children's	Spring 1	
1st Feb 23	FGB	Spring 1	SDP Focus
15th March 23	Resources	Spring 2	
29th March 23	Children's	Spring 2	
<i>Summer</i>			
24th April 23	Resources	Summer 1	Budget Agreement - THIS IS A MONDAY EVENING
3rd May 23	FGB	Budget	Budget - 4pm as Clerk needs to stack budget meetings this week
17th May 23	Children's	Summer 1	
7th June 23	FGB	Summer 1	
28th June 23	Resources	Summer 2	
4th July 23	Children's	Summer 2	THIS IS A TUESDAY
11th July 23	FGB	Summer 2	Business - THIS IS A TUESDAY

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