



WATERBEACH COMMUNITY PRIMARY SCHOOL

**Resources Committee Meeting
Monday 24th April 2023 at 6pm
held in person at school**

MINUTES

Governors Present: John Hall (JHal) – from 6.30pm
 Jon Hands (JHan) – Co-Chair – from 6.30pm
 Terry Gilzean (TGz)
 Jane Green (JG) - Headteacher
 Robert Schumann (RS) – Co-Chair
 Mark Spedding (MSp)

Also Attending: Helen Andrews (HA) (Clerk)
 Liz Bowen (LB) (School Business Manager)
 Nicola Webb (NW) – new Parent Governor – from 6.30pm

		Action
1.	<p>Welcome and Apologies for absence RS welcomed all to the meeting. JHan will be joining the meeting from 6.30pm and taking over as Chair from this point.</p> <p>Apologies were received and accepted from RP.</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 16th March 2023 The minutes of the Resources Committee meeting, held on 16th March 2023, including the confidential minutes, were submitted, and will be signed by the Chair as an accurate record of the meeting.</p>	

<p>4.</p>	<p>Matters arising and actions from the previous meetings, held on 16th March 2023, that do not appear elsewhere on the agenda.</p> <p>Governors were asked if they had any matters arising from the previous meetings. None were declared.</p> <p>The actions from the last meetings were then discussed:</p> <p>6.5 HA to circulate the updated SDP with financial costings included. The SDP with financial costings was circulated to governors during the meeting.</p> <p>7.2 RS will chase up his letter with the Library Manager to ask for a meeting. Refer to Item 6.2, confidential minute.</p> <p>RS decided to change the format of the meeting to allow those joining the meeting later to be part of the finance item. The format of the agenda went ahead as follows:</p>	
<p>6.</p>	<p>Premises & Building Update</p> <p>6.1 <u>General Premises & Building Update (SI)</u> The Fire Risk Assessment took place on 5th March 2023. The library building is no longer safe as it no longer meets fire safety regulations. The report has recommended that it be demolished. Given its location close to the new building, there is an ongoing risk as it currently stands, the Committee will discuss mitigations going forward. There were no other critical concerns identified across the remainder of the school site. The school will need to liaise with the local authority in consideration of the future of the schoolhouse building.</p> <p>LED lighting replacement is ongoing, the Year 1 area is now completed. The gym will be completed over the May half term. This will coincide with the room being redecorated whilst a tower is erected for the lights. The broken tiles in the ceiling will also be replaced to refresh this area of the school. The LED lighting project is being funded by the Energy Saving Scheme.</p> <p>TGz advised of the works proposed to replace the toilets in the Year 2 area, which currently does not meet the statutory requirements in terms of the per pupil ratio. This project will utilise some funding from the capital budget.</p> <p>The school field has been mowed recently. The grass is patchy in places and has not been released for use by the local authority to date. The school field could be signed off at the end of May 2023, depending on weather and overall condition. JG advised governors that some parents have asked why the school field is not being used. Until the field is formally handed back to the school, it can't be used.</p>	

	<p>6.2 <u>CONFIDENTIAL - Library Refurbishment Update (SI)</u> Refer to separate confidential minute.</p> <p>NW, JHan, and JHal joined the meeting at 6.30pm.</p>	
7.	<p>Safeguarding and Health & Safety Update</p> <p>7.1 <u>Safeguarding / H&S Update</u> JG advised governors of the arrangements in place for the next National Education Union Strike Day.</p> <p>There were no other safeguarding or Health & Safety issues to report at this time.</p> <p>7.2 <u>Governor H&S Visit Report (MSp)</u> The report was deferred to the next meeting. MSp informed governors that he has another Health & Safety visit booked for this term.</p> <p>Action: Governor H&S Visit Report deferred to next meeting.</p>	MSp
8.	<p>Policy Review There were no policies for review at this meeting.</p>	
5.	<p>Finance Update JHan took over chairing the meeting at this point.</p> <p>5.1 <u>2022-23 Final Year-End Budget Monitoring Report</u> The March 2023 Budget Monitoring Report was shared with governors ahead of the meeting.</p> <p>5.2 <u>Review of Budget 2023-2024</u> The following documents were circulated to governors for review ahead of the meeting:</p> <ul style="list-style-type: none"> 23/24 Revenue Summary for Approval 23/24 Capital Summary for Approval 23/24 Budget Detailed for Approval 23/24 Budget Notes 23/24 Funding Allocation <p>The Capital carry forward from the last financial year was £16k, funding this year £9,674. This funding will finance two main projects, the rest of the LED lighting and the refurbishment of Year 2 toilets.</p> <p>Challenge: A governor asked, how does the Energy Saving Grant work?</p>	

School received £18k last year, specifically to be used of energy saving schemes. The suspended ceiling at the back of the stage will also be replaced to make the hall more energy efficient.

Challenge: A governor asked, will this grant be received next year? This is not likely; LB believed the Energy Saving Scheme to be a one-off payment.

Revenue Budget – £20,000 carry forward. The rates rebate, if it could be received in the year it is required, puts the total carry forward at £41k.

Funding – formula funding stands at £2.2m. Governors noted that the funding formula information was shared before the meeting. IDACI levels take around 7 years to include new developments. Governors discussed the impact of the national funding formula on Cambridgeshire and the effect this has on the school for the next academic year. LB explained the other funding streams confirmed for the next academic year.

SEN funding is based on the number of pupils currently at the school (8). One child with an EHCP leaves in July, there are approx. 5 more children in the new reception cohort due to start with EHCPs.

UIFSM, Ever-6 and PP funding has been based on October Census. It is not yet known for how long schools will receive Recovery Premium.

Challenge: A governor asked, are there any cash flow risks in the new financial year?

LB explained, July is always tight, several lump sums of funding are received late July, it will be necessary to monitor cash flow for the remainder of the academic year. LB felt positive that, with careful financial management, there will be no need for a loan to cover this time.

Challenge: A governor asked about the funding instalments budgeted for the next two years; will this use the same funding formula?

It will be based on pupil numbers as they move through the school.

Now that interest rates have gone up, income from bank interest has been budgeted at £1k.

Challenge: A governor asked, are there any other risks that have not been factored into the budget build?

The budget has been set on the cautious side. Donations received by the school are usually higher than initially budgeted, so anything on top of that is a bonus. LB explained the contingency in place in terms of lettings. Premier Sports is the school's biggest hirer of the premises. Governors discussed the long-term plans for the school vs. space available at the school site going forward. Space for lettings will become an issue from 2024-25. After a brief discussion, JG felt that there may be scope in considering the Children's Centre building, but this remains at the discretion of the local authority. There are currently no plans by the local authority to make this building available to the school.

Governors were supportive of the budget being set on the precautionous side to factor risk into the strategic plan.

Challenge: Governors suggested that it would be useful to compare the budget against the previous year's figures. LB explained the restrictions of the current financial system, Orovia. The local authority plans to roll out another budgeting system from the end of April 2023.

Expenditure – 18 classes have been factored into the new academic year, creating an additional class in Year 2 in response to growing pupil numbers for this cohort. Governors were advised of the plans to cover maternity leave in the new financial year, which have been built into the budget. The local authority have built in a sliding scale for budgeting teacher pay awards; however, the issue is that there is no funding to cover the increase in staff pay. The Support Staff offer has not yet been accepted; it is not yet known when an agreement will be reached. National union strike days do allow the school to save money in the staffing budget.

TA support has been cut back as much as possible, existing support will be allocated according to need across the school. There will be no general TAs allocated in classes from the new academic year. HLTAs will be used for teacher cover, high-end interventions etc. Governors were advised of the increased pay for support staff from the next academic year. A TA cost breakdown was shared with governors ahead of the meeting. JG pointed out that, whilst HLTAs are used for cover, there is an ultimate impact on the provision of interventions.

Ratification: Governors reviewed the absence insurance premium for 2023-24. The original quote included cover for TA absence. Governors unanimously agreed not to insure against TA absence, reducing the quote by approx. £2.5k to approx. £8.5k for the annual premium.

Governors received a breakdown of staffing costs for the next academic year. The recruitment of a part-time Ukrainian teacher has fallen through at the last minute, if it not possible to source a specific teacher for this cohort of teacher, the funding allocated for this purpose will be used in other creative ways to support them. Governors shared that there may be possible contacts with the relevant experience for this role. JG is confident that this group of children are still receiving valuable support, despite the lack of intervention of a Ukrainian speaking teacher.

The SENDCo has been budgeted full-time from the start of the new academic year.

Challenge: A governor asked, are there any repercussions from the local authority if we should move into a deficit budget at the end of the year?

LB explained that the school would have to submit a deficit recovery plan which is closely monitored by the local authority to avoid further financial loss.

Challenge: A governor asked, does this lead to a longer-term risk, in terms of academisation?

LB and the Clerk explained that an Interim Executive Board (IEB) is put in place if governance and school finances are no longer deemed effective. This is a very last resort for the local authority and involves an application to the Secretary of State.

Clerk's Note: More information on IEBs can be found [here](#).

ESPO have advised that gas should be budgeted with a 300% increase on previous levels. Governors were advised of the efforts to reduce gas consumption; the cold weather doesn't help. The school will receive negligible relief from the Energy Bills Discount Scheme for gas consumption but, will not receive any relief for its electricity consumption due to the competitive unit price acquired through the collective purchasing power of ESPO.

Ratification: Governors unanimously agreed to increase the gas budget from £20k to £30k in consideration of the predicted gas prices by ESPO.

RS left the meeting at 7.50pm.

Challenge: A governor asked, can we not increase the lettings charges to absorb some of the additional cost of gas and electric?

	<p>After discussion, it was agreed that lettings charges would not be increased this academic year.</p> <p>LB explained the rolling programme for replacement of laptops across the school. Once teachers have used them for three years, they get allocated to TAs who use them until they no longer work. This programme is working well.</p> <p>Governors agreed to increase the cost of gas charges to the Children’s Centre and WASPs to £2k, in consideration of the anticipated gas price increase.</p> <p>School Led Tutoring has been budgeted for and will be clawed back as the school will not be using it. School Led Tutoring has been ringfenced for this purpose only.</p> <p>The PP cohort now stands at 20% of the children on roll.</p> <p>In consideration of the amendments agreed above to the proposed budget 2023-24, the carry forward at the end of the financial year equates to approx. £10k (including the rates rebate).</p> <p>Ratification: Governors unanimously recommended the ratification of the budget 2023-24 and 3-year forecast at the next FGB meeting.</p> <p>Thanks to LB and JG for preparing the budget and 3-year forecast.</p> <p>5.3 <u>Effectiveness of Pupil Premium (SI)</u> Deferred to next meeting.</p> <p>5.4 <u>Effectiveness of Sports Premium (SI)</u> Deferred to next meeting.</p> <p>5.5 <u>Effectiveness of Recovery Fund (SI)</u> Deferred to next meeting.</p> <p>5.6 <u>Critical Incident and Business Continuity Plan update</u> Work on the critical incident and business continuity plan remains ongoing.</p>	
<p>9.</p>	<p>Any other business</p> <p>9.1 Governors were reminded that it is Year 6 SATs Week from week commencing 8th May 2023. She asked the Clerk to email the governing board asking for their availability on 9-12th May to help as readers. Available governors should email JG directly, training will be required beforehand – the school is specifically short of readers on Weds 9th May 2023.</p>	

10.	<p>Date and time of next meeting: The date for the next meeting of the Resources Committee will be 28th June 2023 at 6.30pm, to be held at the school.</p> <p>There being no further business, the meeting closed at 8.15pm.</p>
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Actions from the meeting, 24th April 2023

	Action	Owner	Deadline
7.2	Governor H&S Visit Report deferred to next meeting.	MSp	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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