



## WATERBEACH COMMUNITY PRIMARY SCHOOL

**Resources Committee Meeting  
Wednesday 2<sup>nd</sup> October 2024 at 6.30pm  
held in person at school**

### MINUTES

**Governors Present:** Terry Gilzean (TGz)  
Will Evans (WE)  
Neil Lloyd (NL) (Headteacher)  
Rebecca Pharo (RP)  
Robert Schumann (RS) (Chair)  
Mark Spedding (MSp)  
Nicola Webb (NW)

**Also Attending:** Helen Andrews (HA) (Clerk)  
Liz Bowen (LB) (School Business Manager)  
Fiona Ecott (FE) - observing

		Action
1.	<p><b>Welcome and Apologies for absence</b> The Chair opened the meeting. RS warmly welcomed NL, WE, and FE to their first Resources Committee meeting.</p> <p>Apologies were received and accepted from AU. MSp was not in attendance.</p> <p>The meeting was quorate.</p>	
2.	<p><b>Declaration of Conflicts of Interests with Items on the Agenda</b> No declarations of interests with items on the agenda were recorded.</p>	
3.	<p><b>Approval of previous minutes</b>, Resources Committee Meeting held on 26<sup>th</sup> June 2024</p>	

	The minutes of the Resources Committee meeting, held on 26 <sup>th</sup> June 2024, were submitted, and will be signed by the Chair as an accurate record of the meeting.	
4.	<p><b>Matters arising and actions</b> from the previous meetings, held on 26<sup>th</sup> June 2024, 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>There were no actions from the previous meeting.</p>	
5.	<p><b>Review and Recommendation of Resources Committee Terms of Reference 2024-25 for Ratification at next FGB meeting – including updated LA model</b></p> <p>The Clerk shared a revised Resources Committee ToR 2024-25 based on the previous year’s version and a copy of the new model ToR published by the Governor Services Team at the local authority for consideration ahead of the meeting.</p> <p><b>Ratification:</b> Governors unanimously supported the recommendation to adopt the revised Resources Committee Terms of Reference, rather than the revised LA model, at the next FGB meeting.</p>	
6.	<p><b>Finance Update</b></p> <p>6.1 <u>Review of latest Budget Monitoring Report and discussion on school’s financial position</u></p> <p>Governors were advised of the issues with the school budgeting tool. The report shared ahead of the meeting were from FMS whilst SBS remains offline undergoing maintenance.</p> <p>The budget changes were reviewed at the meeting. The following is a synopsis of the discussions:</p> <p>Additional funds to support the teachers pay grant have been received of £3,444.</p> <p>Additional Ukrainian funding of £800 has been received, also previously unbudgeted.</p> <p>Two members of staff were budgeted for maternity leave, a third has now been included.</p> <p>The fourth payment of the recovery fund has been received as additional income.</p> <p>Expenditure – a saving of £50k from the teaching staff budget was acknowledged, compared to additional costs to the agency budget of £58k to cover an unanticipated resignation. Maternity leave for this term is also on the budget.</p>	

**Challenge:** A governor asked for clarification of budgeting supply teaching and maternity cover breakdown costs. The agency staff are allocated permanent agency but will be budgeted separately as supply covers inset and PPA time. Governors were advised of the long-term supply arrangements currently in place across the school.

**Challenge:** A governor asked, should we be cutting a class next year, what would happen with that supply arrangement? If we drop a class next year, depending on the numbers on roll and the funding received, we may need to consider staffing. New governors were advised of the predicted falling pupil numbers. This will be factored into business decisions to ensure the school remains financially sustainable moving forward. Governors were advised of the strategies to advertise the school in the local area in order to receive as many first-choice places for Reception places in the next academic year.

Governors were advised of the changes to the IT Technician costs and deployment of support staff (admin) to backfill this role. Governors were advised of recent recruitment across the school. NL explained that no decisions on recruitment are being made without being cautious and considerate of the school budget. There is a considerable amount of need in early years, which has impacted on the capacity for meeting need in other areas of the school. We must ensure their start in school is positive to prevent gaps being formed moving forward. This is a national issue. There has been a high amount of staff absence, SLT have been covering breaktimes to ensure the school is safe whilst they are playing. Any additional capacity, so long as it is affordable, will be utilised. A number of EHCPs are in process to bring in additional income for those needing the highest support. The INCo is working closely with the Early Years Team to ensure any additional income is received through SEND funding.

The gas rate per unit has reduced significantly, £10k has been taken from this budget and will offset overspend elsewhere.

Additional support from the ICT Service to support a member of the office team with her new ICT responsibilities have been purchased for the next two terms. Governors saw how this appeared in the budget.

In conclusion, the school had been budgeting for a £23.5k carry forward at the end of the year; this is now looking more like £14k.

	<p><b>Challenge:</b> A governor asked, will be budgeting tool be fixed and sorted soon? Governors were advised of the long-term issues concerning SBS.</p> <p><b>Ratification:</b> Governors unanimously confirmed the changes to the budget.</p> <p>Income analysis was reviewed from an FMS report. The current carry forward sits just under £19k. Additional Growth Funding of £47k to cover the autumn 2024 and spring 2025 terms has been received. The issue now is the falling pupil numbers will not match the revenue received for the summer term.</p> <p>Rates funding has been received and will now come straight from the LA meaning the issue of the rates funding shortfall will no longer be an issue.</p> <p>Lettings and swimming donations are doing well. Solar panel income of £3k has received by cheque. £4,500 of miscellaneous contributions, including STEM refunds, adhoc donations and photography commission have been budgeted. The last tranche of Recovery Premium has now been received.</p> <p>Expenditure Analysis – the biggest expense is teaching and support staff pay. Teachers will now receive a pay award of 5.5%. Support staff latest offer current stands at £1,250, which has not been agreed by all unions. This will be backdated to April 2024. The Core School Grant has been assured as being fully funded by the government. Teachers pay, once the pay award has been agreed, will be back dated from September 2024.</p> <p>My New Term has been purchased to support the recruitment process and reduce staff capacity. The system is robust and ensures compliance and transparency in safer recruitment practice. Governors appreciated the reliability of the system during the recent recruitment of the Headteacher. The LA endorse the My New Term platform for the recruitment of Headteachers across the county.</p> <p><b>Challenge:</b> A governor asked, are we impacted by the price cap increasing for electricity? The School Business Manager explained that, for this year, gas is fixed until March 2025. Electricity could change from the next bill. ESPO have greater purchasing power and do provide reduced rates for schools through bulk buying.</p>	
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The main part of the Arbor package will be free until March 2025. Additional costs have been incurred by the payments add on allowing parents to pay online for school meals, trips, etc.

The supply budget is expected to go over budget this year. Sickness insurance kicks in after 11 days; most sickness lasts approx. 2-3 days. The school continues to be creative to reduce supply costs but, the reduction in staff capacity means that this is difficult to manage totally inhouse. It is hoped that recent recruitment will support additional capacity within the team moving forward.

**Challenge:** A governor stated, I assume that EHCP funding isn't back dated.

No, there are also associated costs incurred by the school which the EHCP funding doesn't cover. Government says that the school incurs a cost of £6k for each child with an EHCP but, in real terms, this equates to a more realistic total of £17k. Current SEND funding does not consider a realistic rate for TA support. Governors learnt from the Headteacher how the role of Teaching Assistant has evolved over time. The hourly rate for teaching assistants does not consider the evolving responsibilities of the role in schools and the current cost of living.

£3,189 of school funding for the tutoring programme from the last term will be clawed back as it has not been used. This scheme has been discontinued.

Census day tomorrow – Lunchtime UK are putting on a special meal to encourage a greater uptake of meals on that day to optimise UIFSM funding.

Capital – the last phase of the lighting upgrade over summer £6k took place over the summer. A new perimeter fence, at a cost of £3k has been budgeted due to a safeguarding concern.

The Chair thanked LB for her presentation of the school budget and response to governor challenge.

6.2 Update on cash advance loan

The loan will be paid back in March 2025 and sits as a liability on the balance sheet. This will incur interest whilst it remains in the school bank account.

6.3 Effectiveness of Pupil Premium and Recovery Fund (SI)

NL has been trying to learn as much as possible in the four weeks he has worked at the school to gain an informed decision of where there is need.

	<p>There is a deficit in Pupil Premium funding with the likelihood that fewer families are claiming for free school meals, despite being eligible.</p> <p>Quality first teaching and good experiences within the curriculum allow all children to make progress and fill the gap in attainment. There is an identified gap in each year group between the PP cohort and the rest of their peers. School leaders have started to develop attendance practice in line with new guidance. It has been designed to be more collaborative rather than punitive to allow the school to be more supportive with families in getting their children back into school. Vulnerable cohorts will remain a priority on the School Development Plan for this academic year.</p> <p><b>Challenge:</b> A governor referred to the Pupil Premium Statement published on the school website which details how Pupil Premium funding has been utilised.</p> <p>The Headteacher explained to governors that, whilst all the current arrangements have been helpful, the impact on learning has not been targeted as efficiently as it could have been. Putting the funding into improving learning by quality first teaching has the biggest outcomes for learning for the most disadvantaged.</p> <p>6.4 <u>Effectiveness of Sports Premium (SI)</u> The Sports Premium Statement is still being drafted.</p> <p>6.5 <u>Sports Premium Statement, July 2024</u> <b>Challenge:</b> A governor noted that the Sports Premium Statement was out of date on the school website. It should be approved by governors before being published on the school website. Governors have not seen the revised Sports Premium Statement, which should have been published in July 2024.</p>	
7.	<p><b>Premises &amp; Building Update</b></p> <p>7.1 <u>General Premises &amp; Building Update (SI)</u> The leak experienced at the end of last term has been caused by a faulty stop cock at the front of the school. The work to resolve this issue was initially quoted as £5.5k by the contractor. The water company were called out who identified an additional leak. The damaged stop cock was repaired free of charge by the water company. Work to fix the additional leak was costed at £950, which was fixed the next day. The Site Manager has been advised that the condition of the pipe is not great. Governors thanked the Site Manager for the considerable saving made possible by his due diligence.</p>	

	<p>The last phase of lighting has been upgraded in areas across the school. There is only 5% of the school now not covered by LED lighting, it has made a considerable impact on energy usage.</p> <p>Governors learnt of the purchase of a new storage container on site.</p> <p>The boilers required servicing in October 2024, but this was put forward to September 2024 due to the concerns with the previous contractor. A new contractor has been identified, Monroes, who completed all their checks. Some remedial work is required in the older part of the building to resolve the identified pressures issues. Both heaters in the library building have been condemned. Initial quotes to provide electric heaters for this area stands at approx. £1k to purchase and install.</p> <p><b>Challenge:</b> A governor asked, will the library cover that cost? Governors agreed that it was not the school’s duty to cover the cost of heating in the building being utilised by the library.</p> <p><b>Action:</b> Governors to write a letter to the library administrator advising them that any replacement heating will be incurred by the library and not the school.</p> <p>7.2 <u>Library Building (SI)</u> Governors have exchanged dialogue with library administrators, but a physical meeting has not yet taken place. The library has been advised that they need to be out of the building by the next fire assessment. After this time, the building will be demolished. Governors remain open to other options from library administrators. NL has introduced himself to the library. He advised governors that what happens to the swimming pool and the library are key priorities for the local community. The school should be seen to be supportive in moving the library arrangements forward. NL identified the social and moral responsibility for supporting the library in as mutually beneficial way as possible, whilst in recognition that the current building poses a fire risk to the KS2 area.</p> <p>7.3 <u>Site Strategy Working Group Update (SI)</u> A Site Strategy draft was shared ahead of the meeting. Governors agreed that the document was a useful foundation to start more formal discussions in the future.</p> <p>A governor has visited the Scout facilities, which require roof repairs around £30k. Scout leaders plan to use the building for as long as possible and have no immediate pressures that might require them to significantly change their facilities arrangements.</p>	<p>RS</p>
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8.	<p><b>Safeguarding and Health &amp; Safety Update</b></p> <p>8.1 <u>Safeguarding / H&amp;S Update</u></p> <p>Additional costs have arisen to safeguard children with high needs in various places on the school premises. Governors received an update on security issues identified across the school.</p> <p>There have also been some issues with school software, particularly around filtering and monitoring of school devices. This has been identified to the ICT Service as a priority.</p> <p>Water is seeping into the building in the Year 1 area because of heavy rain and ongoing problems with the guttering. The local authority Premises Team has visited to investigate the issue. NL will challenge any associated cost with the local authority since the affected part of the building is only 6 years old. The water ingress to the building is not through the damaged guttering, the building does not appear to have a seal underground, allowing water to compromise the building's structure.</p> <p>The H&amp;S meeting to be attended by governors is planned next week.</p>	
9.	<p><b>Policy Review</b></p> <p>There were no policies for review at this meeting.</p>	
10.	<p><b>Committee Related Governor Training &amp; Development</b></p> <p>Governors were asked to consider their training needs this term, in consideration of the newly published LA Training Schedule 2024-25. LA-led training is bookable via Governor Hub (see link below).</p>	
11.	<p><b>Any other business</b></p> <p>There were no items of any other business.</p>	
12.	<p><b>Date and time of next meeting:</b></p> <p>The date for the next meeting of the Resources Committee will be confirmed at the next FGB meeting on 8<sup>th</sup> November 2024 at 6.30pm in school.</p> <p>There being no further business, the meeting closed at 8.35pm.</p>	

Actions on next page /...

## Actions from the meeting, 2<sup>nd</sup> October 2024

	Action	Owner	Deadline
7.1	Governors to write a letter to the library administrator advising them that any replacement heating will be incurred by the library and not the school.	RS and other GOVS	ASAP

Waterbeach Community Primary School  
Approved Governor Meeting Dates 2023-2024

Date	Meeting		Topic
<i>Autumn</i>			
20th Sept 23	Children's	Autumn 1	
4th Oct 23	Resources	Autumn 1	
18th Oct 23	FGB	Autumn 1	Data Review (incl SEF)
8th Nov 23	Resources	Autumn 2	
15th Nov 23	Children's	Autumn 2	
13th Dec 23	FGB	Autumn 2	
<i>Spring</i>			
10th Jan 24	Resources	Spring 1	
17th Jan 24	Children's	Spring 1	
7th Feb 2024	FGB	Spring 1	SDP Focus
13th Mar 24	Resources	Spring 2	
27th Mar 24	Children's	Spring 2	
<i>Summer</i>			
24th Apr 24	Resources	Summer 1	Budget Scrutiny
8th May 24	FGB	Budget	Budget Approval
22nd May 24	Children's	Summer 1	
5th June 24	FGB	Summer 1	
26th June 24	Resources	Summer 2	
17th Jul 24	Children's	Summer 2	
10th Jul 24	FGB	Summer 2	Business Meeting

### Governor Training & Development

To view the Joint Annual Governance Training Program and book courses online - [GovernorHub](#)

Governors for Schools - [click here](#)

NGA Learning Link – [click here](#)

