



WATERBEACH COMMUNITY PRIMARY SCHOOL

Resources Committee Meeting
Wednesday 20th November 2024 at 6.30pm
held in person at school
(rescheduled from 6th November 2024)

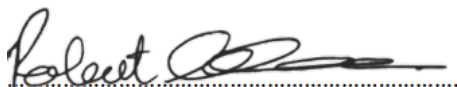
MINUTES

Governors Present: Terry Gilzean (TGz)
Fiona Ecott (FE)
Neil Lloyd (NL) (Headteacher)
Rebecca Pharo (RP)
Robert Schumann (RS) (Chair)
Nicola Webb (NW)

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

		Action
1.	Welcome and Apologies for absence The Chair opened the meeting. Apologies were received and accepted from WE and AU. The meeting was quorate.	
2.	Declaration of Conflicts 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 2 nd October 2024 The minutes of the Resources Committee meeting, held on 2 nd October 2024, were submitted, and will be signed by the Chair as an accurate record of the meeting.	
4.	Matters arising and actions from the previous meetings, held on 26 th June 2024, that do not appear elsewhere on the agenda.	

	<p>Governors were asked if they had any matters arising from the previous meetings. None were declared.</p> <p>Actions from the previous meeting were considered:</p> <p>7.1 Governors to write a letter to the library administrators advising them that any replacement heating will be incurred by the library and not the school. RS has met and written to the library administrators. Action closed.</p>	
<p>5.</p>	<p>Finance Update</p> <p>5.1 <u>Review of latest Budget Monitoring Report and discussion on school's financial position</u></p> <p>October 2024 month end financials were circulated ahead of the meeting. Governors were advised that issues with SBS still exist. Reports from FMS were shared; governors considered the September and October 2024 month end reports. Staff pay awards have already been budgeted, covered by the Core School Budget Grant (CSBG). Governors were advised that additional income shown on the latest reports come from 2 EHCPs and a member of staff's secondment which have since been built into the budget.</p> <p>Challenge: A governor asked, are the budgets for SEN funding and support staff correlated? LB explained that adjustments account towards a combination of the two SBS systems and the NJC award, and new staff. LB is hopeful that, by January 2025, the school will be fully staffed.</p> <p>Budgeted reserves now stand at £30k – although LB estimates this to be more realistically at £20k. Sickness cover continues to a concerning expense. Attendance has remained above average since September 2024, since last week. Seasonal illness is impacting both children and staff.</p> <p>Challenge: A governor asked, do you think parents are more inclined to keep children off due to the current heating issue? NL confirmed that he had been made aware of some conversations. Issues had been mitigated as far as possible whilst the heating issues continued.</p> <p>To avoid additional expense, cover is being provided inhouse as much as possible. Capacity across the whole school is impacted, decisions are being made as prudently as possible.</p>	



Governors considered that the supply budget had already been spent by two thirds. Sickness is not something that can be predicted or mitigated – the school must remain open.

Challenge: A governor asked, is there a point where we would review contracts for sickness insurance?

Up until last year, being a previous customer, the school had 30% discount. However, from the start of this year, this has not been the case. Another quote was received but comparable. It was agreed to stay within the LA's provision this year. At the time the contract is due to be renewed, it will be possible to review the type of cover. Cover from Day 1 of absence is very expensive. LB provided governors with an overview of the types of providers offering sickness insurance to schools.

Challenge: A governor asked, do we offer free flu jabs as an incentive?

Some schools do – however all staff will be required to visit the pharmacy in Waterbeach together. The Willingham pharmacy may be more flexible.

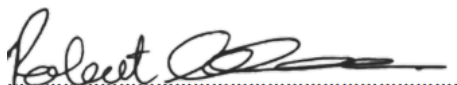
Ratification: Governors unanimously agreed for the School Business Manager to explore offering free flu jabs to all staff.

Additional costs for the boiler are anticipated. LB explained what happened if the budget becomes in deficit. The School Business Manager will check with the insurance provider to see if the repair to the boiler can be claimed.

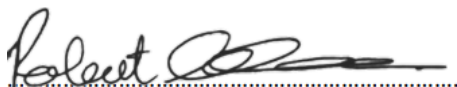
Higher national insurance charges will not be implemented until April 2025. The School Business Manager has advised that there will be a grant to cover additional cost but how this is formulated remains unknown currently.

Ratification: Members of the Resources Committee unanimously approved the adjustments to the budget.

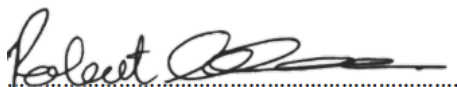
Eastnet – governors were informed of the LA's intention to withdraw the broadband offer for schools. School leaders are starting to look at options available. This will impact the filtering and monitoring system safeguarding the provision. Any tendering process will need to consider the features of the current package to ensure all relevant safeguards are considered. Any future arrangement will need to be agreed by December 2024, as it has been advised the migration over to a new provider can take up to 90 days. Any new contract will need to be in place for April 2025 to



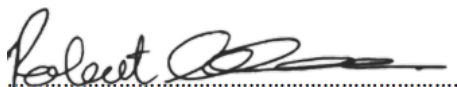
	<p>ensure continuity of service. The impact of this change to the budget is unknown.</p> <p>The School Business Manager was advised of the Cyber Security Link governor, who has expertise in this area and may be able to support any future decision making.</p> <p>5.2 <u>Update on cash advance loan</u> No update.</p> <p>5.3 <u>Effectiveness of Pupil Premium and Recovery Fund (SI)</u> The current strategy needs updating but is in place until December 2024. A review of how Pupil Premium is being spent is needed. There are more children who are eligible than who are registered as Pupil Premium. At the time of this meeting, there were no specific details to share with governors.</p> <p>Action: The Pupil Premium Statement will be reviewed at the FGB in December 2024.</p> <p>5.4 <u>Effectiveness of Sports Premium (SI)</u> Sports Premium Statement, July 2024, has been published on the school website. Discussion on the digital reporting of Sports Premium from July 2025 (DfE guidance – here)</p> <p>The updated Sports Premium Statement has since been published on the school website. The Clerk advised that governors should approve the Statement prior to it being published in the future.</p> <p>An audit of the school website by the Chair of Governors has been recently conducted. Conclusions from this audit have been shared with the Headteacher. There are clear actions concerning school policies that need to be reviewed. The Clerk will support the Headteacher in creating a robust policy monitoring schedule going forward as the previous one has lapse.</p> <p>Ratification: Governors unanimously approved the Sports Premium Statement 2024.</p> <p>5.5 <u>Arrangements for the review of the School Financial Value Standard (SFVS) 2024</u> The following guidance and paperwork were circulated ahead of the meeting: Guidance around SFVS from The Knowledge - here Finance training for new governors - here</p>	<p>GOVS</p>
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	<p>Blank SVFS Skills Audit form</p> <p>FE has recently completed the LA-led SFVS training.</p> <p>Action: FE and RS will meet with the School Business Manager sometime in December 2024 to review the SFVS, which will be scrutinised by the Resources Committee meeting in January 2025.</p> <p>Action: All members of the Resources Committee and the Chair of Governors to complete the SVFS Skills Audit form and send them to the School Business Manager as soon as possible. Clerk to share the SFVS matrix form with the Chair of Governors.</p> <p>Completed, closed.</p>	<p>FE, RS</p> <p>Resources Com & JH</p>
<p>6.</p>	<p>Premises & Building Update</p> <p>6.1 <u>General Premises & Building Update (SI)</u> Governors were informed of the work undertaken by the Site Manager over the October 2024 half term, including PAT testing and a service on the catering equipment.</p> <p>In consideration of the recent issues with the heating in parts of the school, the Site Manager provided the details concerning a burst pipe. Governors learnt of the challenges experienced in trying to get the fault repaired by the contractor.</p> <p>Governors were reassured to learn that the remaining pipework doesn't look in a poor condition.</p> <p>The Headteacher has challenged the quality of the recent service to the boiler with the contractor and the lack of priority over fixing a heating issue in a primary school in November. The contractor did not respond proportionately until being chased by the local authority. Governors were concerned that the service currently being received fell short of the SLA. It was confirmed that there is no formal agreement or contract in place with the current provider. Other suitable contractors are limited.</p> <p>6.2 <u>Library Building (SI)</u> JH and RS met with members of the Parish Council and a representative from the library. Governors were advised of a very productive meeting. Governors have been invited to attend regular meetings with the library representatives moving forwards. The new heaters were discussed at the meeting, the procurement procedure has now taken place, and heaters will be installed in the library building on 28th November 2024.</p>	

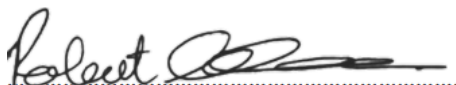


	<p>6.3 <u>Site Strategy Working Group Update (SI)</u> A drafted Site Strategy Plan was shared at the last meeting.</p> <p>Action: Clerk to remove this item from the next agenda.</p>	HA
7.	<p>Safeguarding and Health & Safety Update</p> <p>7.1 <u>Safeguarding / H&S Update</u> Resources related safeguarding and H&S matters have been discussed at length in earlier items on the agenda.</p> <p>7.2 <u>H&S Meeting – 8th October 2024:</u> The following documents were circulated ahead of the meeting: Meeting minutes, 8.10.24 Meeting minutes, 6.6.24 Zurich Fire Safety Assessment Fire Safety Policy, 2023 – for info only Local Emergency Fire Evacuation Procedures – for info Supervision Procedures – for info Risk Assessment – Y1 Wimpole Hall Farm Trip</p> <p>The Clerk reminded members of the H&S Working Group that they could not refer to themselves as a committee unless it is agreed by governors. The H&S Working Party have no approval rights and are unable to make strategic decisions outside formal governor meetings.</p> <p>Governors reviewed the Zurich Fire Safety Assessment. All recommendations have been dealt with by the Site Manager.</p> <p>The Fire Safety Policy and associated procedures were shared for information. NL gave an overview of his observations during the latest fire drill. Supervision Procedures have been reviewed to address lunchtime and after school supervision arrangements, governors were informed of the safety checks in place to supervise all cohorts at these times. In terms of the Risk Assessment shared ahead of the meeting, governors were informed about Evolve – the system used by the school to mitigate risk during trips or visits. A new procedure around risk assessments has been implemented allowing the Headteacher to review all risk assessments ahead of a trip or visit taking place.</p> <p>Release buttons are currently accessible by children and pose a safety issue for those children with a flight risk. Quotes for key fobs have been received, work has been estimated at £11k. To mitigate the risk, it has been agreed that release buttons will be moved higher up the wall to prevent children from reaching them. The fire</p>	



	<p>exit in the hall with a thumb lock will be removed to prevent accessibility. The hall only has a capacity for 100 and there are two remaining fire exits to ensure the area remains compliant. The gate that separates KS1 with the KS2 playground will be linked to the security system.</p> <p>Challenge: A governor asked, are all flight risks in early years? Yes, currently. Governors were reminded that behaviour is an unmet need, and we need to consider the needs of all children in school.</p>	
8.	<p>Policy Review</p> <p>8.1 <u>Health & Safety Policy</u> The drafted Health & Safety Policy was circulated ahead of the meeting. Governors learnt that the policy had previously been scrutinized by the Health & Safety Working Group.</p> <p>Ratification: Governors unanimously approved the Health & Safety Policy.</p>	
9.	<p>Committee Related Governor Training & Development Deferred to next meeting.</p>	
10.	<p>Any other business There were no items of any other business.</p>	
11.	<p>Date and time of next meeting: The next Resources Committee meeting will be held on 8th January 2025, 6.30pm, at the school.</p> <p>There being no further business, the meeting closed at 8.35pm.</p>	

Actions on next page /...



Actions from the meeting, 20th November 2024

	Action	Owner	Deadline
5.3	The Pupil Premium Statement will be reviewed at the FGB in December 2024.	GOVS	Next FGB meeting
5.5	FE and RS will meet with the School Business Manager sometime in December 2024 to review the SFVS, which will be scrutinised by the Resources Committee meeting in January 2025. All members of the Resources Committee and the Chair of Governors to complete the SVFS Skills Audit form and send them to the School Business Manager as soon as possible. Clerk to share the SFVS matrix form with the Chair of Governors. Completed, closed.	FE, RS, SBM Resources Comm & JH HA	Dec 2024 ASAP ASAP
6.3	Clerk to remove the Site Strategy Work Group item from the next agenda.	HA	Next meeting

Governor Meeting Dates 2024-25

Date	Meeting		Topic
<i>Autumn</i>			
18th Sept 24	Children's	Autumn 1	
2nd Oct 24	Resources	Autumn 1	
16th Oct 24	FGB	Autumn 1	Data Review (incl SEF)
6th Nov 24	Resources	Autumn 2	
13th Nov 24	Children's	Autumn 2	
11th Dec 24	FGB	Autumn 2	
<i>Spring</i>			
8th Jan 25	Resources	Spring 1	Review SFVS
15th Jan 25	Children's	Spring 1	
5th Feb 2025	FGB	Spring 1	SDP Focus and SFVS approval
12th Mar 25	Resources	Spring 2	
26th Mar 25	Children's	Spring 2	
<i>Summer</i>			
23rd Apr 25	Resources	Summer 1	Budget Scrutiny
7th May 25	FGB	Budget	Budget Approval
21st May 25	Children's	Summer 1	
4th June 25	FGB	Summer 1	
25th June 25	Resources	Summer 2	
16th Jul 25	Children's	Summer 2	Review of SATs data
9th Jul 25	FGB	Summer 2	Business Meeting

All meetings fall on a Wednesday evening.

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