



WATERBEACH COMMUNITY PRIMARY SCHOOL

Resources Committee Meeting
Wednesday 8th January 2025 at 6.30pm
held in person at school

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 of the Committee 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 20 th November 2024 The minutes of the Resources Committee meeting, held on 20 th November 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 20 th November 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>5.3 The Pupil Premium Statement will be reviewed at the FGB in December 2024. Deferred to next FGB in February 2025</p> <p>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. On agenda. 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. LB confirmed that most governors have now responded with their SFVS Skills Audit matrix. Clerk to share the SFVS matrix form with the Chair of Governors. Completed, closed.</p> <p>6.3 Clerk to remove the Site Strategy Work Group item from the next agenda. Completed, 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> The latest BMR was shared ahead of the meeting and presented during the meeting by the School Business Manager.</p> <p>Challenge: A governor asked, is the SBS package working effectively now? Yes, although there is currently no cost centre breakdown, making it difficult for governors to have effective oversight of small individual budgets.</p> <p>Challenge: A governor noted the absence of a variances report, do we not have one for this meeting? There were not significant changes since the last oversight (Oct 2024).</p> <p>Forecasting a carry forward of £40k at the end of the year currently. The supply budget is being impacted by staff illness. Governors were reminded that these issues are unavoidable. School leaders are working with staff on longer term illnesses to ensure the appropriate insurance can be claimed where eligible. Cover for absence is being filled internally, where possible, to minimise the impact on the school budget.</p> <p>Governors reviewed the individual cost centres relating to supply for scrutiny. Teachers will receive the 5.5% national uplift in pay from January 2025. NL advised of consultation with EPM concerning changes to the Leadership Pay Scale, as agreed by the Pay Panel.</p>	

Challenge: A governor noted that lettings were a little behind, is this expected?

At this point, bills for the second half of last term have just been sent out. The School Business Manager felt this was a timing issue rather than a reduction in lettings income.

Electricity cost has reduced from 36p/kWh to 21p/kWh for half of the remaining financial year.

The remaining 5% of the lighting project will use some of the Buildings Maintenance Budget to complete this. LB anticipates this budget to be underspent by the end of the year.

NL has been planning for the budget build ahead of the next financial year. From the next financial year, subject leads will bid for their budgets to inform a more accurate budget build moving forward and to provide greater accountability and develop opportunities for staff. There have not been any discussions around the total fund to be allocated to subjects as the budget build process has not been started yet.

Governors learnt that the school is not able to ensure against shared parental leave. This impact this poses on the budget was discussed during the meeting.

5.2 Update on cash advance loan

No update.

5.3 Effectiveness of Pupil Premium and Recovery Fund (SI)

There is no more Recovery Funding remaining. This has been phased out by the government. Concerning the effectiveness of the Pupil Premium, NL has a meeting planned with the PP Link and will update at the next FGB meeting. The long-term plan is to appoint an internal Pupil Premium Lead within the school. PP outcomes remain behind their non-disadvantaged peers. PP is an area of the SDP to improve this cohort's outcomes, the plan is to give this more focus moving forward. NL plans for the revised PP Strategy to be published in good time before the deadline of the end of the academic year. NL is discussing other leadership opportunities with EPM and staff; more detail will be provided at a future governor meeting.

5.4 Effectiveness of Sports Premium (SI)

The Sports Premium Statement was approved at the last FGB meeting and uploaded to the school website before 31st December 2024.

	<p>5.5 <u>Update on the Arrangements for the review of the School Financial Value Standard (SFVS) 2024</u> A drafted SFVS document and the following guidance was shared ahead of the meeting for governors to review. Guidance around SFVS from The Knowledge - here Annual Benchmarking - Your school - Financial Benchmarking and Insights Tool - GOV.UK</p> <p>FE and RS met with the School Business Manager to review the SFVS.</p> <p>Ratification: Members of the committee recommended the SFVS 2024 for approval at the next FGB meeting in February 2024.</p> <p>Action: Members of the Resources Committee will review the Best Value Statement at the next meeting.</p> <p>Action: Contracts Register to be reviewed at the next meeting.</p> <p>The link to the DfE financial benchmarking and insight tool was shared ahead of the meeting. LB provided governors with an oversight of the school’s data capture on this tool associated with a group of similar Cambridgeshire schools. Governors discussed how school data compared against local schools of a similar size; the data was RAG-rated but it was stipulated that red alerts are not necessarily a bad thing. Waterbeach is at the bottom end of funding allocation of this whole cohort of schools – providing a rationale for low spending on teaching and support staff and other areas of expenditure reviewed in the tool. Governors learnt that some schools may buy into cover for PPA time, such as this school, which would skew the data compared to others that covered PPA time internally. Benchmarking data is not able to take account of individual school circumstances which may provide a rationale for their place on individual categories of cost and spending. Governors were reassured that energy and sewage costs were low compared to the other schools in the selected range of schools in this data capture. After review of data, governors were able to reassure themselves of no financial concerns arising from the benchmarking exercise.</p>	<p>Resources Comm.</p> <p>Resources Comm.</p>
<p>6.</p>	<p>Premises & Building Update</p> <p>6.1 <u>General Premises & Building Update (SI)</u> Governors were advised that work undertaken on the heating system and fencing around the school site was now complete.</p> <p>6.2 <u>Library Building (SI)</u></p>	



	<p>The gas heaters have now been removed and electric heaters have been installed to replace them. The library building now has a CO2/thermometer installed to monitor the temperature of the building on an ongoing basis. The building was recorded at 19°C on 6th January 2025. Heating has been set up in consideration of library times.</p> <p>A meeting has been planned for 13th January 2025 with the library team to push forward with the long-term plans for the library. A couple of governors will attend this meeting to maintain a good relationship with the community library team.</p> <p>6.3 <u>Eastnet/Broadband update</u> Discussions with Citifibre are underway to install a line on the school site at no cost for future use, if required.</p>	
7.	<p>Safeguarding and Health & Safety Update A H&S indoor walk took place in December 2024, attended by the Deputy Head. Minor concerns were identified and have been passed to the Site Manager for action. The H&S Working Party will continue to monitor progress on resolving the identified concerns.</p> <p>No safeguarding issues to report.</p>	
8.	<p>Policy Review There were no policies for review at this meeting.</p>	
9.	<p>Committee Related Governor Training & Development Members of the committee have booked on some courses, which will be reviewed at the next FGB meeting.</p>	
10.	<p>Any other business NL has met with the local developer to discuss future funding opportunities for the school. This has forged some positive links which will allow the school to have some involvement with shaping the future of the local community moving forward.</p> <p>Governors discussed drafted proposals for the long-term swimming pool strategy. A swimming pool working party will be formed to take the matter forward.</p>	
11.	<p>Date and time of next meeting: The next Resources Committee meeting will be held on 12th March 2025, 6.30pm, at the school.</p> <p>There being no further business, the meeting closed at 8.25pm.</p>	

Actions from the meeting, 8th January 2025

	Action	Owner	Deadline
5.5	Members of the Resources Committee will review the Best Value Statement at the next meeting.	GOVS	Next meeting
	Contracts Register to be reviewed at the next meeting.	GOVS	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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