



## WATERBEACH COMMUNITY PRIMARY SCHOOL

**Resources Committee Meeting**  
**Wednesday 12<sup>th</sup> March 2025 at 6.30pm**  
**held in person at school**

### MINUTES

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


**Also Attending:** Helen Andrews (HA) (Clerk)  
Liz Bowen (LB) (School Business Manager)  
Josh Brixey (JB), Parent Governor

		Action
1.	<b>Welcome and Apologies for absence</b> The Chair of the Committee opened the meeting. A special welcome was given to JB, new Parent Governor.  Apologies were received and accepted from Will Evans, Amy Unchern, and Nicola Webb.  The meeting was quorate.	
2.	<b>Declaration of Conflicts of Interests with Items on the Agenda</b> No declarations of interests with items on the agenda were recorded.	
3.	<b>Approval of previous minutes</b> , Resources Committee Meeting held on 8 <sup>th</sup> January 2025 The minutes of the Resources Committee meeting, held on 8 <sup>th</sup> January 2025, were submitted, and will be signed by the Chair as an accurate record of the meeting.	

Signed: .....

Dated: ...23<sup>rd</sup> April 2025.....

<p>4.</p>	<p><b>Matters arising and actions</b> from the previous meetings, held on 8<sup>th</sup> January 2025, 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>Actions from the previous meeting were considered:</p> <p>5.5 Members of the Resources Committee will review the Best Value Statement at the next meeting. <b>On agenda.</b></p> <p>Contracts Register to be reviewed at the next meeting. <b>On agenda.</b></p>	
<p>5.</p>	<p><b>Finance Update</b></p> <p>5.1 <u>Review of latest Budget Monitoring Report and discussion on school's financial position</u></p> <p>The latest BMR, January 2025, was shared ahead of the meeting and presented during the meeting by the School Business Manager.</p> <p>A number of staffing changes have occurred during this period. A budget adjustment form was tabled at the meeting and was uploaded to the meeting folder on Governor Hub shortly before the meeting. The biggest change is in the teacher budget; namely for a teaching vacancy which is now being covered by one agency member and the arrangements for staff maternity leave. This has created a £40k reduction in the teaching budget and a £38k <a href="#">increase</a> in supply and £12k increase in direct supply budgets. Governors were advised how the changes to staffing costs have been budgeted. NL advised that these options are slightly more expensive (£3k) but are the best options considering the recruitment climate currently.</p> <p>The TA budget has gone down slightly; governors were advised of the Grad2Teach arrangements in place for a new member of support staff.</p> <p>A couple more Midday Supervisors have been recruited to support specific children needing 1:1 support at lunchtimes.</p> <p><b>Ratification:</b> Governors unanimously ratified the budget adjustments for this period.</p> <p>Some of the training &amp; development budget is being utilised for training for support staff.</p>	



A governor noted the underspend on the Buildings Maintenance budget. The School Business Manager advised of some additional expenditure on this budget anticipated before year-end.

The budget for gas was reduced by £10k in view of lower unit costs.

Staff had a 7<sup>th</sup> February 2025 deadline to [receive subject orders](#)[place orders for learning resources](#). Most subject budgets have now been spent.

This year has done a little better than originally forecast (with a carry forward of £40k). Governors were warned by the School Business Manager that next year may be a different picture for school finances.

**Challenge:** A governor was concerned by a catering budget variation of £40k.

The School Business Manager explained that Lunchtime UK, the school's catering contractor, were not seeing all lines shown within the Arbor reports provided by the school. This has been identified, and the last outstanding invoices have now been received to offset this variation.

The Headteacher gave his thanks to the School Business Manager for her support since the start of his tenure in school. The expertise and experience she brings is a true asset to the school. Governors shared their appreciation for the School Business Manager.

5.2 Update on cash advance loan

The School Business Manager advised that the cash advance loan would be taken back on the March 2025 statement. The school bank account is in a better position now.

5.3 Effectiveness of Pupil Premium (SI)

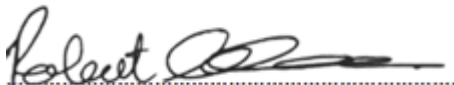
The Headteacher identified the school priority around the restructuring of the staff in response to recent changes in school leadership. There is no explicit funding, other than that providing access to quality first teaching through staff training opportunities.

Governors learnt of the Headteacher's plans to delegate the responsibility of overseeing disadvantaged children and the Pupil Premium Fund to a specific role in school.


5.4 Effectiveness of Sports Premium (SI)



	<p>The PE Lead would like to change the core content for how the school is teaching PE. Additional resources have been purchased, and several teams of children have represented the school at recent sports tournaments. The Sports Premium is used for this purpose. Longer term, the Headteacher would like to consider how the school has access to other sports in the area to develop more teams to be able to engage with other tournaments across the county.</p> <p>Governors were advised of the Sports Award, which the Headteacher is interested in exploring. As the PE Curriculum is developed, these aspects will be reviewed with the PE Lead. The Sports Premium will be utilised to develop these areas of the PE curriculum moving forward.</p> <p>5.5 <u>Review Best Value Statement</u>  The drafted Best Value Statement 2025 was shared with governors ahead of the meeting. The template hasn't been reviewed since 2017. The Clerk advised that she explored later templates, the latest government guidance is also dated 2017.</p> <p>Governors agreed that an annual review of the Best Value Statement would be advantageous.</p> <p><b>Action:</b> Governors will review the revised Best Value Statement at the next Resources meeting on 25<sup>th</sup> June 2025 to approve at the following FGB meeting on 9<sup>th</sup> July 2025.</p> <p>5.6 <u>Review of Contracts Register</u>  The Contracts Register was shared with governors ahead of the meeting.</p> <p>Governors reviewed the document. SIMS contracts will cease following the implementation of Arbor as the preferred Management Information System. FMS will continue to be used for school finance.</p> <p>Tenders for grounds maintenance are limited. The Site Manager believed any new contract would be significantly above the annual cost currently being paid. The Site Manager shared his confidence in the current grounds maintenance contractor. There is sound and reliable contact between the contractor and the school.</p> <p><b>Challenge:</b> A governor asked, what about the cleaning contract?</p>	<p style="text-align: center;"><b>GOVS</b></p>
--	---	--



	<p>The School Business Manager believed that it would be a good time to retender for the cleaning contract; existing staff would be TUPEd across to the successful bidder. A discussion took place on the School Business Manager’s research into how other schools cover their cleaning arrangements to ensure best value for money.</p> <p>Governors shared a brief discussion on the current status of the catering contract. Governors understood how contractor fees are formulated for the school. Within the next 12 months, it will be possible to retender the catering contract, but it is another industry that is facing economic turbulence.</p> <p>5.7 <u>Discussions on preparations for budget build/approval</u> The Headteacher and School Business Manager have started to initiate the budget build preparations. Governors were invited to attend a budget build meeting prior to the scrutiny provided at the next Resources Committee meeting on 23<sup>rd</sup> April 2025. The budget will be ratified at FGB on 7<sup>th</sup> May 2025.</p> <p>Year-end has been moved by the local authority to 21<sup>st</sup> March 2025. Year-end must be submitted to the local authority by 26<sup>th</sup> March 2025.</p> <p><b>Action:</b> Governors will meet with NL and LB on Friday 28<sup>th</sup> March 2025 at 10am in school to work on the budget build preparations. RS and FE confirmed that they could attend this meeting.</p>	<p>RS, FE</p>
<p>6.</p>	<p><b>Premises &amp; Building Update</b></p> <p>6.1 <u>General Premises &amp; Building Update (SI)</u> The Site Manager advised of issues with alarms in the Plant Room. A boundary leak had been reported. A syphon in a toilet block in the new build has been leaking a significant amount of water. This issue has now been resolved.</p> <p>Governors were advised of the ongoing issues with taps and flush plates in the toilet blocks in the new build. Taps will be replaced to non-concussive taps as they reach the end of their life. The Site Manager advised of the efforts to reduce ongoing costs for these areas of the school moving forward.</p> <p>Access buttons have now been heightened to reduce the safeguarding risk they posed at the lower level. This work was undertaken over the February 2025 half-term break. Governors</p>	



Signed: .....

Dated: ...23<sup>rd</sup> April 2025.....

were informed of the Site Manager's concerns with the intruder alarm.

All lighting works have now been completed, the last phase was completed over the February 2025 half-term break. The school now has LED lighting across all areas of the building, except for 5 lights which will be replaced very soon.

The Site Manager shared his ongoing concern with the local authority ~~recognizing~~ claiming the boiler room as high risk for asbestos. The Site Manager has had it confirmed that no asbestos has been found in the boiler room. However, the local authority has failed to update their records. Asbestos was removed in the boiler room in 2012.

#### 6.2 Library Building (SI)

Heating – the Parish Council have purchased heaters which have proved to not be adequate for the library volunteers in colder weather. The timing of the heaters has been changed to make the temperatures warmer during the opening times. Governors were advised of an issue with the thermostats on the heaters.

There has been no progress on the long-term plans for the library building ~~has~~ a meeting has not been possible. Governors heard of the local authorities plans for the building. RS will consult with the Parish Council with regards the latest update from the local authority.

#### 6.3 Eastnet/Broadband update

School leaders have been advised that the plans are on track. A visit to school is planned for 14<sup>th</sup> March 2025 to conduct some site checks. Regular updates from JISC are being received by the School Business Manager.

No contact by CityFibre has been received since the last update.


#### 6.4 Swimming Pool

A governor updated the Committee on a recent discussion with a swimming pool contractor. The Site Manager advised of the current problems with the infrastructure of the building and pool mechanics.

The school have been exploring options by travelling to other local facilities. Governors considered the costs associated by the quotes



	<p>received to date and how current maintenance costs are offset by the additional expense.</p> <p>Discussions will continue outside this meeting.</p>	
7.	<p><b>Safeguarding and Health &amp; Safety Update</b></p> <p>Governors were informed of the details of the latest H&amp;S audit conducted by the local authority. Staff have been commended for their experience and qualification to fulfil this statutory responsibility. Outcomes of the audit have determined that current risk assessment practices need improvement. The final report from the local authority has not been received to date, this will be shared with governors at a future meeting.</p>	
8.	<p><b>Policy Review</b></p> <p>There were no policies for review at this meeting.</p>	
9.	<p><b>Committee Related Governor Training &amp; Development</b></p> <p>RP advised that she has completed the local authority course on Analysing Data.</p> <p>FE has signed up to complete a Governor Induction course with the local authority.</p> <p>The Site Manager continues to maintain his site management qualifications as part of his statutory duty.</p>	
10.	<p><b>Any other business</b></p> <p>Governors discussed the latest changes to senior leadership in school and a strategic plan for the future leadership structure.</p>	
11.	<p><b>Date and time of next meeting:</b></p> <p>The next Resources Committee meeting will be held on 23<sup>rd</sup> April 2025, 6.30pm, at the school.</p> <p>There being no further business, the meeting closed at 8.30pm.</p>	

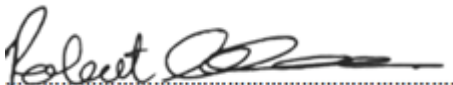


**Actions on next page /...**

**Actions from the meeting, 12<sup>th</sup> March 2025**

	<b>Action</b>	<b>Owner</b>	<b>Deadline</b>
5.5	Governors will review the revised Best Value Statement at the next Resources meeting on 25 <sup>th</sup> June 2025 to approve at the following FGB meeting on 9 <sup>th</sup> July 2025.	GOVS	25/06/25
5.7	Governors will meet with NL and LB on Friday 28 <sup>th</sup> March 2025 at 10am in school to work on the budget build preparations. RS and FE confirmed that they could attend this meeting.	RS, FE	28/03/25

**Governor Meeting Dates 2024-25**



Signed: .....

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.


### 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](#)

Online learning via Knowledge (formerly The Key) - [Governor Training | GovernorHub](#)



Signed: .....

Dated: ...23<sup>rd</sup> April 2025.....