ST BARNABAS' C.E. PRIMARY SCHOOL

Minutes of the virtual meeting of the Resources Management Committee held on Wednesday 29th April 2020 at 6.15pm

Present: Karen Boardman (Headteacher), Lorna Longman, Jessica Gilmour, Jo Patton, John Halsall, Anne Williamson

In Attendance: Sam Willsden (School Business Manager), Arran Brown (New School Business Manager), Maria Riley (Governance Support Officer / Clerk)

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<table>
<tr><th></th><th></th><th>Action</th></tr>
<tr><td>1.</td><td>Welcome, Apologies for Absence, Consents and Declarations of Interest
The meeting started at 6.30pm and the Chair welcomed all to the meeting. There were no apologies for absence or declarations of interest.</td><td></td></tr>
<tr><td>2.</td><td>Minutes of the meeting held on 4th March 2020
Previously distributed. The minutes were agreed as a true and accurate record of the meeting and will be signed by the Chair at the next face to face meeting.</td><td></td></tr>
<tr><td>3.</td><td>Matters Arising and Action Plan
<table>
<tr><th></th><th>ACTION</th><th>STATUS</th></tr>
<tr><td>1.</td><td>The Headteacher will ask a specific TA to complete the first aid.</td><td>Carried forward as not possible due to school closure.</td></tr>
<tr><td>2.</td><td>The Headteacher and SBM undertook to establish a written agreement with the Kestrel provision (carried forward from 6.03.19)</td><td>Carried forward as not possible due to school closure.</td></tr>
<tr><td>3.</td><td>A governor suggested sending out reminders for payment through Parent Pay, the SBM agreed to do this but added this needed to be a whole school approach.</td><td>Started before school closure. Will continue when school re-opens.</td></tr>
</table>
Matters Arising
None.</td><td>HT
HT/SBM
SBM</td></tr>
<tr><td>4.</td><td>Finance
<u>Outturn</u>
The SBM reported there had not been much variance in the outturn statement and the deficit had been reduced to £24,000 overall which was better than predicated. She explained CYC had not closed period 13 as yet due to Covid 19 but that she was confident there were no additional payments to go through. The governors challenged could there be any payments missed off, the SBM responded the system was robust. The Headteacher thanked the SBM for her work in a challenging time which the Chair of governors seconded.</td><td></td></tr>
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Start Budget

The SBM informed the governors they would receive the minimum funding guarantee of 1.8% on the schools income and would feel the benefit of this next year. The pension grant would continue until 2023/24. The Headteacher added the pupil numbers for September were accurate, the Chair asked what the pupil numbers were, and the SBM replied they would have 143 pupils in September. The SBM continued that the school might not receive the full allocation for the infant class size funding as there was not as much funding to allocate. There would be a drop in Pupil Premium (PP) funding due to PP children leaving the school at the end of Year six. The Headteacher added they would be encouraging new Reception parents to apply for Free School Meals (FSM) if they were entitled. The SBM reported educational visits would go ahead if they had received 80% of the income from voluntary contributions.

Confidential minutes followed.

Staffing

The Headteacher informed the governors they had a class teacher, administrative role and support assistant posts to fill. She discussed they could hire remotely for the support assistant and the administrative role and Marie, the current administrator, had offered to support the new member of staff in September. The governors agreed it was a good idea to hire the support assistant and administrative staff remotely. The Headteacher highlighted the class teacher post would be more difficult to hire remotely as they would not be able to see them teaching. She suggested hiring a teacher on a temporary contract or recruit using an agency, she added another Headteacher had recommended a teacher they thought would be available. The Chair queried if any part-time teachers could increase their hours, the Headteacher responded this may be possible or the new teacher could work part-time with an existing member of staff. The Chair of Governors highlighted they needed continuity for the children and hopefully by recruiting they would find a teacher that fitted in well in the school. The Headteacher agreed to appoint a teacher for one term and re-advertise the position when they could observe candidates teaching.

The Headteacher reported there was a member of staff in school who was interested in attending the SENCo training to take over the role and they had allocated money in the budget for this. The Chair of Governors asked if another school SENCo could support the teacher, the Headteacher responded she had raised this with Maxine Squire and Derek Sutherland who agreed they would put support in place.

The governors approved the SENCo training.

The Headteacher continued updating the governors stating the TA roles were reduced from September and another member of staff could be leaving due to a house move however this was on hold in the current situation. The SBM had investigated the best staff absence insurance and had chosen the option whereby insurance started on day 11 of the absence at a higher rate and administrative staff were covered also.

The Headteacher explained they were reducing the amount of swimming for pupils due to costs and educational visits would only go ahead if they received 80% of the contributions before the visit. The school were due to purchase chrome books after Easter, which was on hold and they had signed a contract with a new IT company, Vital, for maintenance, IT support and learning.

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	Start Budget continued The SBM informed the governors the loss of income due to Covid 19 could possibly be claimed back through loss of income from lettings and additional resources bought for home learning. The surplus was £4,499 and the deficit was £19,901 which was a reducing deficit. The Chair of Governors enquired if they would receive any grants for pupils, the Headteacher responded there was an EHCP currently going through the process and they had appointed a 1 to 1 TA however they had not started due to school closure which had meant some savings for the school. The Chair of Governors challenged the PFI on the budget and if the 4% inflation had been added, the SBM responded the inflation had not been added to years two and three yet. The Chair asked if they could see the bottom line with and without the PFI, the SBM replied she would do this and send onto the Resources governors. A governor queried if they were receiving any income from Nursery during lockdown, the SBM responded they were not however they should be able to claim for the loss of income. The governors **approved the start budget** and it would be taken to the FGB next week to review. The Chair of Governors thanked the SBM for her work. After the meeting the Chair sent a questions to the SBM regarding the budget which the SBM answered. See attachments.	**SBM**
5.	**Staffing Update** Covered in item 4.	
6.	**Any Other Business**	
7.	**Date and time of next meetings:** TBC	

The meeting closed at 7.30pm

APPROVED — **18th November 2020**

Lorna Longman (Chair) — Date

ST BARNABAS' C.E. PRIMARY SCHOOL

Action Plan following the Meeting of the Resources Management Committee held on 29th April 2020

	Action	Item	Person	Date
1.	The Headteacher will ask a specific TA to complete the first aid.	3	Head	When school re-opens
2.	The Headteacher and SBM undertook to establish a written agreement with the Kestrel provision *(carried forward from 6.03.19)*	3	Head/SBM	When school re-opens
3.	A governor suggested sending out reminders for payment through Parent Pay, the SBM agreed to do this but added this needed to be a whole school approach.	3	SBM	Will be completed when school re-opens

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4	The Chair asked if they could see the bottom line with and without the PFI, the SBM replied she would do this and send onto the Resources governors.	4	SBM	ASAP

Items for the next Resources meeting:

- PR and raising the profile of the school.

Items for the next FGB:

- Approve the start budget.

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