

# ST BARNABAS' C.E. PRIMARY SCHOOL



## Minutes of the virtual meeting of the Resources Management Committee held on Wednesday 17<sup>th</sup> March 2021 at 6.15pm

**Present:** Karen Boardman (Headteacher) Jessica Gilmour  
Lorna Longman (Chair) John Halsall (*from 6.25pm*)

**In Attendance:** Anne Williamson (Chair of Governors)  
Arran Brown (School Business Manager)  
Barbara Kybett (Governance Advisor/Clerk)

		Action															
1.	<p><b>Welcome, Apologies for Absence, Consents and Declarations of Interest</b> The Chair welcomed everyone to the meeting. Apologies for absence were received, with consent, from Gary Mogan. There were no declarations of interest.</p>																
2.	<p><b>Minutes of the meeting held on 10<sup>th</sup> February 2021</b> Previously distributed. The minutes were agreed as a true and accurate record of the meeting: the Clerk would watermark them as approved and return them to school.</p>																
3.	<p><b>Matters Arising and Action Plan</b></p> <p><b>Matters Arising</b> None.</p> <p><b>Action Plan</b></p> <table border="1"> <thead> <tr> <th></th> <th>ACTION</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>The Headteacher will ask a specific TA to complete the first aid.</td> <td>Completed. First aid training would be extended to all staff.</td> </tr> <tr> <td>2.</td> <td>The Headteacher and SBM undertook to establish a written agreement with the Kestrel provision (<i>carried forward from 6.03.19</i>)</td> <td>Carried forward.</td> </tr> <tr> <td>3.</td> <td>A governor suggested sending out reminders for payment through Parent Pay, the Headteacher and SBM agreed to do this.</td> <td>Carried forward.</td> </tr> <tr> <td>4.</td> <td>The Headteacher suggested they could compare their IT budget with other schools and Pathfinder to see if it was in line with other settings.</td> <td>Carried forward.</td> </tr> </tbody> </table> <p>(John Halsall joined the meeting at 6.25pm)</p>		ACTION	STATUS	1.	The Headteacher will ask a specific TA to complete the first aid.	Completed. First aid training would be extended to all staff.	2.	The Headteacher and SBM undertook to establish a written agreement with the Kestrel provision ( <i>carried forward from 6.03.19</i> )	Carried forward.	3.	A governor suggested sending out reminders for payment through Parent Pay, the Headteacher and SBM agreed to do this.	Carried forward.	4.	The Headteacher suggested they could compare their IT budget with other schools and Pathfinder to see if it was in line with other settings.	Carried forward.	
	ACTION	STATUS															
1.	The Headteacher will ask a specific TA to complete the first aid.	Completed. First aid training would be extended to all staff.															
2.	The Headteacher and SBM undertook to establish a written agreement with the Kestrel provision ( <i>carried forward from 6.03.19</i> )	Carried forward.															
3.	A governor suggested sending out reminders for payment through Parent Pay, the Headteacher and SBM agreed to do this.	Carried forward.															
4.	The Headteacher suggested they could compare their IT budget with other schools and Pathfinder to see if it was in line with other settings.	Carried forward.															
4.	<p><b>Finance</b> <u>4.1 Start Budget</u> Previously distributed. The SBM referred to the Start Budget for 2021/22, noting that the figures were as accurate as possible at this time, although some expenditure, such as School Services' contracts, had not yet been agreed.</p>																

The Headteacher added that the budget figures assumed no changes to current staffing.

The SBM highlighted the following:

- the school would receive £834k income from the LA; this included an amount to cover increases in teachers' pay and pensions which was no longer paid separately
- income had fallen from last year due to the drop in pupil numbers
- there was also a significant decrease in Infant Class Size funding; the SBM explained how this was calculated and why the school would lose out next year
- the figure for Pupil Premium had been calculated from the census taken in October 2020; there was a discussion on whether all eligible pupils had been included in the census but the SBM explained that the amount of Pupil Premium was unlikely to increase even if more eligible pupils were identified
- lettings income had been reduced due to COVID-19 related school closure
- the income and expenditure relating to the Headteacher's planned sickness absence had been revised in the budget, as the insurance would not cover the full cost of her absence
- any income received for school visits would be matched by expenditure
- the amount in the budget for donations was the same as last year
- COVID catch up funding, based on pupil numbers, had been included as income but would be matched by equivalent spending; the school would need to account for this funding
- the PE grant would be received next year and the deadline for the use of this year's grant had been extended to July
- the Universal Infant Free School Meal payment was based on census data from two different dates; it was noted that the numbers taking school meals had been on the low side on the last census date and the Headteacher observed that this had been an issue in a number of schools.

The SBM reported that he had budgeted for total income of £944k for 2021/22. Predicted revenue expenditure of just over £1m assumed that there would be no changes in school. The SBM highlighted that, due to the public sector pay freeze, there had been no pay increase for staff included in the budget. An in-year deficit of £58k was forecast; the increase in the deficit from the previous forecast was mainly due to the costs to be incurred through the Headteacher's sickness absence.

#### 4.2 Period 10

Moving to the previously distributed monitoring report, the SBM clarified that that this included all spending up to and including Period 10 in the current financial year. At this stage, he was forecasting an outturn of £32k which would result in a cumulative surplus of £8.4k although the position might improve if not all budgets were spent. The SBM added that the outturn would not be affected by any committed reserves.

In response to a question, the SBM confirmed that next year's budget was predicated on 130 pupils.

Governors had no further questions and thanked the SBM for his budget report.

*The following discussion is recorded as a confidential minute.*

The Headteacher provided a brief update on the cover now in place for a teacher due to start maternity leave after Easter, but who could not attend school due to COVID-19 guidance. The Headteacher advised that the cover teacher was proving to be a very successful appointment.

The Chair of Governors asked if there was any financial support available to cover the costs of COVID-19. The Headteacher responded that the school could apply for some support for costs incurred in the autumn term and hoped also to do so for the Spring term. The SBM provided further details about the claiming process.

<p>5.</p>	<p><b>Risk Register</b>  Previously distributed. The Headteacher advised that there had been no changes to the risk register but highlighted a number of areas which had begun to be addressed, including:</p> <ul style="list-style-type: none"> <li>• the impact of COVID-19 on the budget</li> <li>• the decline in pupil numbers – the Headteacher reported that actions had been taken to promote the school and she would be looking to develop the school’s communication strategy, beginning with the Ofsted survey which she hoped to send to parents before Easter</li> <li>• outcomes at end of Year 2 – the Headteacher reminded governors of the disruption his year group had experienced in the autumn term and highlighted that the supply cover now in place was working very well</li> <li>• extra capacity in leadership – the school was being supported through YSAB which was working well and enabling leaders in the school to be developed</li> <li>• Leadership capacity – this had been reduced due to the impact of COVID-19 but external support had filled the gaps.</li> </ul> <p>Governors discussed the format and use of the risk register. It was noted that the actions taken to mitigate risks should be recorded in some way, or the register should be RAG rated, as evidence that the school was addressing the risks. The Chair commented that, as the risk register was a working document, senior leaders should also be adding new risks if appropriate. The Headteacher advised that the new format of the SEF contained a risk register and that this would be tabled for the next FGB meeting. This would then provide a stimulus for governors to discuss, and decide on, the most effective format.</p>	<p><i>HT FGB Agenda</i></p>
<p>6.</p>	<p><b>Any Other Business</b>  The Chair thanked the Headteacher and Chair of Governors for all their updates and correspondence.</p> <p>The Chair of Governors commented that events were moving rapidly; she was therefore aiming to keep governors involved as much as possible. She advised that she and the Headteacher were due to meet with the LA the next day and it would be important to evidence governors’ awareness of the situation in the school and their ongoing preparation for an Ofsted inspection. This would be discussed further at the FGB meeting.</p>	<p><i>FGB Agenda</i></p>
<p>7.</p>	<p><b>Date and time of next meeting:</b>  Wednesday 21<sup>st</sup> April 2021 at 6.15pm.</p>	

The meeting closed at 7.45pm

**APPROVED**

Lorna Longman (Chair)

**21/04/2021**

Date

**ST BARNABAS’ C.E. PRIMARY SCHOOL**

**Action Plan following the Meeting of the Resources Management Committee held on 17<sup>th</sup> March 2021**

	Action	Item	Person	Date
1.	The Headteacher and SBM undertook to establish a written agreement with the Kestrel provision	3	Head/SBM	Summer term
2.	A governor suggested sending out reminders for payment through Parent Pay, the Headteacher and SBM agreed to do this.	3	Head/SBM	Summer term

3	The Headteacher suggested they could compare their IT budget with others schools and Pathfinder to see if it was in line with other settings.	3	HT	Next meeting
4	The Headteacher to present an updated risk register as part of the SEF to the next FGB meeting to take account of actions taken to mitigate risks	5	HT	For next FGB meeting

**Items for the next Resources meeting:**

- PR and raising the profile of the school (standing item)
- Risk Register (Standing item)

**Items for the next FGB:**

- Risk register
- Preparation for Ofsted inspection

APPROVED