



Minutes of the virtual meeting of the Resources Management Committee held on Wednesday 21st April 2021 at 5.30pm

Present: Karen Boardman (Headteacher) Jessica Gilmour
Lorna Longman (Chair) John Halsall

In Attendance: Anne Williamson (Chair of Governors)
Arran Brown (School Business Manager)
Nicola Massey (School Improvement lead for Pathfinder and Acting Headteacher)
Glen Duxbury (CFO for Pathfinder)
Maria Riley (Governance Support Officer/Clerk)

		Action																				
1.	Welcome, Apologies for Absence, Consents and Declarations of Interest The Chair welcomed everyone to the meeting. Apologies for absence were received, with consent, from Gary Mogan. There were no declarations of interest.																					
2.	Minutes of the meeting held on 17th March 2021 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.																					
3.	Matters Arising and Action Plan <u>Action Plan from the 17th March 2021</u>																					
	<table border="1"> <thead> <tr> <th></th> <th>ACTION</th> <th>STATUS</th> <th></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>The Headteacher and SBM undertook to establish a written agreement with the Kestrel provision</td> <td>Carried forward until it could be discussed with the Kestrel provision.</td> <td>HT/SBM</td> </tr> <tr> <td>2.</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> <td>HT/SBM</td> </tr> <tr> <td>3.</td> <td>The Headteacher suggested they could compare their IT budget with others schools and Pathfinder to see if it was in line with other settings.</td> <td>Completed. See matters arising.</td> <td></td> </tr> <tr> <td>4.</td> <td>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</td> <td>Completed. See Matters arising.</td> <td></td> </tr> </tbody> </table>		ACTION	STATUS		1.	The Headteacher and SBM undertook to establish a written agreement with the Kestrel provision	Carried forward until it could be discussed with the Kestrel provision.	HT/SBM	2.	A governor suggested sending out reminders for payment through Parent Pay, the Headteacher and SBM agreed to do this.	Carried forward.	HT/SBM	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.	Completed. See matters arising.		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	Completed. See Matters arising.		
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	<p><u>Matters Arising</u> Action 3: The SBM explained the IT budget was in line with similar sized schools and the Headteacher added they had leased the equipment from Vital so that repairs were covered by them. The CFO for Pathfinder explained they could use some of their capital funding for the Vital leases and they could review this moving forward. Action 4: The Headteacher explained the risk register was attached to the SEF and did they need two separate documents or would the SEF cover the risks. The FGB will discuss this in their next meeting.</p>																					
4.	Finance <u>4.1 Start Budget</u> The CFO reported when schools reduced in size it was difficult to balance the budgets and that they needed to protect the teaching & learning. The six class model for the next academic year would be preferable for the school as this would maintain strong teaching & learning with cut backs in other																					

	<p>areas and would allow them to grow pupil numbers. The CFO informed governors he had reviewed the start budget with the SBM and the school would have a £27,000 surplus this year with the following three years ending in deficits. They would review the six class model in the budget and would reduce this to five classes. He added potentially CYC could review the budget over five years rather than three but the budget would be kept under control.</p> <p>The Chair requested a breakdown of the predicated deficit, the SBM responded they would carry forward £27,000 from this year and finish the next year with a deficit of £26,600. The Headteacher explained they had met to discuss the staffing and finances but had not been able to present the final figures as they would need to look at a staffing restructure which was difficult whilst converting to an academy. She added they would review a three year budget in the FGB for governors to approve. The Chair commented if they had five years to clear the deficit this would be more achievable. The Headteacher thanked the CFO and SBM for all their work on the start budget.</p> <p>The SBM shared they would need to plan how the school would reduce the deficit, the CFO added they would discuss this at the FGB and the budget would be challenging but manageable. The Headteacher commented they would need to restructure the staffing and aim to have five classes in the future which would help with the deficit.</p> <p><i>5.45pm -The SBM left the meeting.</i></p> <p>The Headteacher reported they had been receiving a day a week support from the SBM from CYC however this was expensive. After discussions with the School Business Support Manager, the Headteacher had been informed they could buy in a 10 day SBM support package. This would leave gaps in Health & Safety and GDPR but Pathfinder could support the school with these. The CFO highlighted the cost for the 10 days SBM support was £2,500 compared to half a day a week at £5,000 and a full day a week at £10,000. The Chair commented the school had needed the business support but could now reduce with Pathfinders guidance. The governors agreed. The Chair agreed to contact Jean Lewis, School Business Support Manager, to request the 10 days support package.</p> <p><i>6pm- The SBM returned to the meeting</i></p> <p>The Chair shared the discussion outcome with the SBM and thanked him for working closely with the CFO from Pathfinder.</p> <p><u>Furlough Top Up for Catering Staff</u> The Headteacher reported the catering staff were paid through ABM, who had not paid the furlough top up and they had asked the school to pay this instead. The Headteacher had enquired with other schools to see what they had agreed and some schools were paying the top up and others not. The Chair noted the school was not responsible for paying the top up and given the financial situation were not in a position to pay either. The governors agreed the school should not pay the top up money, the SBM agreed to respond the company.</p>	<p>Chair-LL</p> <p>SBM</p>
5.	<p>Risk Register - Previously distributed. The Chair of Governors informed governors they would discuss the risk register, SEF and SIP in the FGB the following week.</p>	
6.	<p>Premises Updates <u>Covid Risk Assessment</u> The Headteacher explained the main changes were that educational visits were now allowed under certain guidance and they had a residential visit planned for June which would hopefully be allowed.</p> <p><i>6.22pm – The CFO for Pathfinder left the meeting.</i></p> <p><u>Health & Safety</u> The Headteacher informed governors the fire risk assessment was due to July.</p>	

	<p><u>Sewell Update</u> The Headteacher explained this was for governor's information and that daytime cleaning was still in place.</p> <p><i>Confidential minutes followed.</i></p>	
7.	<p>Policies for Review <u>Accessibility Plan (Part completed)</u> The Headteacher explained there would be an action plan within the Accessibility plan which the governors would receive at a later date. The SENDCo had reviewed the plan and parents had been consulted but they could not approve the plan yet. The Chair requested the Headteacher let the governors know if there was any accessibility training coming up.</p> <p><u>Data Protection</u> Approved.</p> <p><u>Staff Discipline</u> Approved.</p> <p><u>Staff Grievance</u> Approved.</p>	
8.	<p>Staffing (including absence and wellbeing) The Headteacher reported staff wellbeing was better after the Easter holiday and they had worked hard as a team. A TA was on long term absence and this had been covered by supply, they were going to reassess TA absence cover once school had resettled.</p> <p><i>Confidential minutes followed.</i></p>	
9.	<p>PR and Raising the profile of the School The Headteacher reported the parent survey results would be shared at the FGB the following week and there had been positive and helpful suggestions in the responses. They had asked parents about communications from school and this needed streamlining. They had started a new newsletter to parents to promote learning. The Chair noted the school were doing a fantastic job and joining the academy would help the school in the long term. The Acting Headteacher explained she had met with John Deamer regarding PR and he had information to share about how to promote the school.</p>	
10.	<p>Any Other Business <u>Equality Impact Assessment Guidance & Pathfinder Equality Statement</u> The Headteacher shared they had been completing the academy application form and governors needed to ensure that by joining Pathfinder it would not affect any groups and that they would be equality. The staff consultation would take place during the TUPE process. The role of the governors was to check the equality statement from Pathfinder and see if they were satisfied that they would support equality duty and no-one would be treated unfairly. The Chair of Governors commented the equality statement was very positive and covered everything.</p> <p>The governors agreed with the Equality Statement.</p> <p>The Headteacher thanked the Acting Headteacher for stepping into the role.</p>	
11.	<p>Date and time of next meeting: TBC</p>	

The meeting closed at 7pm

APPROVED

Lorna Longman (Chair)

17/11/2021

Date

ST BARNABAS' C.E. PRIMARY SCHOOL

Action Plan following the Meeting of the Resources Management Committee held on 21st April 2021

	Action	Item	Person	Date
1.	The Headteacher and SBM undertook to establish a written agreement with the Kestrel provision	3	Head/SBM	When possible to discuss
2.	A governor suggested sending out reminders for payment through Parent Pay, the Headteacher and SBM agreed to do this.	3	Head/SBM	When possible
3	The Chair agreed to contact Jean Lewis, School Business Support Manager, to request the 10 days support package.	4	LL	For the next meeting
4	The governors agreed the school should not pay the catering top up money, the SBM agreed to respond the company.	4	SBM	For next FGB meeting
5	The Chair agreed to write to the club staff (in confidential minutes)	6	LL	For the next meeting

Items for the next Resources meeting:

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

Items for the next FGB: