

ST BARNABAS' C.E. PRIMARY SCHOOL



Minutes of the virtual meeting of the Resources Management Committee held on Wednesday 9th March 2022 at 6.15pm

Present: Karen Boardman (Headteacher)
Lorna Longman (Chair)

In Attendance: Anne Williamson (Chair of Governors)
Jean Lewis (School Business Manager) – *until 7.13pm*
Barbara Kybett (Governance Advisor/Clerk)

		Action
1.	<p>Welcome, Apologies for Absence, Consents and Declarations of Interest The Chair welcomed everyone to the meeting.</p> <p>Apologies for absence were received, subsequent to the meeting, from John Halsall. There were no declarations of interest.</p>	
2.	<p>Notification of Any Other Business No other business was notified.</p>	
3.	<p>Minutes of the meeting held on 17th November 2021 Previously distributed.</p> <p>The minutes were agreed as a true and accurate record of the meeting.</p>	
4.	<p>Matters Arising and Action Plan There were no actions from the meeting.</p> <p>Under Matters Arising, the SBM confirmed that the SFVS had been completed and submitted to CYC.</p>	
5.	<p>Finance Previously distributed.</p> <p><u>Pupil Numbers</u> The SBM began by sharing primary place planning information for the area of the city in which the school was located. This contained details about actual births in the area from which schools' admission numbers could be extrapolated. The SBM noted that there was an anticipated rise in Reception numbers for the school in 2023/24 and 2024/25 although there would still be a surplus of school places in the area. The SBM also provided information about school migration based on "weighted averages" although she cautioned that the pandemic had impacted on the reliability of this data.</p> <p>The Headteacher referred to the proposed housing development in York Central, noting that in principle this would be in the school's catchment area. The SBM was unsure whether the place planning figures included this new housing but the housing forecast did not</p>	

included proposed new developments. Governors agreed that any new housing in the catchment area was an important factor and the Headteacher undertook to contact Sarah Moir for further information which she would share with governors.

HT

The SBM shared details of estimated pupil numbers for the school, which showed a rise in Reception numbers from 7 in September 2022 to 14 in the following two years. The Headteacher commented that there were children in the catchment area but the school needed to secure their admission, and there would need to be further efforts to market the school.

Funding information 2022-23

The SBM shared a spreadsheet, which showed an adjustment of £6643 linked to the PFI grant; she explained how this figure had been arrived at. She advised that she was proposing to set aside £9k as a committed reserve next year to offset the 2021-22 adjustment.

The SBM reported that the funding situation had not changed since she had met with the Headteacher, the Chair and the Chair of Governors. Governors agreed that both papers summarising the funding for next year should be presented to the FGB with further explanation at the meeting.

FGB -
agenda

The SBM advised that there would be a reduction in funding of £90k in 2022-23 as pupil numbers would reduce from 130 to 101. The Chair observed that governors had already considered mitigating actions, and provided examples which included a reduction in TA support. She added that there would need to be a five year plan in place to clear the deficit, once the school had converted to academy status.

The SBM referred to the budget assumptions and reported that the DfE had issued further information about proposed increases to teachers' salaries with new teachers' pay set to increase to £30k by September 2023 with teachers higher up the pay scale being awarded smaller increases. The SBM cautioned that, whilst the proposal had not yet been finalised, it was unlikely that there would be any increase in funding, beyond the new "supplementary" funding from the DfE, which would be £16.5k for 2022-23 as it was dependent on pupil numbers.

The SBM highlighted other factors which needed to be taken into account when setting the Start budget:

- energy costs had increased by 30-40% and might rise further due to the ongoing war in Ukraine
- support staff had received a pay award of 1.75% which would be backdated to April 2021
- there would be increases in employers' NI contributions although there would be a reduction in support staff pension contributions from 1st April
- the National Living Wage was due to rise by over 6%.

The SBM summarised that there were many uncertainties which made drafting the Start budget very difficult at this stage but she would produce figures as soon as a possible.

The Headteacher referred to her previously distributed paper in which she had set out classes and staffing for next year and emphasised that this was a very early draft. She reported that, since the meeting with the SBM, the Chair and the Chair of Governors, two

	<p>TAs had resigned, a long term agency TA now had a permanent position outside the agency and another TA was on sick leave. This had left the school in a difficult situation with respect to providing support for pupils with a high level of need. The Headteacher proposed recruiting a full-time TA on fixed term contract until the summer, as the position regarding pupils with high needs would be clearer then. She reported that she had met with a headteacher from Pathfinder MAT who was leading on inclusion and they had discussed some ideas around deployment of TAs for children with high needs.</p> <p>The Headteacher referred to her draft staffing plan for next year and provided further details about the staffing for pupils with EHCPs and the role of each TA and noted that the additional teaching time gained from a reduction in classes would most likely be used to cover PPA and interventions from September 2022. She outlined the reasons behind the plan for combining classes and noted that the Deputy Headteacher would still be allocated leadership time. She reported that an advertisement for a TA role would be published this week.</p> <p>The Headteacher and the SBM agreed to meet to discuss the financial implications of the staffing plan.</p> <p>Governors thanked the SBM and she left the meeting at 7.13pm.</p>	<i>HT/SBM</i>
6.	<p>Premises Update</p> <p><u>6.1 Health and Safety Paperwork Inspection Report</u> Previously distributed.</p> <p>The Headteacher reminded governors that this report had already been presented to the FGB. She advised that not all the recommendations had been fully addressed as yet, but some of policies presented at this meeting were part of this process. Sam Willsden from Pathfinder MAT had supported the Headteacher in addressing the recommendations.</p> <p>The Headteacher referred to pages 8 and 9 of the report and provided a brief verbal update of progress against each of the actions.</p> <p>The Chair of Governors queried whether any member of staff had attended the three day first aid training course. The Headteacher responded that this had been completed by one of the TAs who had resigned, but this level of training was not mandatory. It was agreed that it would be useful for another member of staff to complete this training in due course.</p> <p>The Headteacher highlighted the challenges of keeping health and safety staff training and workplace inspections up to date when there was no SBM working in the school. The Chair of Governors suggested that some aspects raised by the report, such as accident records, could be covered by the Steering Group at its meetings. The Headteacher agreed and stressed that she would address the high priority recommendations first.</p> <p><u>6.2 Sewell School and Partner Liaison Committee meeting minutes 25.11.21</u> Governors noted the minutes from this meeting.</p> <p>The Headteacher advised that, in addition to the bi-monthly monitoring meetings with Sewells, she now met every half term with the caterers and Sewells. In an effort to increase the uptake of school meals, menus had been changed and a survey had been sent out for feedback on the service.</p>	

7.	<p>Staffing (including absence and wellbeing) Covered under Item 5.</p>	
8.	<p>Policies for Review All previously distributed.</p> <p>The Headteacher advised that the policies for Items 8.1 to 8.4 were based on CYC models and had been agreed by the trade unions.</p> <p><u>8.1 Code of Conduct</u> The Headteacher advised that the staff Code of Conduct had been updated with, amongst other areas, information on dealing with low level concerns.</p> <p>There was further discussion on the content of Section 2.2, which advised that the Code of Conduct did not apply to governors when fulfilling their statutory role. The Clerk commented that governors were bound by the governor Code of Conduct, and it was agreed that a sentence should be added to this section to that effect. The Headteacher undertook also to produce a summary of the staff Code of Conduct</p> <p><u>8.2 Grievance Policy</u> <u>8.3 Maternity Policy</u> <u>8.4 Restructure and Redundancy Policy</u> <u>8.5 Fire Policy</u> Governors discussed the use of candles in Collective Worship - it was agreed that the risk of fire was mitigated sufficiently to continue with this practice.</p> <p>It was agreed that, in the event of a fire alarm, the Headteacher should only carry out a sweep of the building "if safe to do so" - this phrase would be added to the relevant section of the policy.</p> <p><u>8.6 Children with medical needs who cannot attend school policy</u> In response to a question, the Headteacher advised that this policy was based on a template from the School Bus website. She reported that there was one pupil on roll for whom the policy was applicable.</p> <p>Subject to the amendments discussed above, governors approved the policies under Items 8.1 to 8.6.</p>	<p>HT</p> <p>HT</p>
9.	<p>Safeguarding Review Previously distributed.</p> <p>Governors received the note of visit from CYC's Safeguarding Advisor, Caroline Wood. The Headteacher agreed to prepare an action plan and to present this at the next FGB meeting to show progress against the recommendations.</p>	<p>Agenda - FGB</p>
10.	<p>PR and Raising the profile of the School Previously distributed.</p>	

	<p>The Headteacher referred to the results of the recent survey to parents. She commented that, despite significant efforts to encourage parents to complete it, there had only been 15 responses although these covered 19 children in the school. The Headteacher was of the view that the survey had provided some useful information and was positive overall.</p> <p>Governors discussed the responses to individual questions. The Chair of Governors suggested that parent governors might be able to offer further insights on the responses.</p> <p>In response to a question, the Headteacher explained that she had also conducted a pupil survey, the outcomes of which she would share with governors.</p> <p>Finally, the Headteacher advised that there would be opportunity at parents' evenings for parents to login and complete the online Ofsted survey.</p>	
11.	<p>Any Other Business There was no other business.</p>	
12.	<p>Determination of confidential items There were no items recorded as a confidential minute.</p>	
13.	<p>Date and time of next meeting: Wednesday 4th May 2022 at 6.15pm</p>	

The meeting closed at 7.50pm

Lorna Longman
Lorna Longman (Chair)

4th May 2022
Date

ST BARNABAS' C.E. PRIMARY SCHOOL

Action Plan following the meeting of the Resources Management Committee held on 9th March 2022

	Action	Item	Person	Date
1.	Contact Sarah Moir re possible new admissions resulting from new housing development in York Central	5	HT	By next meeting
2.	Meet to discuss the financial implications of the draft staffing plan for 2022-23	5	HT/SBM	ASAP
3.	Add reference to governor Code of Conduct to Section 2.2 of the staff Code of Conduct	8.1	HT	Before finalising
4.	Produce summary staff Code of Conduct	8.1	HT	ASAP
5.	Add phrase as discussed to Fire Safety Policy	8.5	HT	Before finalising

Items for the next Resources meeting:

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

Items for the next FGB agenda:

- Funding update for 2022-23
- Safeguarding review action plan

APPROVED