

Minutes of the virtual meeting of the Resources Management Committee held on Wednesday 17th November 2021 at 6.15pm

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

In Attendance: Anne Williamson (Chair of Governors)
Jean Lewis (School Business Manager) – *until 8pm*
Glen Duxbury (CFO for Pathfinder) – *until 8pm*
Maria Riley (Governance Support Officer/Clerk)

		Action																		
1.	<p>Election of Chair The clerk asked for any nominations, Lorna Longman nominated herself to be Chair. All governors unanimously agreed.</p> <p>Lorna Longman was elected as Chair of the Resources Committee for a period of 1 year.</p>																			
2.	<p>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.</p>																			
3.	<p>Any Other Business None.</p>																			
4.	<p>Minutes of the meeting held on 21st April 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.</p>																			
5.	<p>Matters Arising and Action Plan <u>Action Plan from the 21st April 2021</u></p> <table border="1"> <thead> <tr> <th></th> <th>ACTION</th> <th>STATUS</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>Not needed.</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>Not needed.</td> </tr> <tr> <td>3.</td> <td>The Chair agreed to contact Jean Lewis, School Business Support Manager, to request the 10 days support package.</td> <td>Completed.</td> </tr> <tr> <td>4.</td> <td>The governors agreed the school should not pay the catering top up money, the SBM agreed to respond the company.</td> <td>Completed.</td> </tr> <tr> <td>5.</td> <td>The Chair agreed to write to the club staff (in confidential minutes)</td> <td>Completed.</td> </tr> </tbody> </table>		ACTION	STATUS	1.	The Headteacher and SBM undertook to establish a written agreement with the Kestrel provision	Not needed.	2.	A governor suggested sending out reminders for payment through Parent Pay, the Headteacher and SBM agreed to do this.	Not needed.	3.	The Chair agreed to contact Jean Lewis, School Business Support Manager, to request the 10 days support package.	Completed.	4.	The governors agreed the school should not pay the catering top up money, the SBM agreed to respond the company.	Completed.	5.	The Chair agreed to write to the club staff (in confidential minutes)	Completed.	
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6.	<p>Finance <u>Budget Monitoring Report</u> The SBM reported the start budget showed a cumulative carry forward of £38,000 with £10,093 in capital. The capital budget would not be spent and would be carried forward. The in-year revenue showed the deficit as £39,000 with the combined capital and revenue of £759 they would end up nearly balanced. The revenue position had improved by £7,000 and there were large variances in</p>																			

income between the £35,000 and the expected income of £27,800. The reasons for the variances were in the report and the CFR report. The SBM highlighted there were no variances from the PFI budget but it did include the teachers' pay award and breakfast and after school club. There were no high needs income in the projection as the LA had not informed them of this as yet.

The SBM explained in annex 1 of the CFR period 6 report it showed the income had improved to £35,000 which was due to additional grant funding, a change in the infant numbers and Free School Meal (FSM) vouchers. They had received an increase in Covid grants of £4,330 and the government had announced another grant which they would receive half of the money in 21/22. The SBM noted they had received additional funding for a Pupil Premium (PP) child, the Holgate Ward grant and staff absence claims had increased making the total £24,000.

The CFO from Pathfinder questioned if any of the EHCP's in school had been funded yet, the Headteacher answered they had one EHCP however they had not received the funding as yet. The CFO queried the infant class size funding, the SBM responded they had assumed they would receive 70%. The Chair questioned would they receive anything in future years, the SBM replied they were expecting a little amount and it was in the revised budget. The Chair highlighted they could potentially increase the infant school size and the amount of EHCPs in school, the Headteacher agreed and pointed out the EHCP process was lengthy at 20 weeks and they currently had two pupils with TA support with no funding. The CFO asked if the Pathfinder SENDCo was supporting the school in the EHCP process, the Headteacher confirmed this.

Expenditure

The SBM reported on page five of the budget monitoring report they had made assumptions on agency staff and they Pathfinder staff. The CFO pointed out the SENDCo role was funded by YSAB and the Headteacher explained the Pathfinder teacher had reduced to part time and was potentially leaving in January 2022 and they would replace the Pathfinder teacher with a similar grade teacher. The SBM commented there would be some changes to period 7 due to these staffing alterations and the main changes had been due to supply TAs supporting 1 to 1 pupils. The Chair highlighted without the TA support the Headteacher would have had to spend time intervening more which was not good for the running of the school.

The SBM reported they had a carry forward of £10,000 from the PE sports grant and a budget of £21,000 which would be spent on equipment and improvements in PE. They were reviewing the curriculum and software licences and the Headteacher was working hard to bring in a surplus position at the year end.

Revised Budget 2021/22

The SBM highlighted this report compared the start budget to the revised and the revenue balance showed a surplus and the capital position. The Chair questioned if they had any reserves, the SBM replied the capital was supporting the revenue.

Forward planning – Five Year Forecast

The SBM explained the forecast compared the number of pupils at start budget to the October 2021 census. They had assumed 23 new pupils in September 2022 which would bring in £3,123 per pupil and they would receive basic needs and PFI funding. All potential funding streams had been added to the forecast with the yellow areas likely to change. This showed a deficit of £100,000 by March 2023 which would increase in the future. The SBM explained the Pathfinder teacher and SENDCo was in the five year forecast and the Headteacher added they would make some savings as the Deputy Headteacher would take on the SENDCo role.

The Chair questioned if the Headteacher and Deputy Headteacher were included in the table showing the teaching staff, the SBM replied they were. The Headteacher explained they had looked at combining the Reception class with the Year 1 class however there were too many children. The SBM asked if the Deputy Headteacher would have a teaching role, the Headteacher responded the Deputy Headteacher's role would be partly funded by the recovery premium funding and although

	<p>she would not have a full time class until September, she would have a teaching role. They could not go through a re-structure of teachers having recently appointed a Deputy Headteacher who only teaches part time and that they needed to address the deficit and the school priorities. She added they may need to at reduce the classes from five to a four class model in the future. A governor highlighted they needed to explore all ideas and asked if Pathfinder could share any ways to approach this. The CFO responded there was not an obvious way to lose a class and they would need to review the TA roles and any money that could be saved. The SBM highlighted the school needed to cut down on the supply costs, work on how to remove around £40,000 in expenditure permanently and review all of the budgets for any further savings. The Headteacher highlighted they needed to discuss with the teachers having TAs only for SEND/Complex need pupils. The Chair stated the deficit would come as shock for governors and that they had reduced from six classes to five in September, the CFO explained if a school had around 100 pupils they needed to have a four class model to break even.</p> <p>The Headteacher queried when they should start the process of reducing classes and possible redundancies, the CFO responded Pathfinder would fund a little of the costs but that the school would still be part of the LA when they set the next budget. The SBM added they would need a five year recovery plan and had asked the schools admission team to review the future pupil numbers. The CFO suggested some next steps that the school might take in terms of staff cost savings. The Chair suggested the Resources governors meet before the next set meeting to discuss developments. The Chair of governors thanked the SBM for the huge amount of work into the revised budget.</p> <p><u>Certificate of Delegated Authority</u> The SBM explained they needed extra procurement cards to be issued for the new office manager, Sarah Curry and the new Deputy Headteacher. Approved.</p> <p><u>SFVS</u> The SBM reported the benchmarking website had not been updated but governors needed to read the SFVS and add any comments. The Chair of governors noted she would review the SFVS with the Headteacher and Chair of Resources ready to share with governors at the next FGB.</p> <p><i>8pm – Jean Lewis and Glen Duxbury left the meeting.</i></p>	
7.	<p>Review of the Terms of Reference Approved.</p>	
8.	<p>Staffing Update Covered in item 6.</p>	
9.	<p>Out of School Club Covered in item 6.</p>	
10.	<p>Premises Updates The Headteacher reported they had isolated Covid cases in school, they were due a policy inspection the following week and the Sewell report was for information. An attendee asked if they would receive an invoice for the extra cleaning, the Headteacher replied Sewell’s had added an extra daytime clean throughout Covid and they had not decided if the school would be charged or not.</p>	
11.	<p>Policies for Review Appraisal Policy (CYC Model) Capability Policy (CYC Model)</p>	

	Budget Management Policy Scheme of Delegation (annual review) All policies Approved.	
12.	Admissions (approval of admission numbers for Sept 2023) and future place planning Approved.	
13.	Staff Wellbeing The Headteacher reported she had met with the designated staff wellbeing lead who had shared that the staff wellbeing was low, they were concerned about not hearing enough positives and the communication with staff needed changing. The Headteacher explained they had introduced a staff bulletin to keep them updated and they would be completing a staff pulse survey every two weeks which were anonymous to allow staff to share their concerns. The Chair of governors shared she would visit school to talk to staff with Reverend Paul Millard and hopefully this would help. The Chair of governors would also have a wellbeing visit with the Headteacher. A governor asked if they could contact the staff again to show their support, the Chair of governors agreed this was a good idea.	
14.	PR and Raising the profile of the School The Headteacher informed governors John Deemer was working with the office manager on updating the school website.	
15.	Information for CYC Governor Finance Update For governors information only.	
16.	Any Other Business None.	
17.	Date and time of next meeting: Wednesday 3 rd March 2020 at 6.15pm	

The meeting closed at 8.20pm

Lorna Longman

Lorna Longman (Chair)

9th March 2022

Date

ST BARNABAS' C.E. PRIMARY SCHOOL

Action Plan following the Meeting of the Resources Management Committee held on 17th November 2021

	Action	Item	Person	Date
1.	No Actions	3	Head/SBM	When possible to discuss

Items for the next Resources meeting:

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

Items for the next FGB: