**Cavendish Community Primary School**

**Resources Committee Meeting Minutes**

**School: Cavendish Community Primary School**

**Quorum: 3 (met at this meeting)**

**Chair: Oliver Gibson**

**Clerk: Joanne Douglas**

**Date of meeting: 15 June 2022**

**Venue: Cavendish Community Primary School**

**Attendance**

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| **Name** | **Governor type** | **‘End of Term of Office’ date** | **(P)resent /**  **(Ap)ologies /**  **(A)bsent** |
| Jo Taylor | Headteacher (HT) | N/A | P |
| Oliver Gibson | Co-opted (Chair) | 01/07/23 | P |
| Neil Todd | Co-opted | 22/11/22 | P |
| Sarah Kilty | Parent | 09/12/25 | P |
| Thomas Johnson | Co-opted | 25/01/26 | P |
| Duncan Wilson | Parent | 09/12/25 | P |
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| Suzannah Reeves | Co-opted | 01/07/23 | A |

**Others present**

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| **Name** | **Role** |
| Nicola Kennedy | School Business Manager (SBM) |
| Joanne Douglas | Clerk, One Education |

**Agenda Items**

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| **1** | **Apologies and Welcome** |
| All were welcomed to the meeting. There were no apologies.  Oliver Gibson agreed to Chair this meeting. | |

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| **2** | **Declaration of interests** |
| No declarations of interest were received with regard to any items on the agenda. | |

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| **3** | **Minutes of the last meeting and matters arising** | | |
| The governors approved the minutes of the meeting on 19.1.22 as an accurate record of the meeting. A copy will be signed for retention on file.  There are no matters arising. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
| D | * Previous minutes (19.1.22) approved | Res Cttee. |  |

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| **4** | **Finance Report** | | |
| The School Business Manager (SBM) presented her report and supporting papers, which were circulated in advance of the meeting for review. The supporting papers included:   * Final CFR Report * Summary by Cost Centre * Budget Closedown 21-22 (Period 12) * Analysis of Reserves 21-22 * Proposed Budget 22-23 * Cash flow forecast 21-22 * Service Level Agreements (SLAs) 22-23 * Spend over £2,000 report   Budget Closedown 21-22 (Period 12)  The school budget runs from April to March (financial year) and the budget closedown presented is the final position at the end of the financial year for 2021-22.   |  |  |  | | --- | --- | --- | | Income | £ 4,092,079 |  | | Expenditure | £ 4,199,725 |  | | In year surplus / deficit | £ 107,646 | Deficit | | B/F 2020/21 | £ 355,089 | Surplus | | C/F 2021/22 | £ 247,445 | Surplus |   It is always difficult to predict the budget in advance of the academic year, as there are a number of unknown factors, such as nursery hours funding and final pupil numbers. A deficit of £248,000 was initially predicted and therefore, the in-year deficit at closedown of £107,646 is more favourable. The final carry forward figure is £247,445.  *Q: Where does the brought forward/carry forward figures come from?*  This is accrued as a result of underspend over the last few years, especially last year as a result of Covid. The closedown figure is below the 8% threshold set by the Local Authority and therefore, the school will not be subject to clawback.  *Q: Are there any big projects planned that the surplus could be used for?*  The school is using the surplus funds to support staffing.  The budget closedown has been submitted to, and accepted by, the Local Authority and has been uploaded to the Department for Education (DfE) site.  The school remains in a very strong financial position. Although at some point the continuous in-year deficit needs to be addressed as this is not a balanced budget. In year deficits are not allowed in academies. Any surplus is held as a reserve and schools are not able to use reserves to support the budget. This is a factor that needs to be considered, as the new schools white paper sets a target for all schools to be academies by 2030.  Governors approved the budget closedown 21-22 (period 12).  Analysis of Reserves  The analysis of reserves shows that the budget closedown figure of £247,445 is below the 8% threshold at 7.57%. Therefore, the school will not be subject to the clawback process. The school was over the threshold last year but clawback is only imposed if the threshold is breached for 3 consecutive years.  No issues were raised. The HT and Chair of Governors signed the Analysis of Reserves.  2022-23 Budget  As the 2022-23 budget runs from April to March, this is effectively already at Period 3. The SBM sets the proposed budget based on trends and continues to err on the side of caution.  The 2022-23 proposed budget was noted as follows:   |  |  |  | | --- | --- | --- | |  | **2022-23** |  | | Income | £4,021,888 |  | | Expenditure | £4,178,087 |  | | In year | £ 156,200 | Deficit | | B/F | £ 247,455 | Surplus | | Cumulative | £ 91,245 | Surplus |   *Q: Is the budget reforecast at the end of each quarter?*  Yes. Schools are not able to set a deficit budget. If this is the case, the school must approach the local authority (LA) who will implement a 3-5 year recovery plan.  *Q: Is the predicted in-year deficit of £156,000 as a result of staffing costs?*  Staffing is 80% of the budget. The LA funds schools on a per child basis and the school then staffs accordingly. Schools do get additional grants for children, such as pupil premium and levels of deprivation. The school does generate income (circa £175,000) but the provisions that generate the income need to be staffed.  *Q: How does the nursery funding (30 hours) work?*  All children are funded for 15 hours. The school’s Nursery Admissions Policy states that any child eligible for free school meals can get an additional 15 hours free of charge. Other parents can take up the additional 15 hours and either use their 30hr code or pay top up fees for this provision.  *Q: Does the school prioritise children eligible for 30 hours?*  No, as the information is not known prior to admission. Also, this is not ethical practice.  The school has made the decision to run only 2 nursery classes in 2022-23 instead of the usual 3, as this is a low birth rate year and to date, only 65 applications have been made. Therefore, 3 classes is not financially viable.  *Q: What were the numbers at this point last year?*  Numbers were above 75 at this time last year. The school also had a January intake this year to boost numbers.  *Q: Will there be a January intake in the next academic year?*  This will be reviewed later in the year. There would need to be over 20 pupils to justify employing another two staff (one Teacher and one Level 3 Teaching Assistant).  *Q: Will 65 pupils next year provide financial security?*  Yes. This covers staffing but does not cover other costs, such as heating and senior leadership team support.  *Q: Will this have a knock on effect on future years?*  Potentially, yes. More applications for Reception could be received but the school will respond at that point if necessary.  *Q: Is there confidence that it is definitely as a result of a low birth rate and not parents sending their child(ren) elsewhere?*  There is a level of confidence, as some nurseries in the local area have closed. However, it is not known if parents are sending their child(ren) to private nursery or if some are still working from home. More children may apply at the statutory school age point.  *Q: What are the class sizes in Nursery?*  The ratio is 1 adult per 13 children in Nursery and 1 qualified teacher (Cavendish has 2). In Key Stage 1 the class size should not be more than 30.  Reception numbers currently stand at 88, which is much better than last year’s 74 (again a low birth rate year.) There is confidence that the 2 spare places will be filled before September.  As this year’s Reception class moves through the school, there will be a financial implication every year until they leave. The school will be staffing 3 classes and only receiving funding for 74 children and therefore, this will impact the budget.  There were no further questions and governors approved the 2022-23 budget. The HT and Chair of Governors signed the 2022-23 budget report.  Staffing  There are currently 2 job adverts out for Teaching Assistants, levels 2 & 3 (TA2 & TA3). This is to facilitate the proposal presented to governors at the last meeting of moving away from using supply teaching assistants and employing them.  The school is looking to recruit 8.5 TA2s and 4 TA3s. Some of the current TA2’s have expressed an interest in becoming a TA3 and some of the current supply TA’s are applying for roles too. There is a very positive atmosphere amongst the support staff, as they feel they are being recognised for the work they do and are being given the chance to excel further. The school also needs to replace 2 TA4 roles following one resignation and one retirement. An advert will be placed in the next couple of weeks. It could again give an internal opportunity for promotion.  In addition, there have been 5 teacher resignations and a teacher will be going onto maternity leave. Adverts are out for 1 x EYFS teacher (permanent) & 2 x permanent KS2 teachers and 1 maternity cover.  *Q: What is the plan for staffing in the Nursery?*  The plan is to have two teachers, two TA3s and one full-time TA2. An Assistant Headteacher and a TA4 will work across both Nursery and Reception.  *Q: Could in-year Nursery admissions be offered an afternoon slot?*  This has not been done before but would be considered if required. Cavendish has always been flexible.  *Q: Will employing the TAs rather than using agency staff reduce staffing costs?*  Only slightly. The costs are fairly comparable.  *Q: Of the new teachers, are some likely to be early career teachers (ECTs)?*  Possibly. There may also be some recently qualified teachers (RQTs).  *Q: How many ECTs does the school currently have?*  None, so there is capacity for a number of ECTs. This does have an impact on allocated ECT mentors, as it is additional work. The ECT has to have allocated time out of class which equates to 10% in the first year and 5% in the second year.  *Q: Has the percentage of staffing expenditure to income changed as a result of the change in the structure?*  This was 76% last year and it is likely to be around 80% for the next academic year. This will be confirmed at the next meeting.  The school has also appointed a new Deputy Headteacher and new Assistant Headteacher. Both have been making visits to the school this half term and will begin their posts in September.  *Q: Is it likely that some staff will leave at the end of the year?*  Possibly. There always tends to be some movement when new staff join.  Premises, Health & Safety  The following works were noted:  **Annex**: Nothing to report  **Cavendish Building**: Remedial plumbing works, TVM’s & taps have been replaced  **Reception Building:** Taps have been replaced  **Nursery Buildings**: Ongoing investigations into the hot water system that has been reported to the school through the legionella inspections. The school remains compliant but needs to do some works.  **The Rhodes Building:** Replaced one of the door access panels.  **Grounds:** Work has been carried out on the front elevation of the school grounds. A new picket fence has been erected along the path in front of the Rhodes building to protect the grass. As the year 6 children now enter the premises via a gate on Cavendish road there were issues with the grass. A new container has also been purchased and situated in this area for storage of site equipment.  The planned preventative maintenance (PPM) schedule was provided.  Devolved Capital  All schools receive devolved capital funding to carry out remedial works. The funding for 2022-2023 is £11824.00. This will be used to carry out some small works in the Reception building.  School Meals  The SBM is currently running a tender process for the school meal provision, currently provided by Taylor Shaw. The school has received 3 tenders who will be invited to an interview and presentation. The school council in Years 3 to Year 6 have been included in the process and will be given a vote. It is expected that the cost of meals will rise.  *Q: Do the key stage 1 pupils receive funded lunches?*  Yes, this is funded through the Universal Free School Meal (UFSM) initiative and then Taylor Shaw invoices the school periodically for the number of meals provided.  *Q: Do most infants have a school meal?*  Yes and this has a positive effect on key stage 2. On average, 460 children have a school meal per day and more on a Friday.  The SBM will report the outcome of the tender process at the next meeting.  Three year budget projections  The three year budget projections were provided for information. As before, the SBM forecasts the projected budgets using inflation factors and trends. It is difficult to predict so far in advance, as a big driver is pupil numbers. The budget projections are set on a worst case scenario basis and are monitored quarterly.  *Q: The Special Educational Needs (SEN) budget goes down through the years. Why is this?*  Only known funding can be input into the budget forecasts. Future funding cannot be predicted.  *Q: What is the reason for the increased pension costs?*  The increase was a government decision and schools received a pension grant for three years, for the 1st year it was shown as an individual grant but this grant is now part of the schools block funding and not shown as a separately.  *Q: Energy costs are £116,000 year on year. Should this increase?*  In the 2022-23 budget the energy costs have increased by 300%. The LA advice is to continue with this for future years. This will be monitored quarterly.  *Q: Has any advice been received regarding more sustainable energy sources?*  There is a Bee Green Education Summit in Manchester on the 30th June. Governors are invited to attend if they wish.    Cash flow forecast  The cash flow is healthy and there are no concerns to raise. Cash flow up to the end of March 2022 is £281,294.79. It was noted that the cash flow dips and rises in conjunction with LA payments.  Service Level Agreements  The SLAs for 2022-23 were provided. The following changes were noted:  **New**   * Juniper – Nursery Target Tracker - £900 * RE Sacre – RE subscription - £50 * Room 12 – Lease of Nursery Promethean Board - £697   **Removed**   |  | | --- | | * Andrell Education – Big Maths online - £1,100 | | * Perspective – SEN (JT) - £2,175 | | * White Rose Maths – Primary School Access for 30 users - £189 | | * Charanga – Music School Licence - £295 |   *Q: Charanga Music is still on the list of SLA’s. Should this be removed?*  Yes. This is an error and will be removed.  *Q: Has the SLA for swimming increased?*  This is based on last year as the SLA for this year has not yet been received.  The school’s Play Therapist, currently provided through Child in Mind, approached the HT to advise that she is leaving Child in Mind to set up a private practice. The HT sought approval in principle for the school to continue a private contract with the current Play Therapist, as she is extremely good.  The proposal is to increase the contract to 2 days per week at a cost of £12,000 per year. The current cost is £9,750 for 1 day per week. The HT is in the process of seeking 2 further quotes.  *Q: How many children does the Play Therapist work with?*  Six children across the day and this will possibly increase to 8 if the contract extends to 2 days. The additional day would also allow for the Play Therapist to undertake drop in sessions.  No issues were raised and the committee approved in principle the change to the Play Therapist contract. Once additional quotes are received, the HT will share the quotes via email for approval.  Spending over £2,000  The spend over £2,000 report was circulated in advance of the meeting for information. This spending was for:   |  | | --- | | * Installation of App's - £2,256 | | * FSM Vouchers for February half term - £2,760 | | * FSM Vouchers for Easter & May Holidays - £5,670 |   *Q: What is the installation of apps for? This seems expensive?*  If the school has to purchase an app for teachers, it will need to be installed on all devices across the school. The SBM agreed to look into this further.  There were no further questions and the Chair thanked the SBM for her report. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
| D  D  D  A  A | * Budget closedown (period 12) approved * 2022-23 budget approved * Cash flow approved * Circulate quotes for Play Therapist via email for approval * Investigate cost for installation of apps | Res. Cttee.  Res. Cttee.  Res. Cttee.  HT  SBM |  |

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| **5** | **Premises, Health & Safety update** | | |
| This was discussed under Item 4 above. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **6** | **Preferred Supplier List** | | |
| The SBM circulated the Preferred Supplier List in advance of the meeting for information.  There have been no changes. The Play Therapist will be added if ratified by Governors. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **7** | **HR Update, including staff absence analysis** | | |
| The HR update was provided under Item 4 above.  The following reports were circulated in advance of the meeting for review:   * Absence Summary Report * Teacher Absence Costs * Support Staff Absence Costs * Admin Absence Costs   The new Staff Absence Management system (SAM) has now gone live. All staff have a login to the SAM portal where they can monitor their absence and submit absence requests. As this provides staff with a visual picture of their absence, it is hoped this will have a positive impact because it will make staff more aware of their levels of absence.  The ultimate aim is to eliminate paper personnel files and for all paperwork to be completed online/electronically.  Attendance for April 2021 to March 2022 was noted as follows:   * Teachers Upper, Leadership & Teachers - 96.26% * Support Staff – 87.05% * Admin Staff – 95.8%   *Q: What percentage of absence is Covid related?*  It is difficult to determine as the classification of a Covid absence has changed over time.  *Q: Are the percentages correct in the report?*  The report is produced by SAM so they should be. The SBM will investigate this.  *Q: Of the reported days lost, is this per month or cumulative?*  This is per month. The levels of absences in November and December were very high – on one day virtually half the staff were absent.  *Q: Is the culture of staff absence moving in a positive direction?*  There is still work to do, as culture change can take some time.  Staff absence will continue to be monitored closely. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **8** | **Policies for approval** | | |
| The following policies were circulated in advance of the meeting for review and approval. The HT confirmed that all policies are model One Education policies and no changes have been made, apart from dates.  Capability of Staff Policy  No issues were raised. The Capability of Staff Policy was approved.  Disciplinary and Dismissal Policy & Procedure  No issues were raised. The Disciplinary and Dismissal Policy & Procedure was approved.  Whistleblowing Policy  No issues were raised. The Whistleblowing Policy was approved.  Social Media Policy & Guidance  *Q: Who is the Social Media Policy & Guidance aimed at?*  This is the guidance and policy for how adults/staff approach social media. This also links to safeguarding, professional code of conduct and teachers’ standards. The school has an Acceptable Use Policy that is aimed at both adults and children.  No issues were raised. The Social Media Policy & Guidance was approved.  Maternity Policy & Procedures for Teachers  No issues were raised. The Maternity Policy & Procedures for Teachers was approved.  Parental Leave Policy  No issues were raised. The Parental Leave Policy was approved. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
| D  D  D  D  D  D | * Capability of Staff Policy approved * Disciplinary and Dismissal Policy & Procedure approved * Whistleblowing Policy approved * Social Media Policy & Guidance approved * Maternity Policy & Procedures for Teachers approved * Parental Leave Policy approved | Res. Cttee.  Res. Cttee.  Res. Cttee.  Res. Cttee.  Res. Cttee.  Res. Cttee. |  |

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| **9** | **Any Other Business** | | |
| No items were raised for discussion. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **Date and time of next meeting:** | **TBC** |