

## Cavendish Community Primary School Resources Committee Meeting Minutes

**School: Cavendish Community Primary School**

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

**Chair: Sami Khan**

**Clerk: Jan Haslam**

**Date of meeting: 17 January 2024**

**Venue: Cavendish Community Primary School**

### Attendance

Name	Governor type	'End of Term of Office' date	(P)resent / (Ap)ologies / (A)bsent
Sami Khan (Chair)	Parent	09/12/25	P
Neil Todd	Co-opted	22/11/26	P
Oliver Gibson	Co-opted	01/07/27	P
Nicola Kennedy	Associate	20/09/26	P
Ciaron Wilkinson	Co-opted	19/09/27	P
Jo Taylor	Headteacher (HT)	N/A	Ap
Thomas Johnson	Co-opted	25/01/26	Ap

### Others present

Name	Role
Jan Haslam	Clerk, One Education

### Agenda Items

<b>1</b>	<b>Apologies and Welcome</b>
The Chair welcomed everyone to the meeting. Apologies were received and accepted from Jo Taylor and Thomas Johnson.	
<b>2</b>	<b>Declaration of interests</b>
No declarations of interest were received with regard to any items on the agenda.	
<b>3</b>	<b>Minutes of the last meeting (18.10.23) and matters arising</b>
The governors approved the minutes of the meeting on 18.10.23 as an accurate record of the meeting. A copy was signed for retention on file.  There were no matters arising.	

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
D	<ul style="list-style-type: none"> <li>• Previous minutes (18.10.23) approved</li> </ul>	Resources Committee	

<b>4</b>	<b>Finance Report</b>										
<p><u>4.1 School Business Manager report</u> The SBM presented her report, which was circulated in advance of the meeting for review.</p>											
<p><u>4.2 Period 9 Budget Monitoring</u></p> <table> <tr> <td>Income</td> <td>£4,469,145.00</td> </tr> <tr> <td>Expenditure</td> <td>£4,495,577.00</td> </tr> <tr> <td>In Year Surplus/Deficit</td> <td>£ 26,432.00 deficit</td> </tr> <tr> <td>Balance B/Fwd 2022-23</td> <td>£ 67,177.00</td> </tr> <tr> <td>Current Proposed C/fwd 2024/25</td> <td>£ 40,745.00</td> </tr> </table> <p>This is a positive proposed carry forward figure. The school have had to work hard on the finances to be in this position as, in October, it was thought the carry forward would be in deficit.</p> <p>The SBM went through the budget assumptions, the main points of which are as follows:</p> <p>The anomaly surrounding the Nursery teachers not being included in the teachers' pay grant has now been resolved and the school received an extra £3,548. The pay increases have cost the school £26,000.</p> <p>The SBM has already completed the year-end 'clear out' which is earlier than usual.</p> <p><i>Q: Where have the biggest savings been made?</i> Curriculum subject area costs, catering supplies and some Service Level Agreements (SLAs).</p> <p><i>Q: Has the preventative maintenance been completed?</i> Yes, in October.</p> <p><i>Q: Have further works been budgeted for?</i> Yes, £40,000 in Repairs and Maintenance (line 0001).</p> <p><i>Q: Is this amount usually spent?</i> Yes, the school Facilities Manager is good at maintenance.</p> <p><i>Q: Has the school received money back for the annexe?</i> The school went through the insurance company so only had to pay £250. The annexe is almost complete and is useable.</p> <p><i>Q: Has cutting costs in curriculum subject areas had an effect in the school?</i> It was difficult to inform subject leaders of the cuts. The school shared this with the PTA and the PTA agreed to fund subject areas up to £5,000 in total. Subject leaders have to go through SLT with any requests. £1,500 has been spent so far.</p> <p><i>Q: Could the school ask the parents to contribute to curriculum resources via a donation?</i></p>		Income	£4,469,145.00	Expenditure	£4,495,577.00	In Year Surplus/Deficit	£ 26,432.00 deficit	Balance B/Fwd 2022-23	£ 67,177.00	Current Proposed C/fwd 2024/25	£ 40,745.00
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The school asks for a voluntary contribution of £1 a week in EYFS to cover resources. The school should pay for curriculum resources out of the budget. Some schools ask parents for a donation but it is a difficult decision to make. The parents at Cavendish are very generous and some have offered to pay for school trips for other children in addition to their own. The school has spoken to the PTA about playground improvement.

*Q: Are there some things that the PTA is not allowed to fund?*

The PTA is not allowed to pay for staff, which is 80% of the school budget. They are not allowed to pay for some building works. The SBM has checked some items with the auditors.

Pupil numbers and SEND costs are standout issues on the SBM report. This has been discussed in previous Resources and Governing Body Committee meetings.

The school has used £150,000 from its budget for SEND.

*Q: Are the nearest schools to Cavendish full?*

No. Some are reducing the number of classes.

The Chair commented that this might result in more children coming to Cavendish.

Any change in the number of classes in a school has to be in consultation with the Local Authority (LA). The number of classes in Nursery could be reduced without LA consultation as one member of the Nursery staff is on a temporary contract. The school cannot go to a two-form entry school for just one year. The LA would also look at school places in the local area. The school would not wish to have split year group classes.

*Q: How would going to two-form entry affect the culture and atmosphere of the school in terms of empty spaces?*

All spaces would be used.

A governor expressed a concern that going down to two form entry may give a negative impression of the school and may make people less inclined to send their children to the school.

If this were to happen, it would have to be presented very carefully to the community and parents.

The SBM suggested that the school could use The Hive, full time, for SEND children who are already at Cavendish.

*Q: Would this attract additional funding?*

Not unless the children came from other schools and this would not be the proposal, especially at first. There would be funding available if the school were to open an SEND provision but children from other schools would have to be admitted.

Some children from Cavendish with SEND are on waiting lists for specialist provision but there are no spaces.

*Q: What is the situation with energy bills?*

The school has an SLA with Manchester City Council for energy. They have staff who have expertise in calculating best value energy costs.

The 9-month budget monitoring was approved by the Resources Committee.

### 4.3 Budget changes

There were no matters arising and the budget changes were approved by the Resources Committee.

### 4.4 3 year budget

	2023-24	2024-25	2025-26
	£	£	£
Income	4,469,145	4,389,932	4,329,637
Expenditure	4,495,577	4,406,836	4,523,808
In-year surplus/deficit	26,432 deficit	16,904 deficit	194,171 deficit
B/fwd surplus/deficit	67,177 surplus	40,745 surplus	23,841 surplus
Cumulative c/fwd surplus/deficit	40,745 surplus	23,841 surplus	170,330 deficit

The SBM will be looking at the 2024-25 budget soon.

For 2024-25, the top line (I01) includes the amount that the school will receive per child. However, the school have not yet been informed what this amount will be.

The SBM has reflected a 3% pay award across the board for teachers and TAs.

*Q: The teacher expenditure for 2025-26 has risen a lot. Why will this be the case?*

There will be no grant so the school will have to fund the pay increases. The 2025-26 budget is not accurate as there are many unknowns.

*Q: Has there been an increase in the school pension contribution grant?*

There is now no grant so the school funds this.

Teachers' pensions are going up by 5% from 1 April. This will be funded for 1 or 2 years.

*Q: What is line I04, funding for ethnic minority pupils?*

This is more relevant to secondary schools.

*Q: Do refugees have any funding?*

They receive free school meals (FSM) but no other funding. If they are on the register on the day of the school census, on 18.1.24, they will be counted in the pupil numbers. There are three refugees starting at the school tomorrow.

*Q: Does the school foresee that the refugee children will stay at the school long term?*

The school has to assume that they will be for inclusion.

The 3-year budget was approved by the Resources Committee.

#### 4.5 Cash flow forecast

The school are in credit and are in a stable position due to the surplus.

*Q: Is the cash flow ever tight?*

It can be towards the end of the financial year.

#### 4.6 Spending over £2,000

This only shows items which are not by preferred suppliers as the governors have vetted the others before.

*Q: Is there any feedback from the school on Fusion?*

Fusion is working well and the school are starting to see the benefits. It is quick, efficient and is moving things forward. Using Fusion means that there can be a better relationship between the staff and SLT. The staff have been positive about the absence management review (AMR) meetings.

*Q: Is the school still using One Education?*

The school will not be renewing the One Education HR support.

#### 4.7 Premises, Health and Safety

There were no matters arising from the report.

#### 4.8 2023-24 Budget planning

The 2023-24 budget planning has been completed.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
D	<ul style="list-style-type: none"> <li>9 month budget monitoring approved</li> </ul>	Resources Committee	
D	<ul style="list-style-type: none"> <li>Budget Changes approved</li> </ul>	Resources Committee	
D	<ul style="list-style-type: none"> <li>3-year forecast approved</li> </ul>	Resources Committee	

### **5 Schools Financial Value Statement (SFVS)**

The SBM presented the SFVS.

There is only one outstanding action, which is number 23: Do you compare your non-staff expenditure against the DfE recommended national deals to ensure you are achieving best value? This is done in part, in some areas, but not all.

The benchmarking of senior leaders has now been included.

The SFVS was approved by the Resources Committee.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
D	<ul style="list-style-type: none"> <li>SFVS approved</li> </ul>	Resources Committee	

6	<b>Benchmarking</b>		
<p>The benchmarking reports has not yet been completed as the SBM is taking it to the Manchester Trust and Schools Alliance (MTSA) next week.</p> <p>There will be a full benchmarking report at the next Resources Committee meeting.</p>			
<p><i>Q: In SLT benchmarking, what is SLT non-teaching and learning?</i></p> <p>This would include SLT with no class teaching responsibility such as the HT and DHT. Some SLT, for example, the AHTs, also have a class teaching responsibility.</p>			
<p><i>Q: Does Cavendish have a large SLT compared to other schools?</i></p> <p>It is the largest in the MTSA but it is a large school.</p>			
<p><i>Q: What is the threshold for being a member of SLT?</i></p> <p>Being on the leadership scale. The SENCo and Inclusion leads at Cavendish are on the leadership scale.</p>			
<p>A governor expressed concern regarding the recent AHT appointment, who is currently at the lower end of the scale, but, as they move up the scale, will cost the school more.</p>			
<p>The Inclusion leads are on the lower part of the leadership scale than the AHTs and there is a top of scale for each part. The AHTs lead each phase.</p>			
<p><i>Q: Are there too many AHTs?</i></p> <p>It is a big role with many responsibilities. It is an equivalent role to that of a DHT in a small school. Cutting down the number of AHTs could be considered if the school were to reduce to two-form entry but a staffing restructure would have to take place.</p>			
<p><i>Q: When did the current staffing structure come into place?</i></p> <p>The Inclusion leads joined the SLT last year.</p>			
<p>A governor felt that an SLT of 9 people was large. The DHT informed the governors that some members of the SLT alternate attendance at meetings.</p>			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
A	<ul style="list-style-type: none"> <li>Benchmarking report at the next meeting</li> </ul>	SBM	19.6.24

7	<b>School Development Plan (SDP)</b>		
<p>The SDP was discussed in detail, including the costings for each area, at the last Governing Body meeting. There were no further matters arising.</p>			
<p>The SDP was approved by the Resources Committee.</p>			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
D	<ul style="list-style-type: none"> <li>SDP approved</li> </ul>	Resources Committee	

<b>8</b>	<b>General Data Protection Requirements (GDPR) update</b>		
There have been no GDPR breaches.			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>9</b>	<b>Staffing update to include staff absence analysis</b>		
<p>The SBM presented the staffing update as part of her report. The SBM also presented an absence summary report and teacher, support staff and admin absence costs.</p> <p>The school is upgrading from Staff Absence Management (SAM) to SAM People so the reports may look slightly different.</p> <p>The average days lost per employee is only for schools who are using SAM but this figure for the school is still high.</p> <p><i>Q: Is the change in HR and the move to SAM having an impact on staff absence?</i></p> <p>There is still a lot of staff absence, including pregnancies, maternity leaves and Covid-related absence. A small improvement has been seen and the school are hoping that this will improve further over time. Fusion are putting in an interim target for some staff, which is working.</p> <p>On SAM People, all the staff have individual portals, which is useful. The SBM asks the staff to look at their SAM portal. Leave of absence requests are made on SAM, not on paper.</p> <p><i>Q: Does SAM show an average attendance which can be compared with others?</i></p> <p>Not at the moment, but this may be available on SAM People.</p> <p>The SBM shared attendance information with the staff from the Fischer Family Trust (FFT), which raised awareness. The TAs are being used to cover teacher absence on most short-term occasions, rather than supply, which is also raising awareness. The TAs are doing a good job of covering the classes, as they know the children and routines well.</p> <p><i>Q: Do the TAs get an additional allowance for covering classes?</i></p> <p>No as this is in their contracts, depending on the level of TA.</p> <p><i>Q: If a TA is absent, is this covered?</i></p> <p>No, unless it is a TA4 covering PPA time. Sometimes TAs will be moved around according to need.</p> <p><i>Q: Is it long standing members of staff who are absent on most occasions?</i></p> <p>Yes.</p> <p>There is a part-time teacher who is on long term sick and this is being covered in-house.</p> <p><i>Q: How does this impact on the children?</i></p> <p>The school have moved staff around and are not concerned about any impact on the children.</p>			

The cost of staff absence is down from £85,000 (over 12 months) to £24,000, (over 9 months) which is a big change. There have been more absence days but the costs are down due to the TAs covering the absences.

There was some movement in staff at Christmas and will be again in February. There are supply teachers in to cover until July and four teachers are on temporary contracts. The school would like to offer them permanent contracts in September.

*Q: Is it cheaper to use supply teachers as time goes on?*

No. It becomes more expensive after 12 weeks.

The Chair thanked the SBM for her reports.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>10</b>	<b>AOB</b>		
There were no items of AOB.			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>Date and time of next meeting:</b>	<b>Wednesday 19<sup>th</sup> June 2024 @ 5.30pm</b>
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