

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: 19 June 2024

Venue: Cavendish Community Primary School

Attendance

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)	01/07/27	P
Neil Todd	Co-opted	10/01/27	P
Sami Khan	Parent	09/12/25	P
* & ** Ciaron Wilkinson	Co-opted	19/09/27	P
Nicola Kennedy	Associate	20/09/26	P
Thomas Johnson	Co-opted	25/01/26	Ap

Others present

Name	Role
Jan Haslam	Governance Professional, One Education

Agenda Items

1	Apologies and Welcome
All were welcomed to the meeting. Apologies were received and accepted from Thomas Johnson.	
2	Declaration of interests
2.1 No declarations of interest were received with regard to any items on the agenda. 2.2 No changes to annual declared interests were received.	
3	Notification of confidential items or items of AOB
No notifications were given.	

4	Minutes of the last meeting (17.1.24) and matters arising		
4.1 The governors approved the minutes of the meeting on 17.1.24 as an accurate record of the meeting. A copy will be signed for retention on file.			
4.2 Matters arising Page 6, Item 6. The Benchmarking report will be presented at the next Resources Committee meeting.			
	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Previous minutes (17.1.24) approved 	Res Committee	Next Resources Committee meeting
A	<ul style="list-style-type: none"> Present Benchmarking Report 	SBM	

7	SBM Report including Health and Safety and Capital (DFC) update		
The SBM presented her report and supporting papers and invited questions from the Committee.			
The Chair commented that it is good that the school has a carry-over of £229,270.72. The SBM responded that this money has been spent.			
The SBM gave a breakdown of factors that contributed to the higher than expected close down balance.			
Q: <i>Is the number for Nursery still 74?</i>			
It is now 72. The school will need to do a January intake and the SBM has reflected that the Nursery will be full from January 2025.			
Premises, Health and Safety The school have had a risk assessment carried out by Compliance Education, a specialist in their field, used by many schools and highly recommended by schools in the Manchester Teaching Schools Alliance (MTSA) cluster and have bought into a 1-year SLA with them, to guide and assist the school with health & safety. The SBM will share their findings with the Committee in her next report. The SBM shared what the SLA covers. The company visits the school once a half term and monthly to start with.			
(<i>*Ciaron Wilkinson entered the meeting</i>)			
School meal charges will increase to £2.65 in September. This is still in line with other schools and Aspens continue to provide a good service.			
	Actions or decisions	Owner	Timescale
A	<ul style="list-style-type: none"> Share risk assessment report 	SBM	Next Resources Committee meeting

6	2023-24 Budget closedown
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The SBM presented the 2023-24 budget closedown:

2023-24 budget closedown

Total Income Revenue	£ 4,540,082.92	
Total Expenditure	£ 4,377,989.59	
In year Balance	£ 162,093.33	Surplus
B/f from 2022/23	£ 67,177.00	Surplus
Cumulative c/f to 2024/25	£ 229,270.72	Surplus

In Year Capital:

<input type="checkbox"/>	Total Income Capital	£ 11,706.25	
	Total Expenditure	£ 12,933.21	
	In Year Balance	£ 1,226.96	Deficit
	B/f from 2022/23	£ 23,024.12	
	Cumulative c/f to 2024/25	£ 21,797.16	Surplus

Year-end cumulative balances carried forward to 2024/25

<input type="checkbox"/>	Revenue	£ 229,270.72	
	Capital	£ 21,797.16	Surplus
	Total Cumulative Balance	£ 251,067.88	Surplus

This has been finalised and ratified.

The school has not gone above the 8% clawback.

The budget closedown was approved by the Resources Committee.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Budget closedown approved 	Resources Committee	

7 Analysis of Reserves

The SBM presented the Analysis of Reserves which had been provided to the Resources Committee in advance of the meeting.

The Analysis of Reserves was approved by the Resources Committee and signed off by the Chair of the Committee and the HT.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Analysis of Reserves approved 	Resources Committee	

8 2024-25 budget

The SBM presented the 2024-25 budget:

2024-25 budget.

Total Income Revenue	£ 4,453,008	
Total Expenditure	£ 4,644,063	
In year Balance	£ 191,055	Deficit
B/f from 2023/24	£ 229,271	Surplus
Cumulative c/f to 2025/26	£ 38,216	Surplus

The £38,216.00 is money not yet allocated to be spent; the contingency figure.

The SBM went through the budget assumptions made for the 2024/25 budget forecasts:

The actual pupil numbers are reflected.

Reception numbers for September are currently at 72.

Numbers across the whole school were discussed.

Self-generated income has been forecast at current prices until August with an increase from September 2024. Out of School Club (OSC) cost is increasing to £7.75 for morning sessions and £12.25 for afternoon sessions.

A 4% pay increase across the board has been reflected for teachers with the hope that anything above this will be funded. Then a 3% increase is reflected from September 2026 onwards.

A 4% increase for all support staff is reflected. Then a 4% increase is reflected from April 2026 onwards. This is never funded by the government.

Gas & Electricity are in at the same costs as last year due to the hard work of the Facilities Manager and the school will hopefully see a further reduction in these costs.

Q: Should the school upgrade the remote-control system for the heating?

One building is controlled by the council but it is not efficient. The Facilities Manager overrides the system to make it more efficient for which the school is very grateful. The school have asked him to put in an overtime sheet for the time he takes to come in to override the heating but he has declined to do so.

Q: Will this year be slightly less turbulent, finance wise, than the last 12 months?

The SBM does not think it will any different due to a number of factors, including, potential strike action by support staff, SEND funding and no Covid grants.

The 2024-25 budget was approved by the Resources Committee.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> 2024-25 budget approved 	Resources Committee	

9 | 3-year budget projection

The SBM presented the 3-year budget projections. This is based on today's pupil numbers but it is difficult to predict for 3 years ahead.

3-Year Budget Projections

	2024-25	2025-26	2026-27
Income Revenue	£ 4,453,008	£ 4,405,527	£ 4,409,192
Revenue Expenditure	£ 4,644,063	£ 4,466,672	£ 4,596,640
In Year Surplus / Deficit	£ 191,055 deficit	£ 61,144 deficit	£ 187,499 deficit
Surplus/Deficit brought Fwd	£ 229,271 surplus	£ 38,216 surplus	£ 22,929 deficit
Cumulative Surplus/Deficit C/Fwd	£ 38,216 surplus	£ 22,929 deficit	£ 210,377 deficit

Q: Has the school ever looked back to compare the budget with the 3-year budget projections?
The SBM will complete this comparison for the next meeting.

There were no matters arising and the Resources Committee approved the 3-year budget projections.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> 3-year budget projections approved 	Resources Committee	
A	<ul style="list-style-type: none"> Present a 3- year budget comparison 	SBM	Next Resources Committee meeting

10 Cash flow forecast

The SBM presented the cash flow forecast which had been provided to the Resources Committee in advance of the meeting.

The cash flow is in credit and there are no concerns.

The cash flow forecast was approved by the Resources Committee.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Cash flow approved 	Resources Committee	

11 Spend over £2,000

The SBM presented the spend over £2,000 from April 2023 to March 2024, which had been provided to the Resources Committee in advance of the meeting.

Two items were added on:

Free School meal (FSM) Vouchers for February Half Term Holidays at £2,928.24
FSM Vouchers for Easter Holidays at £6,094.32

The spend over £2,000 was approved by the Resources Committee.

	Actions or decisions	Owner	Timescale
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D	<ul style="list-style-type: none"> Spend over £2,000 approved 	Resources Committee	
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12 SLAs list 2024-25 and preferred suppliers list

The SBM presented the SLAs list for 2024-25 and preferred suppliers list which had been provided to the Resources Committee in advance of the meeting.

New suppliers are highlighted and suppliers that are no longer being used were also documented.

The amounts charged has gone up which is as expected.

The SLAs list for 2024-25 and preferred suppliers list were approved by the Resources Committee.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> SLAs list for 2024-25 and preferred suppliers list were approved 	Resources Committee	

13 Staffing structure 2024-25

The SBM presented the staffing structure 2023-24 which had been provided to the Resources Committee in advance of the meeting.

There is an additional role of a Behaviour and Wellbeing Mentor which will be a new post from September. The Curriculum Committee approved the introduction of this role. The introduction of this role is due to the fact that the HT and DHT, in particular, are spending a lot of time dealing with challenging behaviour which is taking time away from their SLT tasks.

A governor noted that this role is a good idea as they had observed the HT and DHT dealing with behaviour and it had taken time away from their SLT tasks.

Q: What kind of person is the school looking for, for this role?

The school is looking for a care centred rather than an education centred person who could also provide training for staff. The role would be the equivalent of a TA 4. None of the current TAs in the school have applied so it will be an external appointment.

Ciaron Wilkinson offered his support for the interview process as he has expertise in this area. The HT will let him know the relevant dates.

Q: Are there any examples of similar roles in similar schools?

The role would be different in different schools.

A governor commented that this role is common in London schools and more common in secondary schools.

Q: Is this role reflected in the budget?

Yes.

Q: Are migrant children changing this situation?

One child has fled from war which has impacted on their behaviour. More often, migrant children are quiet and tearful.

Q: Can the school access any external support for these children?

No. There is no separate grant. The school are completing the School of Sanctuary Award.

Q: Do these children get help with school uniform?

The school will provide school uniform if requested for these children.

Q: How would the person in the new role work?

They would probably be in the classrooms with identified children. Their approach would be flexible, including, for example, forest school, physical activities and art therapy. They would manage internal exclusions and be able to focus more on the child. They could also monitor the Child Protection Online Management System (CPOMS).

A governor commented that they would also provide consistency.

The staffing structure 2024-25 was approved by the Resources Committee.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Staffing structure 2024-25 approved 	Resources Committee	

14 | School Improvement Plan (SIP) financial aspects

The 3 main areas regarding finance from the SIP are, the playground updates, the Rights Respecting Schools Award, for which there will be a presentation at the FGB meeting, and the purchasing of a writing scheme, which will also be discussed at the FGB meeting.

	Actions or decisions	Owner	Timescale

15 | HR update, including staff absence

The SBM presented the HR update. The report

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

Staff absence is still an area that needs addressing but actions have been taken and it is improving.

Fusion led a staff meeting to inform the staff of the low staff attendance at the school.

Q: Has the fact that TAs are now covering teacher absence had an impact on staff attendance?

It has had some impact. The average staff attendance is being brought down by some members of staff. Fusion is having a positive impact and is a consistent approach. Three members of staff are on stage 1.

A governor commented that the figures are looking more positive.

Q: Has Fusion improved relationships between the staff and the SLT?

Fusion are applying the school policy consistently. It can still be challenging to manage absence for SLT. Phased returns are no longer than 4 weeks which is more efficient.

A governor commented that Fusion seems more like a system so is less personal.

The SBM has highlighted some policy statements with the unions.

The support staff attendance figures are still challenging. The SBM will complete a sum total going forwards in order to compare the figures with previous years.

Lunchtime Organiser attendance figures have improved.

The SBM and Fusion do the meetings together. They try to complete welfare meetings once every half term for employees who are off long term.

The Chair stated that he will be interested to see the staff attendance figures following Fusion embedding further.

	Actions or decisions	Owner	Timescale

16 | Policies for approval

The following policies were circulated in advance of the meeting for review and approval.

Capability Policy

There have been no changes to the Policy

The Capability Policy was approved by the Resources Committee.

Disciplinary and Dismissal Policy

There have been no changes to the Policy

The Disciplinary and Dismissal Policy was approved by the Resources Committee.

Fire Procedure

There have been no changes to the Procedure. This may change following the visit from Compliance Education.

The Fire Procedure was approved by the Resources Committee.

Maternity Policy

There have been no changes to the Policy

The Maternity Policy was approved by the Resources Committee.

Parental Leave Policy

There have been no changes to the Policy

The Parental Leave Policy was approved by the Resources Committee.

Q: Can the school write their own Parental Leave Policy?

No, due to the law around this.

Retention Schedule

This is a new Policy. The most notable part of it is that any e mails that are 3 years or more old, will be deleted.

There has been a bulk delete of SIMS, carried out by One Education. The information on children is kept until they are age 14, then deleted.

The Retention Schedule was approved by the Resources Committee.

Nursery Admissions Policy

The changes that the school wish to make on this Policy are highlighted:

3.2 The look round school is now an open evening.

5.1 The PAN for the Nursery will change to 75.

6.2 If the parents qualify for 30 free hours childcare, this funds 6 hours of the child's school day in the school setting. The child attends the school for 6 hours and 30 minutes each school day. This means there will be a small lunchtime supervision charge of £2.73 per day to cover the unfunded 30 minutes. The school will charge parents weekly at £13.65 for the 38 weeks of the year that the child attends the school. Charging this amount will bring an additional £20,000 into the school. This was brought to the attention of schools by the DfE.

Q: Would parents have the option to send their child to the Nursery for just the 30 hours?

This would not be possible as the Nursey is staffed on the offer of 32.5 hours.

Q: Could the Nursery lose numbers because of this?

All the schools in the MTSA are working in this way which is around 17 local schools.

Q: What will happen to parents who cannot afford this?

The children on FSM are not charged.

A governor expressed concern around how this news is delivered to the parents.

The school has sent a letter to the Nursery parents outlining the changes and it will be discussed at the Open Evening. The school has a solid rationale behind this.

Q: Would it be paid through School Gateway?

Yes.

The Nursery Admissions Policy was approved by the Resources Committee.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Capability Policy approved 	Resources Committee	
D	<ul style="list-style-type: none"> Disciplinary and Dismissal Policy approved 	Resources Committee	
D	<ul style="list-style-type: none"> Fire Procedure approved 	Resources Committee	

D	<ul style="list-style-type: none"> • Maternity Policy approved 	Resources Committee	
D	<ul style="list-style-type: none"> • Parental Leave Policy approved 	Resources Committee	
D	<ul style="list-style-type: none"> • Retention Schedule approved 	Resources Committee	
D	<ul style="list-style-type: none"> • Nursery Admissions Policy approved 	Resources Committee	

17	General Data Protection Regulations (GDPR) update		
17.1 There have been no breaches of GDPR since the last meeting.			
17.2 There has been one Freedom of information request since the last meeting which has been shared with the governors.			
<i>Q: Do Freedom of Information requests have to be reported to the governors?</i>			
It was on the agenda sent from One Education.			
	Actions or decisions	Owner	Timescale

18	Any Other Business
<p>Playground quotes Playground equipment quotes were approved by the governors via e mail. A governor commented that the playground looks excellent.</p> <p><i>Q: Are there any other big capital projects planned?</i> No.</p> <p>The HT explained what a school ampitheatre was as the school are hoping to get one eventually. The school have received quotes for the ampitheatre which would possibly be funded by the PTA.</p> <p>Telephone Services Telephone services have to be changed to VOIP. The school has received 3 quotes. There will be some termination fees from the current company. The SBM recommended buying, not renting, with Digital Telecom at a cost of £9,282. Analogue lines will be phased out by 2025 so the school is addressing this now.</p> <p>The Resources Committee approved the use of Digital Telecom for VOIP.</p> <p>School Street Scheme Vicar Grove will be closed tomorrow at 7.45a.m. until school starts for the School Street Scheme. A School Street is a road outside a school with a temporary restriction on motorised traffic at school drop-off and pick-up times. The restriction applies to school traffic and through traffic. The result is a safer, healthier and pleasant environment for everyone. School Street schemes offer a proactive solution for school communities to tackle air pollution, poor health and road danger reduction. A School Street scheme will encourage a healthier lifestyle and active travel to school for families and lead to a better environment for everyone. Tomorrow's street closure will be for one morning only and will be led by volunteers. The council are looking at options, including mobile ANPR.</p>	

The HT invited the governors to attend.

Q: How will the residents access or leave their properties?

They are excluded from the closure and have been informed.

The SBM visited Manley Park Primary School, School Street Scheme, which is manned by the staff. She spoke to a resident who was very positive about the scheme.

A governor stated that, the number one reason that parents gave for not walking or cycling to school was the danger posed by cars.

A discussion was held of a confidential nature. This discussion is recorded in a confidential appendix and is not for release into the public domain.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> • Use of Digital Telecom for VOIP approved 	Resources Committee	

Date and time of next meeting:	TBC
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