

# 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: 16 October 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
Sami Khan (Chair)	Parent	09/12/25	P
Ciaron Wilkinson	Co-opted	19/09/27	P
Oliver Gibson	Co-opted	01/07/27	P
Tim Whitworth	Co-opted	09/12/25	Ap
Jade Ellis	LA	17/09/28	Ap

## Others present

Name	Role
Nicola Kennedy	School Business Manager (SBM)
Jan Haslam	Clerk, One Education

## Agenda Items

<b>1</b>	<b>Apologies and Welcome</b>
Apologies were received and accepted from Tim Whitworth and Jade Ellis.	
<b>2</b>	<b>Verbal declaration of interests</b>
No declarations of interest were received with regard to any items on the agenda.	
<b>3</b>	<b>Notification of confidential items or items for AOB</b>
There were no notifications of confidential items or items of AOB.	
<b>4</b>	<b>Chair election</b>
Sami Khan was elected as Chair of the Resources Committee for a period of 1 year.	

<b>D</b>	<ul style="list-style-type: none"> <li>Sami Khan elected as Chair of the Resources Committee</li> </ul>	Resources Committee	1 year
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<b>5</b>	<b>Minutes of the last meeting and matters arising</b>
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The governors approved the minutes of the meeting on 19.6.24 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>
<b>D</b>	<ul style="list-style-type: none"> <li>Previous minutes (19.6.24) approved</li> </ul>	Resources Committee	

<b>6</b>	<b>Finance Report</b>
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### 6.1 School Business Manager report including Premises, Health and Safety

The SBM presented her report, which was circulated in advance of the meeting for review. The main points discussed are as follows:

The actual pupil numbers at 30.09.24 are a total of 626. A breakdown of the numbers in each year group was provided.

Nursery numbers for September are currently at 66 and the school are planning a January intake. It is likely that the school will be full, in Nursery, from January 2025.

Reception numbers for September are currently at 68. The school needs to consider how to operate when this intake moves to Year 1. Options include, split classes or 3 small classes, but the latter would be at a large expense. The school would prefer not to have split classes as this is challenging for the teachers and the parents do not generally like this arrangement.

*Q: What would the financial impact of having 2 classes in next year's Year 1, rather than 3 classes?*

An approximate amount of £55,000 for a teacher would be saved.

A discussion was held around the options.

Going down to 2-form entry permanently would mean a number of changes and would have to go through the Local Authority (LA). The school and the governors are trying to be proactive in planning for future numbers but the LA is currently not supporting the proposed plans to reduce to 2 classes for next year's Year 1. Most local primary schools have places. If the LA wishes the school to stay at 3 forms in Year 1 next year, they would have to provide financial support.

*Q: If the school joined a MAT, would the school have more control over their PAN?*

Any changes would still have to go through the LA.

*Q: What did the discussions with the LA look like?*

The school were not in the meeting where this was discussed. Michelle Devine, Head of Access at the LA, did not support the school's proposal. Recent e-mails to the LA have not yet had responses. There are some areas of Manchester where the schools are full, but not in this area. The school will continue to put forward their proposal.

*Q: Can the governors do any more to support the proposal?*

They could ask for a meeting with Michelle Devine.

*Q: If the PAN were decreased, would any children attending the Nursery not get a place at the school?*

There may possibly be a few children in this position.

The governors proposed reducing the PAN to 60 for next year's Year 1 class. This will be discussed at the next GB meeting in January and the school will inform the LA via e-mail in March.

*Q: If the PAN were reduced to 60 and the classes were 33/34 due to current numbers or any new children arriving this year, would the parents be dissatisfied?*

Possibly, but the classes would have better levels of TA support and there would be more space in the school to carry out interventions.

#### Balance of Risk Insurance

This has remained with Zurich as they gave the school a competitive rate again. The school also has an ongoing claim, so could not look at moving at this time. The school needs to be mindful that a claim may impact on the premium next year.

*Q: What was the insurance claim?*

It is a personal insurance claim.

#### Staff attendance

The impact of the Service Level Agreement (SLA) with Fusion HR is starting to become embedded and is having a mostly positive impact on staff awareness surrounding their own attendance and the impact it has on school and colleagues. The same person from Fusion deals with attendance which is a positive improvement. The monitoring of staff absence is now both fair and consistent across school. There are currently 6 staff members on monitoring targets and 2 members of staff, who have not met this target, have been moved to a stage 1 warning. This is an improved change in the managing of staff attendance which is in line with the school policy. The SLT believe that, if the school continues to implement the policy, there will be continued improvement in staff attendance.

The Staff Attendance Monitoring system (SAM) is fully operational and staff are now regularly logging onto this system so are regularly seeing their own attendance statistics. Staff have to use the system for submitting overtime, requesting leave of absence & doing their return-to-work meetings.

The new school Inspection Data Summary Report (ISDR), which Ofsted will see and is in the public domain, shows that staff absence at the school is in the top 20% for 2021-22. This is two years old.

*Q: Will improved staff attendance have a positive knock-on effect for supply costs?*

Hopefully.

#### 6.2 Period 6 Budget Monitoring

Income	£4,538,096.00
Expenditure	£4,687,985.00
In Year Surplus/Deficit	£ 149,888.00 deficit
Balance B/Fwd 2023-24	£ 229,271.00 surplus

Current Proposed C/fwd 2025/26 £ 79,382.00 surplus

The £79,382.00 is money the school has not yet allocated to be spent; the contingency figure.

The Period 6 Budget Monitoring was approved by the Resources Committee.

### 6.3 Budget Changes

These were presented on an itemised document including a commentary, sent to governors prior to the meeting.

The SBM explained the use of red and black font in the document.

The budget changes were approved by the Resources Committee.

### 6.4 New Proposed Budget

The budget to date is as follows:

Income	£4,538,096
Expenditure	£4,687,985
In Year Surplus/Deficit	£ 149,888 deficit
Balance B/Fwd 2023-24	£ 229,271 surplus
Current Proposed C/fwd 2025/26	£ 79,382 surplus

The fall in numbers will begin to affect wrap around clubs. The new surcharge for Nursery is embedded and was the right decision.

*Q: Have there been any issues with parents around the surcharge?*

There was an issue around childcare vouchers but the SBM checked this and they can be used.

The New Proposed Budget was approved by the Resources Committee and signed off by the Chair and the HT.

### 6.5 3-year forecast

The SBM presented the 3-year forecast.

	2024-25	2025-26	2026-27
	£	£	£
Income	4,538,096	4,458,423	4,374,140
Expenditure	4,687,985	4,502,599	4,536,513
In Year surplus/deficit	149,888 deficit	44,176 deficit	162,373 deficit
B/fwd surplus/deficit	229,271 surplus	79,382 surplus	35,206 surplus

Cumulative C/fwd surplus/deficit	79,382 surplus	35,206 surplus	127,167 deficit
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This is based on this year's income so is difficult to predict accurately.

The 3-year forecast was approved by the Resources Committee and signed off by the Chair and the HT.

#### 6.6 Cash flow forecast

The SBM presented the Cash flow forecast

The cash flow forecast is in credit and looking positive.

*Q: Has the school got to pay 3.5% towards the teachers' pay award?*

Yes. The school will receive money from the Core Schools Budget Grant (CSBG). This will be in the form of a grant for one year, then built into the core funding.

The cash flow forecast was approved by the Resources Committee.

#### 6.7 Spending over £2,000

The SBM presented the spending over £2,000.

There were no matters arising.

#### 6.8 Asset Register

The SBM presented the Asset Register which was completed in the summer term.

The report is less onerous. The report now has photos of the classrooms with large items as before. All chairs and drawers have gone into a virtual disposal pot. The SBM asked the governors for permission to take them out of the disposal pot. The governors approved this.

The Civica Parago system is very good and one of the office staff is now trained in its use to help the SBM.

*Q: What are the two figures at the bottom of the list?*

The first number is the predicted cost for that section and the second number is the total predicted cost.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>D</b>	<ul style="list-style-type: none"> <li>Proposal to reduce to a PAN of 60 in next year's Year 1 to be discussed at the next GB meeting</li> </ul>	GB	15.1.25
<b>D</b>	<ul style="list-style-type: none"> <li>Period 6 Budget Monitoring approved</li> </ul>	Resources Committee	
<b>D</b>	<ul style="list-style-type: none"> <li>Budget Changes approved</li> </ul>	Resources Committee	
<b>D</b>	<ul style="list-style-type: none"> <li>New Proposed Budget approved</li> </ul>	Resources Committee	
<b>D</b>	<ul style="list-style-type: none"> <li>3-year forecast approved</li> </ul>	Resources Committee	
<b>D</b>	<ul style="list-style-type: none"> <li>Cash Flow Forecast approved</li> </ul>	Resources Committee	

<b>D</b>	<ul style="list-style-type: none"> <li>Removal of items from the virtual disposal pot approved</li> </ul>	Resources Committee	
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<b>7</b>	<b>Staffing and HR update - anonymised</b>		
The SBM presented the SAM People staff absence summary report.			
<p>The average days lost per employee last year was 10. The national average of schools using the SAM People system was 5.8.</p> <p>The average days lost per employee this year is 9.97. The national average of schools using the SAM People system is 7.8.</p> <p>This is a small improvement.</p> <p>2 teachers are on long term sick and this figure includes them.</p>			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<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>Policies for review</b>		
A number of policies had been circulated for review prior to the meeting.			
9.1 Scheme of Financial Delegation			
There was one small change to this policy.			
The use of the credit and debit cards will include the HT.			
The Scheme of Financial Delegation was approved by the Resources Committee.			
9.2 Financial Procedures Manual			
There was one change to this policy.			
CPD will take place for the Senior Finance Officer (SFO) so that the bank reconciliation can be done by the SBM or the SFO.			
The Financial Procedures Manual was approved by the Resources Committee.			
9.3 Pay Policy			
The Pay Policy will be available from the 7.11.24. This will be sent to the Pay Committee for approval.			
<i>Q: When will teachers get back pay?</i>			
In December.			
9.4 Health and Safety Policy			
There were no changes to this policy.			
The Health and Safety Policy was approved by the Resources Committee.			

### 9.5 Appraisal Policy

This has been amended slightly and the HT went through the change. The Upper Pay Scale (UPS) has been left in the policy for the moment until further guidance is received. The policy may have to be amended after this.

The Appraisal Policy was approved by the Resources Committee.

### 9.6 Staff Attendance Policy and Procedures

There were no changes to this policy.

The Staff Attendance Policy and Procedures was approved by the Resources Committee.

### 9.7 Lettings Policy

There were no changes to this policy.

Lettings only take place on Wednesdays at a charge of £30 an hour.

The Lettings Policy was approved by the Resources Committee.

### 9.8 Charging Policy

The Nursery surcharges have been added into this policy.

The Charging Policy 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>• Scheme of financial delegation approved</li> </ul>	Resources Committee	
D	<ul style="list-style-type: none"> <li>• Financial Procedures Manual approved</li> </ul>	Resources Committee	
D	<ul style="list-style-type: none"> <li>• Pay Policy approved</li> </ul>	Resources Committee	
D	<ul style="list-style-type: none"> <li>• Health and Safety Policy approved</li> </ul>	Resources Committee	
D	<ul style="list-style-type: none"> <li>• Appraisal Policy approved</li> </ul>	Resources Committee	
D	<ul style="list-style-type: none"> <li>• Staff Attendance Policy &amp; Procedures approved</li> </ul>	Resources Committee	
D	<ul style="list-style-type: none"> <li>• Lettings Policy approved</li> </ul>	Resources Committee	
D	<ul style="list-style-type: none"> <li>• Charging Policy approved</li> </ul>	Resources Committee	

<b>10</b>	<b>Schools Financial Value Standard (SFVS)</b>		
The SBM presented the SFVS.			
The SFVS is due to be submitted by 31 March 2025. There are no changes.			
The SFVS will be on the next GB meeting agenda for ratification.			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
<b>A</b>	<ul style="list-style-type: none"> <li>SFVS for ratification at GB meeting</li> </ul>	GB	15.1.25

<b>11</b>	<b>AOB</b>		
There were no items of AOB.			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>12</b>	<b>Confidential Item</b>		
<i>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.</i>			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>Date and time of next meeting:</b>	<b>Wednesday 22nd January 2025 @ 5.00pm</b>
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