**Cavendish Community Primary School**

**Resources Committee Meeting Minutes**

**School: Cavendish Community Primary School**

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

**Chair: Vino Bromfield**

**Clerk: Rob Merino**

**Date of meeting: 19 October 2021**

**Venue: Virtual meeting, via Zoom**

**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 |
| Vino Bromfield | Co-opted | 30/11/21 | P |
| Neil Todd | Co-opted | 22/11/22 | P |
|  |  |  |  |
| Helen Boanas | Parent | 22/01/22 | Ap |
| Oliver Gibson | Co-opted (Chair) | 01/07/23 | Ap |
| Suzannah Reeves | Co-opted | 01/07/23 | Ap |

**Others present**

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

**Agenda Items**

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| **1** | **Apologies and Welcome** |
| Apologies were received and accepted from Helen Boanas, Oliver Gibson and Suzannah Reeves. | |

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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** | **Chair election** |
| This item was deferred to the next meeting.  Vino Bromfield agreed to continue as Chair for this meeting. | |

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| **4** | **Minutes of the last meeting and matters arising** | | |
| The governors approved the minutes of the meeting on 16th June 2021 as an accurate record of the meeting. A copy was signed for retention on file.  Matters Arising  Page 2 (Item 3) – The Special Educational Needs and Disability (SEND) case studies have been completed and discussed with the link governor for SEND in the summer term.  Page 7 (Item 4) – The cost of Fischer Family Trust (FFT) software is £521 for the year.  Page 8 (Item 10) – Subject links for governors will be discussed at the next governing body meeting in November.  Page 9 (Item 12) – Capital projects – The office refurbishment is on hold, but the other capital works have been completed. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Previous minutes (16.6.21) approved | Res Cttee. |  |

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| **5** | **Finance Report** | | |
| The School business Manager (SBM) presented her report, which was circulated in advance of the meeting for review.  2021-22 Period 6 Budget Monitoring  There have been some changes to the initial revenue budget that was presented to the last committee meeting, which have increased in year expenditure and therefore reduced the projected surplus.   |  |  |  | | --- | --- | --- | | Income | £3,992,394 |  | | Expenditure | £4,250,059 |  | | In year surplus / deficit | £ 257,665 | Deficit | | B/F 2020/21 | £ 355,090 | Surplus | | C/F 2021/22 | £ 97,425 | Surplus |   The SBM advised that without the additional grants and funding provided by the government that the school would be in a deficit position. The COVID-19 related grants are ring-fenced to specific activities and so any underspend on these grants will need to be used next year for the purposes stipulated.  *Q. Are finances still being affected?*  The school is still receiving grants, but some are more difficult to spend due to the requirements and are subject to clawback. The school has spent all the COVID-19 Catch Up funding. The school will report how it will spend the Recovery Premium funding over the next two years. This is paid for all Pupil Premium (PP) eligible pupils. The School Led Tutoring funding is available for 60% of PP eligible pupils in Y1 to Y6 which equates to 93 pupils is subject to clawback if not spent. There is a suggestion that this can be used for before or after school activities.  *Q. Is it possible to use Teaching Assistants (TAs) to deliver some of the interventions funded by these grants?*  Yes but this option would potentially cost more as teachers need to plan the lessons.  The headteacher (HT) and SBM indicated that the funding streams are complicated and hard to manage and although the school will do its utmost to use the funding, there may be some caveats that make this difficult.  *Q. Is it possible to spend the funding on external resources?*  This is one option that is being investigated otherwise the school will look to use its own teachers.  *Q. Will the provision be delivered after school?*  This is a proposal. The school will need to liaise with parents to organise this effectively.  The SBM advised governors that the school has set up cost centres for the funding and expenditure of these grants so it can be tracked and if it is clawed back it will be easier to have sight of the school’s balances.  The SBM advised that there is still an intention by the Department for Education (DfE) to move to a National Funding Formula (NFF) for all schools. This will have an impact as the local authority (LA) currently receive funding linked to deprivation which will be negatively affected under the new formula.  *Q. What are the timescales for when the NFF will be in place?*  This is not completely clear but may be part of the budget in the next 2 years.  Governors approved the Period 6 budget monitoring report and Period 6 budget.  Budget changes  The income estimates were made before Nursery and reception pupils had started and now they are in place. The income has increased in a number of areas including Pupil Premium (increase of £6725) and COVID-19 related grants (increase of £26,927), Out of school care (OSC) and nursery top ups (increase of £18,060).  Expenditure has changed in a few areas.  E01 – Teaching staff – this has reduced by £3575 to cover the actual costs.  E03 – Support staff – this has reduced by £20,219 due to changes to contracts.  The school has streamlined the terms and conditions of the TA staff with a contract from 8am to 4pm which includes inset days, weekly bespoke training and 30 minutes lunch. This change has been voluntary and many of the staff have taken up this offer. Most staff now have 35 hour per week contracts.  E13 – Grounds maintenance – this has increased by £9575 due to additional works – tree work and a new path.  E14 – Cleaning – this has increased by £5000 due to additional costs for COVID-19.  E16 – Energy – an additional £6000 virement has been made due to rising gas costs.  E19 – Learning resources – has increased by £58,927 which is a more accurate reflection of spending requirements. The school has created two cost centres for Recovery funding. Spend in subject areas is being reviewed and there will be more expenditure to meet the needs of a broad and balanced curriculum.  *Q. Has there been a change in subject leads?*  Yes, they are working in groups which is a good way to develop new leaders.  E25 – Catering supplied – has increased by £21,140 to cover increased demand.  E27 – Bought in services – has increased by £94,575 as a reflection of actual costs and to cover TA supply costs for example for one to one support for pupils with education and health care plans (EHCPs).  The net cost of these budget changes was £369,333.  Governors approved the budget changes.  Teacher and support staff supply  There was one supply teacher providing one day’s cover. Supply was being used to provide TA cover for Catch up support, maternity and absence leave. The quality of the supply staff remained high, however it was expensive.  *Q. Can the school employ more TAs?*  It can, but this brings with it an issue about flexibility to meet the needs of the school and pupils.  *Q. What are the options?*  The school could employ more TAs at TA3 level to cover absences, but the costs would need to be reviewed as the school will not be able to afford to employ additional TA3 staff and also use supply.  School meals  The school has returned to the provision of a full menu in the dining hall and the uptake by pupils has increased.  Nursery children have remained in the Nursery and their food has been delivered via hot food trollies. This has been a positive change as a result of the pandemic and is better for the nursery children.  Staff changes  There have been several staff changes:  2 teachers have returned from maternity leave  2 teachers have left after coming to the end of fixed term contracts after covering maternity leaves  1 teacher has commenced maternity leave  1 teacher is about to start maternity leave  2 new teachers on fixed term contracts to cover 2 maternity leaves  1 TA has retired on medical grounds  1 TA is on long term sickness  1 TA is on maternity leave  1 Finance Officer has retired  1 Senior Finance Officer has been appointed  3 New Office Administrators (2 are a job share) have started  1 Lunchtime Organiser (LO) has left  Governors noted the staff changes.  3 Year Budget forecast  The revised 3 year budget forecast was circulated prior to the meeting.   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | **2021-22** |  | **2022-23** |  | **2023-24** |  | | Income | £3,992,394 |  | £3,932,237 |  | £3,947,091 |  | | Expenditure | £4,250,059 |  | £4,139,659 |  | £4,222,151 |  | | In year | £ 257,665 | Deficit | £ 207,422 | Deficit | £ 275,060 | Deficit | | B/F | £ 355,090 | Surplus | £ 97,425 | Surplus | £ 109,997 | Deficit | | Cumulative | £ 97,425 | Surplus | £ 109,997 | Deficit | £ 385,057 | Deficit |   The 2022-23 budget expenditure will reduce to reflect the 2% uplift for teaching staff.  It is difficult to predict future budgets. The budget projections are running with an in year deficit but this is usual.  Governors approved the 3 year budget forecast.  Cash flow forecast  The cash flow is in credit up to the end of the financial year. The cash flow is healthy and there are no concerns.  Governors approved the cash flow forecast.  Spending over £2,000  The spend over £2,000 was circulated in advance of the meeting for information. This spending was for:  Manchester Teaching School Alliance (MTSA) - £2500 for the new service level agreement (SLA) for cluster group membership, access to courses, resources and advice. The school has started to access many courses through the SLA such as subject leader networks.  New Y1 furniture to standardise classrooms costing £4134.  5 year fixed wire testing costing £3786.  Decorator to cover the decorating work over the summer holidays costing £4056.  Premises and Health & Safety  The SBM’s report provided information on the work that has been completed at the school including roof work, pointing of walls and internal decorating of the Annex. A new office has been created in the Cavendish building and the hall floors have been stripped back and treated. In the Rhodes building the kitchen has been repainted and a classroom floor has been repaired by Laing O’Rourke.  *Q. What redress does the school have if issues continue to occur in the Rhodes building?*  Laing O’Rourke have prolonged the warranty period due to the issues.  The LA have undertaken a conditions survey of the whole site, grounds and buildings. This is done every 5 years and helps the council keep a check of the conditions of all its buildings and to prioritise repair works. The survey noted issues related to heating in the new building.  The SBM’s report gave an overview of planned preventative maintenance that has been undertaken. The maintenance has been completed to schedule and the rolling programme of works will continue.  The devolved formula capital (DFC) funding of £11,493.00 has been spent, supported by £87,073.00 from revenue to resurface the playground and refurbish the hall floors.  Asset register  The asset register was circulated prior to the meeting. The school uses the Parago system to provide the asset register and it will be audited at Easter as this was not previously possible due to COVID-19.  *Q. How long will the school have this system?*  It can have the system indefinitely as part of an SLA with Parago.  Benchmarking  A benchmarking report had been circulated prior to the meeting. The SBM explained that previously the school had used the Department for Education (DfE) website but has found that information from the MTSA is more useful as this provides local comparators. The SBM’s observations from the report were:  I01 – The school’s funds delegated by the LA was £425 less per pupil than the cluster average. This was a calculation of Age Weighted Pupil Funding (AWPU) plus deprivation, pupils with low prior attainment, English as an additional language (EAL), Mobility & Minimum funding guarantee.  I08b – Opening up the school’s Out of School Club at the earliest point shows it was able to gain a higher amount of income than the cluster average.  I18a – Coronavirus Job Retention Scheme – the school claimed the highest amount in the cluster. This was as a result of the Out of School Club staff being put on furlough where possible and claiming the grant from the government.  I18b – Exceptional costs due to COVID-19 – the school managed to claim the highest amount here too.  E01 – E07 - The staff percentage against budget is 72% which was positive although it did not take into account the agency staff that deliver 1:1 support which would increase the percentage to 76%.  E14 - The expenditure on both buildings and cleaning were higher in comparison but the school maintains 5 buildings.  E15 – Water & Sewerage, there is a historical issue with billing, and the school is currently in credit with the water company.  E19 – Learning resources spend was lower than the cluster average. The school is currently working on subject leadership and will be spending more in this area and will need to vire amounts into subject areas as the leaders identify resources to spend on. An example is the RE lead has purchased a new scheme of work to use throughout the school.  E26 – The school’s use of supply is very high. It needs to look at the strategies it uses for cover as a whole school. The potential to use TA3 staff to provide cover will be reviewed, but this has not been the culture previously.  Governors noted the contents of the benchmarking report.  There were no further questions and the Chair thanked the SBM for her report. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Period 6 monitoring approved * Period 6 budget approved * Budget changes approved * Cash flow approved | Res. Cttee.  Res. Cttee.  Res. Cttee.  Res. Cttee. |  |

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| **6** | **PE and Sports Grant update** | | |
| A new subject lead has started in the role and so a report will be provided to the next meeting. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Provide PE and Sports grant update | SBM | 19.01.22 |

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| **7** | **Schools Financial Value Statement (SFVS)** | | |
| The SBM provided a verbal update on the SFVS.  The deadline for submission is the 31st March, and the document needs to be completed by governors. It was agreed that the SBM and committee Chair will meet to complete the document. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Meet to complete SFVS | Chair / SBM |  |

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| **8** | **Policies for review** | | | |
| A number of policies had been circulated for review prior to the meeting.  8.1 Scheme of Financial Delegation  *Q. Have there been any changes to the scheme?*  The only changes are the named staff.  Governors approved the Scheme of Financial Delegation.  8.2 Financial Procedures Manual  The only changes to the manual were the names, which had been changed to role titles.  Governors approved the Financial Procedures Manual.  8.3 Health & Safety Policy  The policy had been reviewed and updated with minor changes by the HT and SBM.  There were no queries or amendments and governors approved the policy.  8.4 Premises Management  There were no queries or amendments and governors approved the policy.  8.5 Lettings Policy  There were no changes to the policy.  There were no queries or amendments and governors approved the policy.  8.6 Redundancy Policy & Procedure  This policy had been provided by the school’s HR provider.  There were no queries or amendments and governors approved the policy.  8.7 Flexible Working Request Policy  This policy had been provided by the school’s HR provider.  There were no queries or amendments and governors approved the policy. | | | | |
|  | | **Actions or decisions** | **Owner** | **Timescale** |
|  | | * Scheme of Financial Delegation approved | Res. Cttee. |  |
|  | | * Financial Procedures Manual approved | Res. Cttee. |  |
|  | | * Health & Safety Policy approved | Res. Cttee. |  |
|  | | * Premises Management Policy approved | Res. Cttee. |  |
|  | | * Lettings Policy approved | Res. Cttee. |  |
|  | | * Redundancy Policy & Procedure approved | Res. Cttee. |  |
|  | | * Flexible Working Request Policy approved | Res. Cttee. |  |

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| **9** | **General Data Protection Regulations (GDPR) update** | | |
| A verbal update was provided.  The school now has a Data Protection Officer (DPO) and a Compliance Officer, which has proven to be very useful.  The school has undertaken an audit and staff training will be completed before Christmas. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Undertake staff GDPR training | HT / SBM |  |

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| **10** | **Staffing update** | | |
| The SBM provided a report on staff absence which has become available due to the new system in use. The report also provided information on the costs of absences.  The attendance rates for the last six months were:  Teachers 96.26%  Support staff 88.9%  Administration staff 96.84%  *Q. Is there an issue with staff absence at the school?*  There is a cultural issue to be addressed and the new system will be shared with staff as it will make them more aware of absence. This will be shared with staff and discussed at a staff meeting. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **12** | **Any Other Business** | | |
| There was no other business. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **Date and time of next meeting:** | **19th January 2022 @ 5.30pm** |