



DRINGHOUSES PRIMARY SCHOOL

Minutes of the Resources Committee Meeting (virtual)

held on Wednesday 6th July 2022 at 9.00am

Present: Ben Sutton (Headteacher) Matt Boxall (Chair)
Claire Neal (SBM) Angela Hatton
Ros Roberts Natalie Wong
Mike Hay (*until 9.37am*)

In Attendance: Dawn Gledhill (Peripatetic Bursar)
Barbara Kybett (Clerk)

		Action						
1.	<p>Welcome, Apologies for Absence, Consents and Declarations of Interest</p> <p>The Chair welcomed everyone to the meeting. Apologies were received, with consent, from Claire Scott-South.</p> <p>Mike Hay indicated that he needed to leave the meeting at around 9.30am.</p> <p>There were no declarations of interest.</p>							
2.	<p>Minutes of the meeting held 4th May 2022, matters arising and action plan (two sets)</p> <p>Previously distributed.</p> <p>Governors were in agreement that the main and confidential minutes of the last meeting were a true and accurate record, and they were duly approved.</p> <p>There were no matters arising from the minutes.</p> <p>Action Points</p> <table><tr><th colspan="2">Action</th><th>Status</th></tr><tr><td>1.</td><td>Organise letters of thanks from pupils whose classes have been repainted</td><td>Complete</td></tr></table>	Action		Status	1.	Organise letters of thanks from pupils whose classes have been repainted	Complete	
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1.	Organise letters of thanks from pupils whose classes have been repainted	Complete						
3.	<p>Budget Monitoring</p> <p>Previously distributed</p> <p>The Bursar referred to her previously distributed papers and noted that she had highlighted the variances to the budget and had added an explanatory narrative. She reported that revenue reserves of £176k had been carried forward from 2021/22. At this time, an in-year deficit of £47k was forecast which was an improvement of £30k since the Start budget was approved. The Bursar explained that this was principally due to increased income from Pupil Premium being received, the figure for which had had not been</p>							

	<p>available for the Start budget. The Bursar gave details of other, smaller, variances.</p> <p>The Bursar also summarised the capital budget in her report and noted that there had been an increase in capital expenditure of about £10k. She outlined some of the renovations which were likely to be needed to the school building during the year and how she was proposing to assign funds for the work. A governor asked what the threshold was for capitalising revenue funds. The Bursar explained that this was determined by whether the spending would be for the purchasing of tangible assets, for example, fixtures & fittings, equipment, plant, renovations to the fabric of the building, and could possibly be as little as £5k. The Bursar assured governors that there was a healthy capital budget to cover any necessary work.</p> <p>Governors thanked the Bursar for her work on the budget and for her clear explanations.</p>	
4.	<p>Catering Update Previously distributed</p> <p>The SBM had previously distributed the latest monitoring report and advised that uptake of school meals was still good. She reported that the cost of ingredients was rising but she would make every effort to avoid passing this increase on to families. In the autumn term, she would investigate changing menus to avoid using more expensive ingredients. It was noted that menus were set several weeks in advance, but orders were made much closer to the time they were needed, which allowed for some flexibility in food choices.</p> <p>The Chair congratulated the catering team on the score of 98% for the Covid 19 kitchen health check.</p> <p>There was some discussion on how recipes would be recorded to ensure that they could be followed if the catering manager was not present, to ensure that information on potential allergens was communicated appropriately.</p> <p>In terms of the kitchen analysis, the SBM reported that there had already been steps to change the menu to take account of the increase in some ingredients, so that there was no extra cost to pass on to parents. Governors supported this approach.</p>	
5.	<p>Premises and Capital Plan Update Previously distributed</p> <p>The SBM reported that there had been a Premises Inspection in June which had been very successful. She gave details of the small issues which had been identified. Governors congratulated the SBM and her team on the consistently good outcomes from external inspections. The Headteacher agreed and noted that this was recognised by inspectors as well.</p> <p>The SBM referred to the previously distributed quote for work on the toilet blocks – a discount had been secured as two would be renovated at the same time. She advised that it was essential that this work was carried out in the summer, and the work could not wait for potential funding from CYC next year. The Headteacher advised that the Out of School Club also used the toilets and that he and the SBM were meeting regularly with the Club's staff and trustees to ensure that that school's facilities were used appropriately.</p> <p>Finally, the SBM referred to the previously distributed contract with JMark who would be</p>	

	<p>replacing the windows and also working on other projects over the summer.</p> <p>The Chair noted that the SLT were always responsive to feedback and acted promptly on it. He observed that there might be opportunity to report on the actions which had been taken.</p>	
6.	<p>Staffing Update - verbal update</p> <p>The Headteacher advised that there was no further update at this point on the matter raised in the confidential minute.</p> <p><i>(Mike Hay left the meeting at 9.37am)</i></p> <p>The SBM advised that the school was actively recruiting for a cleaning team to bring the service in house. There had been some response but the advert period had been extended for another two weeks. She noted that the hourly payment might prove a barrier to recruitment. She also reported that:</p> <ul style="list-style-type: none"> • two MSAs had been recruited. • one member of staff was on long term sickness absence • a maternity leave cover was coming to an end and the SBM provided further details. <p>A governor asked how the long term absence was being covered and what impact it was having on other staff. The SBM responded that the absence was having an impact and explained how cover was being managed. It was difficult to recruit agency staff when the period of employment was uncertain. The SBM observed that the absence was affecting morale in the team; in response to a question, the SBM outlined some of the ways in which current staff were being supported.</p>	
7.	<p>Policy Review</p> <p>There were no policies to review.</p>	
8.	<p>Any Other Business</p> <p>Previously distributed</p> <p><u>Certificate of delegated authority for 2022-23</u></p> <p>The SBM explained that she had sought advice from the CYC School Business team regarding delegated authority limits and had been advised that the school's were very low which was impacting on the efficient payment of invoices. She therefore proposed to raise the levels, as detailed in the Certificate, and asked for governors' approval. A governor raised a query about the limit of the SBMs authority. Governors agreed that it should be raised to the same level as the Deputy and Assistant Headteacher, given her position of responsibility in the SLT.</p> <p>With these amendments, the Certificate was recommended to the FGB for approval.</p> <p>Governors discussed the start time of the meeting and it was agreed that 9am still suited most Committee members. It would however be kept under review.</p>	<p>Agenda - FGB</p>
9.	<p>Determination of Confidential Items</p> <p>There were no items recorded as a confidential item.</p>	

10.	Dates and time of next meeting: <ul style="list-style-type: none"> 23rd November 2022 at 9.00am 	
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The meeting closed at 9.55 am

Matt Boxall (Chair)

Date

DRINGHOUSES PRIMARY SCHOOL
Action Plan following the Meeting of the Resources Committee
held on Wednesday 6th May 2022

Action	Item	Responsible	Timescale
1.			

Items for next FGB:

- Approval of Certificate of Delegated Authority 2022-23

Items for next Resources Committee:

Items for other Committees: