



DRINGHOUSES PRIMARY SCHOOL

Minutes of the Resources Committee Meeting (virtual)

held on Wednesday 18th January 2023 at 9.00am, via Zoom

Present: Ben Sutton (Headteacher) Ros Roberts
 Claire Neal (SBM) Natalie Wong
 Mike Hay (Cover Chair) Claire Scott-South

In Dawn Gledhill (Peripatetic Bursar)
Attendance: Barbara Kybett (Cover 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 Matt Boxall. Mike Hay confirmed that he had agreed to chair the meeting in Matt's absence.</p> <p>Natalie Wong advised that she would need to leave the meeting at 10am.</p> <p>There were no declarations of interest.</p>										
2.	<p>Election of Committee Chair</p> <p>Matt Boxall was formally elected as Committee Chair for the academic year 2022/23.</p>										
3.	<p>Minutes of the meeting held 23rd November 2022, matters arising and action plan.</p> <p>Previously distributed.</p> <p>Governors agreed that the 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 border="1"> <thead> <tr> <th>Action</th><th>Person(s) responsible</th><th>Status</th></tr> </thead> <tbody> <tr> <td>1. Review staffing for Start Budget</td><td>CN / DG</td><td>Carried forward</td></tr> <tr> <td>2. Analysis of school meal take-up</td><td>CN</td><td>Carried forward</td></tr> </tbody> </table> <p>With reference to Action Point 1, the Bursar advised that discussions were ongoing.</p>	Action	Person(s) responsible	Status	1. Review staffing for Start Budget	CN / DG	Carried forward	2. Analysis of school meal take-up	CN	Carried forward	
Action	Person(s) responsible	Status									
1. Review staffing for Start Budget	CN / DG	Carried forward									
2. Analysis of school meal take-up	CN	Carried forward									

	With reference to Action Point 2, the SBM noted that the take up of school meals was good and she would provide detailed information at the next meeting.	
4.	<p>Budget Monitoring Previously distributed.</p> <p>Referring to her previously distributed report, the Bursar advised that the projected in-year deficit had increased, although it was possible that this might be offset by year end. The budget had been impacted by staff sickness absence although there had been some cost savings in other areas. There had been an increase in the cost of learning resources, the new website start-up, and of the repairs which had been discussed at the last meeting. These inflationary pressures had resulted in an increase of £20k to the forecast in-year deficit.</p> <p>The Bursar advised that the capital expenditure budget had been increased by a grant from central government given to all schools to fund energy saving projects. The Bursar reported that the guidelines for the spending of this grant were slightly unclear, but she understood that it could be carried forward into the next financial year.</p> <p>The SBM noted that the LA had arranged visits for energy consultants to complete surveys on the school, so it could be that there was a central plan for the use of the grant.</p> <p>A governor asked how much the additional grant amounted to. The Bursar responded that the school had received £16k, the other increase in the capital budget being an increased contribution from the LA to capital costs, which was more than expected. In response to a governor's question, the Bursar agreed that it would be difficult to spend the government grant before year end – it appeared from the guidance that the grant could be added to devolved capital which was not ringfenced.</p> <p>The Chair asked if there had any discussion on installing solar panels. The SBM responded that the energy consultant had confirmed that the school buildings might be suitable – she was awaiting the report.</p> <p>A governor noted that energy efficiency projects should be included in the list of planned works.</p> <p>A governor asked what response there should be to the forecast in-year deficits. The Bursar explained that it had been difficult to estimate the effect of inflation, but increased costs would be incorporated into the Start budget. She was of the view that, given the challenging outlook, there would be funding made available to schools in future years. She was not unduly concerned given the level of reserves, but it was clear that the budget would need to be carefully monitored to ensure that necessary expenditure was covered, with a "wish list" for any funds remaining. The Bursar agreed with the Chair that the position might be clearer at the next meeting, when the Start budget was set.</p> <p>The Chair summarised that the financial situation was challenging but there were currently no red flags.</p>	
5.	<p>Schools Financial Value Standard Previously distributed</p> <p>The SBM referred first to the self-assessment dashboard noting that it was based on data</p>	

	<p>from 2021/22. She cautioned that green ratings in the dashboard might look less positive if they were based on current data.</p> <p>Referring to the Schools Financial Value Standard (SFVS), the SBM outlined the changes from last year which had been made following advice from the LA. She advised that it was now recommended that financial data was presented to governors six times per year. She was of the view, and governors agreed, that the current financial reporting cycle was sufficient, given that the budget was healthy and stable. Further governor meetings could be scheduled if there were any concerns.</p> <p>Governors agreed that the SFVS was very thorough and recommended it to the FGB for approval.</p> <p>The Bursar highlighted a new focus on related party transactions and the requirement to complete a form for submission to the LA. Governors noted this form, which was a nil return.</p>	<p>Agenda - FGB</p>
6.	<p>Catering Update Previously distributed</p> <p>The SBM had previously distributed an analysis of catering income and expenditure. She highlighted the rise in food costs and advised that efforts were being made to source cheaper, but still quality, ingredients. She reported that school meal uptake was very good and feedback from pupils and parents was very positive. There had been fluctuations in staffing costs due to backdated pay awards and sickness pay. The SBM expected to record an overspend at year end as inflation and pay awards had not been factored into the original forecasts. She noted that this was the third year of the in-house catering service which had been very successful.</p> <p>In response to a question, the SBM advised that the overspend was likely to be c£7k. It was possible that school meal prices might need to rise but she would make every effort to avoid this action.</p> <p>A governor asked if anything could be done to increase uptake of school meals in older year groups and whether success in other schools could be used. The SBM was not aware of particular strategies in other schools but underlined that school meal uptake was very good compared to other schools in the city.</p> <p>Governors recognised the success of the in-house catering service and the SBM's work in enabling this.</p>	
7.	<p>Premises and Capital Plan update Previously distributed.</p> <p>The SBM advised that the premises and capital plan had been scaled back significantly due to rising costs in other areas. She provided a brief verbal summary of her previously distributed paper which detailed proactive repairs and maintenance of the site. She shared some initial thoughts on the installation of solar panels.</p> <p>It was noted that the school benefited from the work of parent volunteers in general refurbishment and that this was covered by insurance.</p>	

	<p>A governor highlighted that the planned repair of windows in the EYFS unit had been upgraded to replacement. The SBM confirmed that the windows were in too poor a state for repair. It was noted that the energy efficiency grant could possibly be used to fund this work.</p>	
8.	<p>Staffing update – verbal</p> <p>The SBM provided an update on forthcoming maternity leaves and a continuing long term sickness absence.</p> <p>The Headteacher advised that maternity leaves were usually covered internally but an issue had arisen with long serving part-time staff contracts, where staff were working set “implied” days which it was not easy to change. He explained that the school would look to review these contracts to increase flexibility and to bring them in line with staff on newer contracts. In response to a question, the Headteacher confirmed the school was following HR advice and there were not likely to be any issues with the staff members concerned. A consultation process would take place. Governors agreed the Headteacher would need to work with staff for the best outcomes for the school.</p>	
9.	<p>Policy Review Previously distributed.</p> <p>It was noted that changes to the policies, which were tracked, were minimal.</p> <p>A governor suggested that Health & Safety Policy and the Supporting Pupils with Medical Conditions Policy should be reviewed by the appropriate link governors. It was agreed that the policies could be approved for use by the school, and sent to link governors for comment after the meeting.</p> <p>7.1 Allergens Policy Governors approved the Allergens Policy.</p> <p>7.2 Supporting Pupils with Medical Conditions Governors approved the Supporting Pupils with Medical Conditions Policy.</p> <p>7.3 Health and Safety statement of intent and Policy Governors approved the Health and Safety statement of intent and Policy.</p> <p>7.4 Equality information and Objectives Policy Governors approved the Equality information and Objectives Policy.</p>	
10.	<p>Any Other Business There was no other business.</p>	
11.	<p>Determination of Confidential Items There were no items recorded as a confidential item.</p>	
12.	<p>Dates and time of next meeting: - 26th April 2023 at 9am.</p>	

The meeting closed at 9.55am.

These minutes were approved at the Resources Committee on 26th April 2023.

DRINGHOUSES PRIMARY SCHOOL
Action Plan following the Meeting of the Resources Committee
held on Wednesday 18th January 2023

Action		Item	Person(s) responsible	Timescale
1.	Review staffing for Start Budget	3	CN / DG	April/May
2.	Analysis of school meal take-up	3	CN	April/May

Items for next FGB:

- SFVS – for approval

Items for next Resources Committee:

Items for other Committees: