

Dringhouses Primary School

Resources Committee

DRAFT Minute of meeting held online

Wednesday 23 November 2022

Present: Matt Boxall, Claire Neal, Ros Roberts

In attendance: Dawn Gledhill

| | | Action |
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| 1 | Welcome, apologies for absence, consents and declaration of interest The Chair welcomed everyone to the meeting. Apologies were received with consent from Mike Hay, Claire Scott South, Ben Sutton and Natalie Wong. There were no declarations of interest. | |
| 2 | Minutes of the meeting held 6.7.22, matters arising and action points Previously distributed. Governors were in agreement that the main minutes of the last meeting were a true and accurate record, and they were duly approved. There were no matters arising from the minutes. There were no action points to consider. | |
| 3 | Budget monitoring Previously distributed. It was noted that the School is £5k down on predicted outturn, due to a number of small factors. A governor questioned whether this was a cause for concern, but the Bursar confirmed that it wasn't. A governor also questioned whether the figures included any cost saving from reduced clerking from the Council. At this stage, this hasn't been included. Future years are showing much more of a deficit, largely due to staffing where there is currently an additional 0.6FTE showing. There is a piece of work for School to do around staffing needs, balancing the financial situation, children and staff needs, and the school development plan. This will be reviewing as part of Start Budget in April/May. | Claire Neal / Dawn Gledhill |
| 4 | Catering update Currently there is an overspend due to rising costs, and the meal price to families has not been increased. School plan is to review as part of Start Budget. It was noted that meal uptake is on an upward trend - currently 200+/day - and the School Business Manager wishes to do a deeper analysis to better predict future need. | Claire Neal |

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| | <p>It was noted that a catering inspection happened last week, with a score of 97%. The formal report is yet to be received.</p> <p>A governor questioned the higher staff costs in October 22. It was explained that this was due to a one-off back-pay amount.</p> <p>The end of year financial position is hard to predict as costs may increase further, but likely to be around £5k overspent.</p> | |
| 5 | <p>Premises and Capital Plan update Previously distributed.</p> <p>On capital expenditure, it was noted that the planned £60k spend had been completed, largely on toilet refurbishment and provision of a SEN office.</p> | |
| 6 | <p>Staffing updates A verbal update was received from Claire Neal.</p> <p>One member of staff is due to return from maternity leave in January at 0.6FTE, and the 0.4FTE job share partner is already appointed.</p> <p>One member of the catering team has been on long term sickness absence since April. The role is now being covered by a fixed term contract. The school is working with the individual, HR and the Union, in line with the attendance management policy.</p> <p>There are two vacancies in the MSA team.</p> <p>There are three vacancies in the cleaning team, meaning that all cleaning is still contracted out. It was noted that it is incredibly difficult to recruit for these roles (and the MSA) as the pay rate, as set by the Council, is not competitive compared to agency working.</p> | |
| 6 | <p>Policy Review The following policies were all approved and adopted:</p> <ul style="list-style-type: none"> ● Capability Policy 2022 ● Children with Additional Health Needs Attendance Policy 2022 ● NQT Induction Policy 2022 ● First Aid Policy ● Protection of Biometric Information Policy ● School Emergency Plan 2022 | |
| 7 | <p>Any Other Business There was none.</p> | |
| 8 | <p>Determination of Confidential Items A discussion under item 6 is recorded as a confidential item.</p> | |
| 9 | <p>Date and time of next meeting 18th January 2023, 8.45am</p> | |

DRINGHOUSES PRIMARY SCHOOL
Action Plan following the Meeting of the Resources Committee
held on Wednesday 23rd November 2022

| Action | Item | Responsible | Timescale |
|--------|----------------------------------|-------------|-----------|
| 3 | Review staffing for Start Budget | CN/DG | April/May |
| 4 | Analysis of school meal take-up | CN | April/May |

Items for next FGB:

Items for next Resources Committee:

Items for other Committees: