



DRINGHOUSES PRIMARY SCHOOL

Minutes of the Resources Committee Meeting (virtual)

held on Wednesday 27th September 2023 at 9.00am, via Zoom

Present: Ben Sutton (Headteacher) Ros Roberts
Claire Neal (SBM) Natalie Wong *from 9.10am*
Matt Boxall (Committee Chair) Claire Scott-South
Mike Hay

In Attendance: Dawn Gledhill (Peripatetic Bursar) *until 9.36am*
Lesley Irving (Clerk)

		Action						
1.	Welcome, Apologies for Absence, Consents and Declarations of Interest The Chair welcomed everyone to the meeting. Kara Byworth was absent, all other Committee members were present. There were no declarations of interest.							
2.	Election of Committee Chair Governors unanimously agreed to elect Matt Boxall as Committee Chair, until the first meeting of the next academic year.							
3.	Minutes of the meeting held 5th July 2023, matters arising and action plan - previously distributed. Governors agreed that the minutes of the last meeting were a true and accurate record, and they were duly approved. Action Points (carried forward from the last meeting) <table><tr><th>Action</th><th>Person(s) responsible</th><th>Status</th></tr><tr><td>1. School Business Manager (SBM) to review final catering survey results and feedback at the next Resources Committee.</td><td>SBM</td><td>Completed.</td></tr></table> Matters arising In relation to action point one, a governor noted that the previously distributed analysis of school meals mentioned the first names of children. Action: SBM to remove names of children from school meal analysis.	Action	Person(s) responsible	Status	1. School Business Manager (SBM) to review final catering survey results and feedback at the next Resources Committee.	SBM	Completed.	SBM
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	<p>The SBM explained that she had shared results from a whole school survey of school meals, with governors. She highlighted the following:</p> <ul style="list-style-type: none"> • Children seemed to be quite happy with meals. • Issues with queuing and behaviour were not reflected in the survey results. • On the whole, children were happy with portion sizes, and advice from City Of York Council (CYC) was that the school could not differentiate size of meals between Early Years and Key Stage 2, as a different pricing structure would be needed. • Feedback had been fed into the autumn term menu and uptake seemed good; nearly all children now opted for a hot meal. <p><i>A governor questioned why there could not be different portion sizes for Key Stage 1 pupils, as Key Stage 1 children received free school meals. The SBM responded that she would raise this query with CYC.</i></p> <p><i>A governor noted that 30% of pupils had been unhappy with portion sizes however pointed out that the main issue in the survey related to queuing. He also raised concerns regarding the robustness of the control of food allergens via the coloured wrist band system in school. The SBM explained that changes had been implemented to reduce queues and that all children with allergies were known by staff and that stringent controls were in place in the kitchen. She noted that they would look into giving wrist bands to pupils as they entered the hall, if staffing allowed.</i></p> <p><i>Natalie Wong joined the meeting at 9.10am.</i></p> <p>Governors agreed that the SBM had reviewed the analysis in detail, improvements had been made and were happy that she progressed follow up actions outside of the Committee's scrutiny. The SBM advised that she would conduct a further analysis next year.</p>	
4.	<p>Committee Terms of Reference – previously distributed.</p> <p>Governors agreed that the Committee's Terms of Reference did not need to be changed and that these should be recommended to the FGB for approval.</p>	FGB
5.	<p>Budget monitoring – previously distributed.</p> <p>The Peripatetic Bursar referred to the previously distributed reports, noting that some documents had been shared via email due to a technical issue with Decision Time.</p> <p>Referring governors to the CFR Level Report, the Peripatetic Bursar advised that this showed the updated position at period five and noted the following:</p> <ul style="list-style-type: none"> • Some staffing hours had been extracted however these hours were still needed by the school, therefore the budget would need to be updated. • The budget showed an in-year deficit revenue balance of £67,691; which would increase the deficit position agreed at the start budget, by approximately £30k. • Although there had been some increases in one-off additional funding, expenditure had increased. The Peripatetic Bursar explained this included £40k relating to staffing costs, £10k in respect of new flooring; which income would fund, plus additional packages for some pupils which would be Pupil Premium funded. 	

	<p><i>A governor questioned whether the school had sufficient income to fund the new flooring and additional packages for some pupils.</i> The Peripatetic Bursar confirmed that the flooring and pupil packages would be funded, but not all of the required staffing hours. She noted that the start budget should have included a higher deficit, of £60k, as opposed to £30k.</p> <p><i>A governor asked why there had been an increase in staffing hours.</i> The Peripatetic Bursar responded that 0.5 teaching hours had been removed from the budget as a member of staff had left the school, and a Teaching Assistant 2 (TA2) had been replaced by a Teaching Assistant 4 (TA4). In addition, there had been an increase in catering hours and an additional 0.6 hours to cover some Senior Leadership Team (SLT) time, which she had not been aware of at the start budget. The Peripatetic Bursar confirmed that the additional staffing hours totalled £40k.</p> <p><i>A governor stated that the start budget and staffing profile had been agreed with governors and questioned why staffing hours had changed when there was no budget for these.</i> The Peripatetic Bursar responded that reserves were in place and that she was advising governors now that those hours were needed.</p> <p><i>A governor noted that there had been a significant increase in expenditure and teaching hours, which had not been identified since the last meeting in summer.</i> The Peripatetic Bursar replied that a lack of time may have contributed, when the start budget was produced in April 2022, and that they had thought that they would be able to manage on the agreed budget.</p> <p><i>A governor questioned what the process was to ensure additional hours could be budgeted for.</i> The Peripatetic Bursar explained that additional staffing hours would be funded using reserves; confirming that the financial reports showed that reserves were sufficient to cover those extra elements of staffing.</p> <p><i>A governor noted that the Committee Terms of Reference stated that teacher appointments and any changes of establishment should be reviewed by the Committee, before being implemented.</i> A governor responded that this may not always be feasible, but perhaps the Headteacher should consult with the Chair of the Resources Committee.</p> <p>The Headteacher confirmed that a full staffing list, financial implications and the proposal for next year would be shared with governors ahead of the next Committee meeting. The Deputy Headteacher advised that future recruitment would link to the needs of the school and children however they would also consider what this looked like financially and how this would be managed.</p> <p>Governors agreed that the Committee needed to participate in such conversations and be factored into the process, in future.</p>	
6.	<p>Budget modelling scenarios – previously distributed.</p> <p>The Peripatetic Bursar confirmed that various options concerning the appointment of an interim Headteacher had been modelled, which had been shared with governors via email. She explained that the scenarios showed the impact of the various modelling scenarios to year five, however noted that reporting to City Of York Council (CYC) was based on a 3 year cycle.</p> <p>The Peripatetic Bursar gave an overview of each option to governors, highlighting the</p>	

	<p>various staffing levels and the effect on the school's reserves in each scenario. She explained that within the scenarios, she had proposed that Planning, Preparation and Assessment (PPA) would be covered by an in-house teacher, which would result in cost savings.</p> <p>Governors discussed the various scenarios modelled and agreed that Option 2 would be the preferred option.</p> <p><i>A governor noted that the scenarios had been modelled based on the financial year however the academic year would begin in September.</i></p> <p><i>Dawn Gledhill (Peripatetic Bursar) left the meeting at 9.36am.</i></p> <p><i>A governor questioned whether Option 2 included PPA cover provided by an in-house teacher. Governors agreed that this should be included. The SBM confirmed that they would revise the modelling to show this and factor in that the interim arrangements would be in place until the end of the summer term in 2024.</i></p> <p>Action: SBM to work with Peripatetic Bursar to re-work the financial modelling to include PPA cover provided by an in-house teacher.</p> <p><i>A governor queried whether modelling took pay awards into consideration and any likely government funding to cover these. The SBM confirmed that they had incorporated the pay awards known currently, however noted that these would not be fully funded.</i></p> <p><i>A governor raised concerns that the budget was still not sustainable; all of the options showed a deficit in year five.</i></p> <p>The Headteacher explained that schools unable to balance budgets in year three had been invited to have supportive discussions with CYC. He advised that the SLT had discussed what various options could look like, logistically.</p> <p>The Deputy Head confirmed that options to cover SLT absence in class internally had been reviewed and they could see what this structure and timetable would look like. The Headteacher added that it would be a different outlook in terms of the school's music offering.</p> <p>In response to a question from the Clerk, the SBM confirmed that Headteacher recruitment costs and Individual School Range review and approval costs had not been incorporated within the scenarios.</p>	SBM / DG
7.	<p>Catering update – <i>previously distributed: School Meals Advisory Report, Kitchen Analysis spreadsheet.</i></p> <p>The SBM noted that there had been a small overspend however prices would reduce from September and the uptake of school meals seemed to be static, so she hoped to see a positive impact on the catering budget.</p> <p>The SBM explained that the school had achieved a good pass mark on the advisory report and confirmed that all actions had been rectified.</p>	

8.	<p>Premises and Capital Plan update - <i>previously distributed: Solar for Schools Brochure, Dringhouses Primary School Proactive Repairs and Maintenance Schedule 2023-24.</i></p> <p>The SBM explained that new flooring and some new carpets had been fitted over the summer break.</p> <p>She advised that she had enquired with CYC regarding replacing a window in Class 9. This was a large window and would be expensive to replace, however she hoped that the £16k of capital funds could be used and that CYC would contribute towards the cost.</p> <p>Referring governors to the previously distributed Solar for Schools Brochure, the SBM explained that this was a free scheme; installation and upkeep would not cost the school anything. Governors agreed that it would be worthwhile to pursue this.</p> <p>Action: SBM to provide a Solar for Schools update at the next meeting.</p>	SBM
9.	<p>Staffing update</p> <p>The Headteacher noted that staffing had been discussed earlier in the meeting and confirmed that he would keep the Committee updated about any further impacts or considerations.</p>	
10.	<p>Policy review</p> <p>The Clerk confirmed that the following Local Authority adopted Policies, which did not require governor approval, had been reviewed:</p> <ul style="list-style-type: none"> ○ Leave & Absence Policy ○ Attendance Policy ○ Maternity Leave Policy ○ Flexible Working Policy <p>Policies for approval – <i>previously distributed.</i></p> <p>The Clerk explained that the following Policies required governor approval:</p> <ul style="list-style-type: none"> ○ Emergency Plan ○ Educational Visits Policy (NYCC adopted) <p>Governors noted that the Emergency Plan and other Policies would need to be updated when the Headteacher left the school.</p> <p>Governors approved the Emergency Plan and Educational Visits Policy.</p>	
11.	<p>Any Other Business</p> <p>There were no items raised under Any Other Business.</p>	
12.	<p>Determination of Confidential Items</p> <p>The Clerk explained that confidential matters had been discussed under agenda item six and confirmed that she would ensure no matters of confidentiality were included within the minutes.</p>	
13.	<p>Dates and time of next meeting:</p> <p>Wednesday 22nd November 2023 at 9am.</p>	

The meeting closed at 10.07am.

These minutes were approved at the Resources Committee on 22nd November 2023.

DRINGHOUSES PRIMARY SCHOOL
Action Plan following the Meeting of the Resources Committee
held on Wednesday 27th September 2023

Action		Item	Person(s) responsible	Timescale
1.	SBM to remove names of children from school meal analysis.	3.1	SBM	4 th October 2023
2.	SBM to work with Peripatetic Bursar to re-work the financial modelling to include PPA cover provided by an in-house teacher.	6	SBM / Dawn Gledhill	14 th November 2023
3.	SBM to provide a Solar for Schools update at the next meeting.	8	SBM	22 nd November 2023

Items for next meeting:

Items for FGB:

Approval of Terms of Reference