



DRINGHOUSES PRIMARY SCHOOL

Minutes of the Resources Committee Meeting (virtual)

held on Wednesday 22nd November 2023 at 9.00am, via Zoom

Present: Ben Sutton (Headteacher) *from 9.37am* Ros Roberts
 Claire Neal (SBM) Claire Scott-South
 Matt Boxall (Committee Chair) Mike Hay

In Dawn Gledhill (Peripatetic Bursar)

Attendance: Lesley Irving (Clerk)

		Action												
1.	<p>Welcome, Apologies for Absence, Consents and Declarations of Interest</p> <p>The Chair welcomed everyone to the meeting. Apologies for absence were received, with consent from Natalie Wong. Kara Byworth was absent.</p> <p>The Headteacher was delayed joining the meeting as he was dealing with an issue in school.</p> <p>There were no declarations of interest.</p>													
2.	<p>Minutes of the meeting held 27th September 2023, matters arising and action plan. - 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 (carried forward from the last meeting)</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Person(s) responsible</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1. School Business Manager (SBM) to remove names of children from school meal analysis.</td> <td>SBM</td> <td>Completed.</td> </tr> <tr> <td>2. SBM to work with Peripatetic Bursar to re-work the financial modelling to include PPA cover provided by an in-house teacher.</td> <td>SBM / Dawn Gledhill</td> <td>Completed.</td> </tr> <tr> <td>3. SBM to provide a Solar for</td> <td>SBM</td> <td>The SBM confirmed that the site</td> </tr> </tbody> </table>	Action	Person(s) responsible	Status	1. School Business Manager (SBM) to remove names of children from school meal analysis.	SBM	Completed.	2. SBM to work with Peripatetic Bursar to re-work the financial modelling to include PPA cover provided by an in-house teacher.	SBM / Dawn Gledhill	Completed.	3. SBM to provide a Solar for	SBM	The SBM confirmed that the site	
Action	Person(s) responsible	Status												
1. School Business Manager (SBM) to remove names of children from school meal analysis.	SBM	Completed.												
2. SBM to work with Peripatetic Bursar to re-work the financial modelling to include PPA cover provided by an in-house teacher.	SBM / Dawn Gledhill	Completed.												
3. SBM to provide a Solar for	SBM	The SBM confirmed that the site												

	Schools update at the next meeting.	had been assessed, and that plans were with City Of York Council (CYC) for approval. She confirmed that this would be entirely cost free to school.		
3.	<p>Budget monitoring – previously distributed.</p> <p>The Peripatetic Bursar referred governors to the Budget Monitoring Report for period 6 of the financial year. She noted that various categories of income expenditure, together with higher level summaries, had summarised within the CFR Level Report and that this report showed the new budget forecast for 31st March 2024.</p> <p>The Peripatetic Bursar noted that there had been an increase in the Capital funds deficit; from £8k to £14-£15k by 31st March, due to extra spending on floor coverings in school. She also explained that there had been an increase of around £5k in the in-year deficit; from £39k to £45k.</p> <p>Explaining that the Variances Report showed comparisons of the revised budget versus the agreed start budget, the Peripatetic Bursar advised that the main variance related to income. She explained that £15k had been received from the Department for Education (DfE) to cover the extra 3.35% teacher pay award. At start budget, 3% had been budgeted for teacher pay awards; the school had paid the additional cost of these, which had been offset by the grant received.</p> <p>The Peripatetic Bursar highlighted a further variance, relating to two pupils whom attracted £7k in Special Educational Needs (SEN) funding and noted that contributions from Aviva and Friends of Dringhouses School covered decking and other buildings projects around the school.</p> <p>The Peripatetic Bursar confirmed that in addition to teacher pay increases, there had been support staff changes. Play Workers were now in place instead of Midday Supervisory Assistants (MSAs), which showed as an increased spend, however there was a compensating underspend in other staffing budgets. The Peripatetic Bursar noted that the cost of some of the additional hours required to support a child with SEN needs should be funded by the Virtual School.</p> <p>The Peripatetic Bursar explained that the cost of the new sensory garden and decking would be covered by additional contributions.</p> <p>Referring to energy usage, the Peripatetic Bursar advised that gas usage seemed to be lower than originally anticipated; indicating a saving of £12k, however noted that an agency supply overspend of the same amount was predicted.</p> <p><i>In response to a question from a governor, the Peripatetic Bursar confirmed that the budget position had worsened by around £6k since the start budget was produced. She explained that there were increases and decreases noted throughout the reports noting that within Learning Resources there was potentially a £6k overspend, however not all Pupil Premium funding had been received.</i></p> <p><i>A governor pointed out that staff absence seemed high and queried whether this was long or short term absence. The SBM explained that a member of kitchen staff had recently gone on long term sick, which was being backfilled by agency staff, and that others</i></p>			

absences were shorter term illnesses. She advised that the school utilised Higher Level Teaching Assistants to provide cover, wherever possible.

The Peripatetic Bursar stated that she felt there was a strain on staff currently and that she could provide a breakdown of supply costs.

A governor questioned whether the level of staff absence was higher than usual; whether more staff were absent or was this costing the school more. It was agreed that analysis of sickness absence and the cost of this should be reviewed at the FGB.

The SBM confirmed that the cost of a supply teacher had increased from £189 to £196 since last year.

The Deputy Headteacher explained that the recent staff survey feedback had been very positive, however the increase in pupils requiring SEN support and the lack of support available externally had put a strain on school staff. She advised that there had been a lot of instances of staff sickness, which they had covered in school where possible. She went on to say that although she felt that morale was still good, they needed to keep supporting staff as best they could.

A brief discussion followed regarding flu vaccinations, which the SBM confirmed were offered to all staff.

The Peripatetic Bursar explained that the third report set out the revised budget for 2023/24 through to 2025/26. She advised that the biggest variances related to budget income on delegated funds, for which they anticipated an increase in respect of pay uplifts.

Noting that there had been numerous 'one off' income and expenditure in 2023/24; relating to buildings, staff awards and increments, the Peripatetic Bursar confirmed that a deficit of £60k was predicted in 2024/25, increasing to £103/£104k in 2025/26. She noted that the budget had been based on the agreed interim arrangements within the Senior Leadership Team (SLT), with cover provided by an in-house teacher for two days per week, and that the staffing model would then revert back to three SLT members thereafter.

In response to a governor query, the Deputy Headteacher explained that the staffing arrangements had been confirmed, and that in-house teachers would cover her classes whilst she undertook the Interim Headteacher role.

A governor noted that buildings costs seemed to decrease in future years. The Peripatetic Bursar explained that this was because there had been one-off expenditure this year, for decking and the sensory garden.

A governor noted that costs for catering and supply teachers had been reduced within the budget. The Peripatetic Bursar responded that she hoped that the current increased sickness absence would be a one-off, that year.

Ben Sutton (Headteacher) joined the meeting at 9.37am.

Regarding catering, the Peripatetic Bursar explained that they tried to offset expenditure against income, that income had increased due to the school meal price increase, and that the school had looked at alternative suppliers and menu options which had been factored

Agenda

	<p>into the budget.</p> <p><i>In response to a governor question, the Peripatetic Bursar confirmed that there would be a cumulative deficit of £72.5k in year three and that she didn't expect that the Local Authority would take any measures against the school. She explained that they had been asked to set a balanced budget that year and that the Local Authority may suggest that the school considers a reduction in the Leadership structure, and whether other cheaper staffing options would be appropriate.</i></p> <p>Governors noted their concern for the budget in year three and recognised that this would be a challenge for the new Headteacher.</p> <p>The Peripatetic Bursar noted that this may need to be reviewed when the start budget is compiled, next year.</p> <p><i>A governor commented that it would be interesting to see comparisons of other schools. The Peripatetic Bursar explained that a Schools Forum paper had been distributed in Autumn earlier in the autumn, which included the position of all schools.</i></p> <p>Action: Peripatetic Bursar to share Schools Forum paper, which shows budget positions of other schools, with governors.</p> <p><i>A governor stated that he felt that the school should be challenging back to the Local Authority and government, which was echoed by Committee members.</i></p> <p><i>In response to a governor comment, that Capital funds seemed to be £6k in deficit, the Peripatetic Bursar confirmed that this was acceptable, due to the amount of funds held in reserve.</i></p> <p>Governors approved the revised budget.</p>	
4.	<p>Catering update – <i>previously distributed: CYC Catering Monitoring Report 12 Oct 23, Kitchen Analysis Spreadsheet.</i></p> <p>The School Business Manager (SBM) referred governors to the previously distributed advisory report from City Of York Council, confirming that the school had achieved a very good pass rate and very few advisories, which were in hand.</p> <p>The SBM explained that the kitchen income and expenditure analysis had also been shared, and that this showed the impact of the increase in the cost of school meals and shopping around more for supplies, which had improved the bottom line. She noted that a member of kitchen staff on long term sick was being back-filled using agency staff and that salary award back pay would impact the kitchen budget. She explained that there would be a new menu cycle in January, and that uptake would then be reviewed again.</p> <p><i>A governor queried whether there was any data comparing uptake to the previous year, following the price increase. The SBM confirmed that she would include this data at the next meeting.</i></p>	<p>Agenda</p>

<p>5.</p>	<p>Premises and Capital Plan update - <i>previously distributed: Health and Safety Audit, Capital/Premises Plan.</i></p> <p>The SBM explained that a copy of the recent Health and Safety paperwork audit report had been shared and that only one action had been assigned; in relation to safety data sheets for products used in the classroom, which was being progressed.</p> <p>Referring to the Capital/Premises plan, the SBM noted that the larger items included a shed for Outdoor Play and Learning (OPAL), which she hoped would be funded via Friends of Dringhouses School, and redecoration. She explained that they tried to keep redecoration to a minimum and use volunteers/Aviva funding where possible.</p> <p>The SBM explained that the replacement of a window in class nine would be carried out at Easter. City Of York Council were partially funding the window replacement in class 9 (50%) and the school would fund the remainder; which showed as a committed balance within the capital budget and final balances.</p> <p>Other projects included a review of the cleaning contract and a new OPAL sandpit, which should hopefully be fully funded by Friends of Dringhouses School, or by utilising sports premium funding/the school fund.</p>	
<p>6.</p>	<p>Staffing update</p> <p>The Headteacher advised that they were managing kitchen staffing, and that there had been slight changes within staffing due to sickness absence.</p> <p>The SBM confirmed that the school had recruited a new Play Leader.</p> <p>The Headteacher noted that a new child, who had significant medical and learning needs but no Education, Health and Care Plan currently, had joined the school, and that the new Play Leader was doing some work one-to-one work with the child during the process of assessment.</p>	
<p>7.</p>	<p>Policy review – <i>previously distributed:</i></p> <p>Capability of Staff - Local Authority adopted policy <i>A governor queried that the Policy stated that staff could only be represented during panel meetings by work colleagues or Trade Union Representatives. The Clerk confirmed that this would be subject to panel member discretion.</i></p> <p>Early Career Teacher (ECT) Induction Policy - Local Authority adopted policy There were no questions or comments regarding this policy.</p> <p>Physical Intervention and Restraint Policy <i>A governor noted that the Policy stated that actions should be verbalised and that staff should ensure that another adult or child was nearby. She stated that she was unsure that relying on another child as a ‘witness’ was sensible.</i></p> <p>The Headteacher confirmed that this was incorrect and would be amended.</p> <p>Governors approved the Capability of Staff, ECT Induction and Physical Intervention and Restraint Policies, subject to the above amendment.</p>	

8.	Any Other Business There were no items raised under Any Other Business.	
9.	Determination of Confidential Items The Clerk advised that no matters would need to be captured within confidential minutes.	
10.	Dates and time of next meeting: Wednesday 28 th February 2024, at 9am.	

The meeting closed at 10.12am.

These minutes were approved at the Resources Committee on 28th February 2024.

DRINGHOUSES PRIMARY SCHOOL
Action Plan following the Meeting of the Resources Committee
held on Wednesday 22nd November 2023

Action		Item	Person(s) responsible	Timescale
1.	Peripatetic Bursar to share Schools Forum paper, which shows budget positions of other schools, with governors.	3	Dawn Gledhill	22 nd December 2023

Items for next meeting:

Catering data comparing uptake to the previous year, following the price increase

Items for FGB:

SFVS approval

Sickness absence analysis, including costs