



DRINGHOUSES PRIMARY SCHOOL

Minutes of the Resources Committee Meeting (virtual)

held on Wednesday 28th February 2024 at 9.00am, via Zoom

Present: Claire Scott-South (Interim Headteacher) Ros Roberts
 Claire Neal (SBM) Mike Hay
 Matt Boxall (Committee Chair)

In Attendance: Dawn Gledhill (Peripatetic Bursar)

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>Governors agreed that the Interim Headteacher would not need to leave the meeting for the discussions under item four. There were no declarations of interest.</p>							
2.	<p>Minutes of the meeting held 22nd November 2023, matters arising and action plan. <i>Previously distributed: Resources Committee minutes 22nd November 2023, School Forum Papers York Schools Balances.</i></p> <p>Governors agreed that the minutes of the last meeting were a true and accurate record, and they were duly approved.</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. Peripatetic Bursar to share Schools Forum paper, which shows budget positions of other schools, with governors.</td> <td>Dawn Gledhill</td> <td>Completed. Schools Forum paper shared with agenda.</td> </tr> </tbody> </table> <p>Matters Arising</p> <p>Referring to the Schools Forum paper, the Peripatetic Bursar explained that the Local Authority had a statutory obligation to ensure schools did not submit deficit budgets and that they were becoming more involved in the process. Noting that York schools had not qualified for additional funding within the previous ten months, the Peripatetic Bursar advised that she suspected that this was because one school in the City had a positive budget; which had impacted the bottom line of all schools.</p>	Action	Person(s) responsible	Status	1. Peripatetic Bursar to share Schools Forum paper, which shows budget positions of other schools, with governors.	Dawn Gledhill	Completed. Schools Forum paper shared with agenda.	
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3.

Budget monitoring – previously distributed.

The Peripatetic Bursar referred to the previously distributed reports, highlighting the following in relation to the revenue budget:

There was a potential £10k reduction of the in-year deficit, to £35k, due to a number of smaller variances:

- £5k of additional funding had been received in relation to infant class size funding. This was capped funding which had reduced over time and had not been included within the budget.
- Additional Pupil Premium income had been received to support Looked After Children at the school, in conjunction with the Virtual School.
- Additional income received in relation to the cost of alternative provision for pupils.
- £7k of income from Friends of Dringhouses School, which had not been included within the revised budget.

Referring to expenditure, the Peripatetic Bursar advised that:

- A reduction in the energy budget of £20k may have been overoptimistic. £18k remained within the budget for the remaining months of the financial year; there would likely be an extra £4k needed in relation to energy bills.
- There was a £5k overspend on catering consumables. Mitigating factors had been put into place however price increases had negatively impacted the budget.

A governor noted that a water leak had been described within the report. The Peripatetic Bursar confirmed that a leak had been identified during the summer, however it was thought that water had been leaking for around one year. The school had not been receiving water bills; they were unsure why, however the latest bill showed that £32k was outstanding. The Account Manager was looking into this, had assured them that this would be rectified and confirmed that Yorkshire Water had agreed that they were responsible for the leak. The Peripatetic Bursar explained that if the final bill received was higher than anticipated, they would push back on this.

A governor asked if they would need to increase the price of school meals again. The School Business Manager (SBM) advised that this was an option, however they were trying to avoid this at the moment. She explained that there was still some embedding of systems to bring down the plate price per meal, and that the Kitchen Manager had been allocated additional hours to support this paperwork.

A governor commented that parents would likely expect a small increase. The SBM explained that the last increase had not hugely impacted uptake and that any increase agreed would not take effect until September.

A governor queried whether the Peripatetic Bursar was happy with the higher than anticipated supply teaching cost. The Peripatetic Bursar advised that there was around £14k within the budget for the rest of the financial year, which she hoped would be sufficient. She noted that some supply costs were offset by Pupil Premium income and that there was a slight underspend in relation to supply costs. The Interim Headteacher advised that they tried to cover classes internally as much as possible, however there was less capacity within the school than previously, due to the interim arrangement. She advised that they would need to review staffing and cover options for the next academic year.

	<p>Referring to the capital budget, the Peripatetic Bursar confirmed that the largest expenditure was £32k in relation to new windows, which the Local Authority would fund half, and that the only unexpected capital cost was £6k for floor coverings.</p>	
4.	<p>Estimated Interim Executive Headteacher costs – previously distributed. The School Business Manager advised that she had shared costs which had been included in the revised budget, and the estimated savings which would be achieved by the interim arrangements.</p> <p>The Peripatetic Bursar confirmed that the options modelled were as follows:</p> <p>Option 1 – 2.5 SLT structure for the first summer term, recruitment of a new Headteacher from September, reverting to a three member SLT.</p> <p>Option 2 – Executive Headteacher arrangement for the whole of the Interim Headteacher’s maternity leave; with 2.5 SLT structure within the first year, reverting to a three member SLT.</p> <p>Option 3 – Executive Headteacher arrangement, reverting to a 2.5 SLT structure. The Peripatetic Bursar noted that this was the best option financially.</p> <p><i>A governor asked what the difference was between options two and three.</i> The Peripatetic Bursar explained that option two would have an Executive Headteacher arrangement in place to cover maternity leave, from June 2025 to May 2026, then a new permanent Headteacher, Deputy Headteacher and Assistant Headteacher, working full-time. Option three included an Executive Headteacher working 2.5 days plus a full-time Head of School and Deputy Headteacher.</p> <p><i>In response to a governor query,</i> the Peripatetic Bursar confirmed that options one and two would be unaffordable in future years.</p> <p>The Interim Headteacher explained that the current proposal was that there would be an Executive Headteacher in place for the duration of her maternity leave and that the current interim Deputy Headteacher would step up as temporary Assistant Headteacher.</p> <p><i>A governor commentated that option two would likely cause financial difficulty in future years and that option three would be financially sustainable.</i> The Peripatetic Bursar confirmed that option three would reduce the deficit by half, in future years.</p> <p>Action: Peripatetic Bursar to make some slight amendments to the financial modelling, to include the SLT structure following the Interim Headteacher’s return from maternity leave, for approval at the next FGB.</p>	<p>DG Agenda</p>
5.	<p>Catering update – previously distributed: catering monitoring report. The School Business Manager (SBM) referred governors to the previously distributed income and expenditure analysis documents and noted the following:</p> <ul style="list-style-type: none"> • There would be a slight loss in relation to the kitchen, despite the mitigating factors which had been put into place, due to increasing costs. • The number of children with allergies, some of which were significant, had impacted the spend this year. 	

	<ul style="list-style-type: none"> • They would need to review plate prices to ascertain which meals were the costliest to produce. <p><i>A governor observed that salary costs were fluctuating however the income received was not quite covering the cost of supplying meals, which the SBM confirmed was correct.</i></p> <p><i>A governor commented that they thought that it would be beneficial to slightly increase the price of school meals, for the next academic year. The SBM noted that responses from the last survey indicated that parents would be willing to pay up to £3 per meal and suggested that they could increase this to £2.95.</i></p> <p>Action: SBM to provide school meal analysis, including modelling based on an increase in the cost school meals to £2.95, for the May FGB.</p> <p>The SBM confirmed that the recommended actions detailed in the school meal report had been completed.</p>	SBM Agenda
6.	<p>Premises and Capital Plan update - <i>previously distributed.</i></p> <p>Referring to her previously distributed report, the SBM confirmed that the Fire risk assessment actions had almost been completed and that monthly cleaning audits were being conducted.</p> <p>There were no further questions.</p>	
7.	<p>Staffing update</p> <p>The SBM advised that there were no matters for discussion under this item.</p>	
8.	<p>Policy review</p> <p>Governors approved the following Local Authority adopted Policies, which had been distributed previously:</p> <ul style="list-style-type: none"> • Lettings Policy • Restructure and Redundancy • Protection of Biometric Information <p>The SBM confirmed that the following Policies had been reviewed and approved by Link Governor, Matt Boxall:</p> <ul style="list-style-type: none"> • Health & Safety Policy • Allergens Policy • Emergency Plan - (brought forward due to change of leadership) <p>The SBM confirmed that she had also reviewed and approved the below Policies:</p> <ul style="list-style-type: none"> • Virtual Meetings Policy • Lone Working Policy • OPAL Policy 	
7.	<p>Any Other Business</p> <p>Services for Schools charges 2024/24 - <i>previously distributed. For information.</i></p> <p>Governors acknowledged the Services for Schools agreement.</p>	

8.	Determination of Confidential Items There were no matters which would need to be captured within confidential minutes.	
9.	Dates and time of next meeting: Wednesday 24th April 2024, 9am (via Zoom).	

The meeting closed at 10.02am.

These minutes were approved at the Resources Committee on 24th April 2024.

DRINGHOUSES PRIMARY SCHOOL
Action Plan following the Meeting of the Resources Committee
held on Wednesday 28th February 2024

Action		Item	Person(s) responsible	Timescale
1.	Peripatetic Bursar to amend financial modelling, to include the SLT structure following the Interim Headteacher's return from maternity leave, for approval at the next FGB.	4	Dawn Gledhill	7th March 2024
2.	Provide school meal analysis, including modelling based on an increase in the cost school meals to £2.95, for the May FGB.	5	SBM	2 nd May 2024

Items for next meeting:

None raised.

Items for FGB:

Approval of SLT structure, as per the costed options

May FGB: approval of increase to school meal price, to £2.95