



# DRINGHOUSES PRIMARY SCHOOL

## Minutes of the Resources Committee Meeting (virtual)

held on Wednesday 25<sup>th</sup> April 2024 at 9.00am, via Zoom

**Present:** Claire Scott-South (Interim Headteacher) Ros Roberts - *until 9.31am*  
 Claire Neal (SBM) Natalie Wong  
 Matt Boxall (Committee Chair) Mike Hay

**In Attendance:** Dawn Gledhill (Peripatetic Bursar)

Lesley Irving (Clerk)

|   |   | Action                          |                       |        |   |               |            |   |                               |                                 |  |
|---|---|---------------------------------|-----------------------|--------|---|---------------|------------|---|-------------------------------|---------------------------------|--|
| 1.  | <p><b>Welcome, Apologies for Absence, Consents and Declarations of Interest</b></p> <p>The Chair welcomed everyone to the meeting. There were no apologies for absence. Kara Byworth was absent.</p> <p>The Chair noted a pecuniary interest in item six on the agenda, explaining that he managed Environmental Health Officers as part of his role at City of York Council. There were no other declarations of interest.</p>   |                                 |                       |        |   |               |            |   |                               |                                 |  |
| 2.  | <p><b>Minutes of the meeting held 28<sup>th</sup> February 2024, matters arising and action plan - previously distributed.</b></p> <p><b>Governors agreed that the minutes of the last meeting were a true and accurate record, and they were duly approved.</b></p> <p><b>Action Points (carried forward from the last meeting)</b></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 amend financial modelling, to include the SLT structure following the Interim Headteacher's return from maternity leave, for approval at the next FGB.</td> <td>Dawn Gledhill</td> <td>Completed.</td> </tr> <tr> <td>2. Provide school meal analysis, including modelling based on an increase in the cost school meals to £2.95, for the May FGB.</td> <td>School Business Manager (SBM)</td> <td>Completed. See Matters Arising.</td> </tr> </tbody> </table> <p><b>Matters Arising - previously distributed: School Meals Projected Income.</b></p> <p>The SBM confirmed that she had modelled projected income based on school meals priced at £2.85, £2.95 and £3 per meal, based on the average number of paid meals each month. She confirmed that an increase in the price of a school meal would increase income as follows:</p> | Action                          | Person(s) responsible | Status | 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. | Dawn Gledhill | Completed. | 2. Provide school meal analysis, including modelling based on an increase in the cost school meals to £2.95, for the May FGB. | School Business Manager (SBM) | Completed. See Matters Arising. |  |
| Action  | Person(s) responsible   | Status                          |                       |        |   |               |            |   |                               |                                 |  |
| 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. | Dawn Gledhill   | Completed.                      |                       |        |   |               |            |   |                               |                                 |  |
| 2. Provide school meal analysis, including modelling based on an increase in the cost school meals to £2.95, for the May FGB.   | School Business Manager (SBM)   | Completed. See Matters Arising. |                       |        |   |               |            |   |                               |                                 |  |

| Cost per meal | Additional annual income |
|---------------|--------------------------|
| £2.85         | £1003                    |
| £2.95         | £2006                    |
| £3            | £2507.50                 |

The SBM explained that although an increase in price to £2.95 would bring in c.£2k additional income per year, the catering budget would remain in a £6k deficit and as such the school would still need to subsidise school meals. The SBM proposed that the subsidised amount be funded using Pupil Premium funding.

*A governor queried whether it would be sustainable to continue subsidising school meals, and if this could continue to be funded using Pupil Premium funding in future.* The SBM responded that the cost of ingredients had significantly increased and that this, together with uplifts in staff salaries, had impacted the catering budget. She noted that there had not been an uplift on the price of a school meal for quite some time. The SBM confirmed that the school would always receive Pupil Premium funding.

The Peripatetic Bursar confirmed that a reduction in Pupil Premium funding, for catering, had been factored into the financial modelling for the 2024/25 start budget.

*A governor commented that the school would need to increase the cost of a school meal to £3.60 to break even, without using Pupil Premium funding, and that she felt this was unpalatable and that the take up would reduce. She stated that they had three options:*

- *Continue to subsidise school meals, ensuring that parents were aware of this;*
- *Increase the cost of a school meal to £3.60; or*
- *Contract an external catering supplier.*

*The governor added that she didn't think the Committee should consider the latter two options.*

The SBM responded that school meals produced by an external supplier were often cheaper due to their ability to bulk buy ingredients. She stated that the only alternative would be to work with other maintained schools to do this.

*A governor commented that they felt the price should increase to at least £2.95, noting that the previous catering survey feedback suggested that most parents would be happy to pay up to £3.*

The Interim Headteacher suggested that an increase to £2.95 would provide scope for small increases in future, voicing concerns that the uptake may significantly reduce if a higher price increase was introduced.

**Governors recommended that the price of a school meal be increased to £2.95, for approval at the next FGB.**

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3. **Budget monitoring**  
**Outturn 2023/24 – previously distributed.**

The Peripatetic Bursar referred to the previously distributed reports, explaining that the 2024/25 start budget showed a deficit of £22k, an improvement of £23k since the revised

budget. She explained that this was due to:

- additional donations from Friends of Dringhouses School (FODS)
- an increase in Local Authority (LA) infant class size funding
- additional Special Educational Needs (SEN) income

The Peripatetic Bursar advised that utilities, water and energy rates and catering had impacted the budget and that mitigating options has been put in place when the revised budget had been produced, however costs had been lower than anticipated. In addition, there had been underspends within the budget totalling £20k; relating to learning resources, maintenance and Midday Supervisory Assistant (MSA) staffing costs.

Noting that the end of year reserves totalled £114k, the Peripatetic Bursar explained that that summer term costs funded by the Primary PE grant would reduce the reserves to £109k. The Peripatetic Bursar confirmed that the reserves were below the threshold on delegated income, however if this changed she would advise governors at the next Committee meeting.

*A governor congratulated the Peripatetic Bursar for the improvement in the deficit and queried when the budget would need to be submitted.* The Peripatetic Bursar confirmed that the start budget would be approved at the FGB on 9<sup>th</sup> May 2024, for submission to the Local Authority (LA) by 15<sup>th</sup> May 2024.

*A governor questioned whether the teacher who was covering the teaching commitments of the Interim Headteacher would continue to cover classes.* The Interim Headteacher confirmed that her teaching commitment would continue during the next academic year. She added that, mindful about this spend, the school tried to cover as much possible using the two Higher Level Teaching Assistants (HLTAs), the Interim Headteacher or Interim Deputy Headteacher.

**Start Budget 2024/25 – previously distributed.**

The Peripatetic Bursar advised that the start budget for 2024/25 was a plan to work within, noting that the actual income and expenditure may differ from the stated figures. The Peripatetic Bursar highlighted that:

- The 2024/25 budget was based on 305 pupils however assumed that pupil numbers would reduce to 303 in the years 2025/26 and 2026/27. The loss in funding; which equated to approximately £5k per pupil, had been incorporated within the figures.
- Pension contribution increases had been factored into the budget.
- Staff absence income totalling £12k had been removed, under the assumption that costs in relation to staff absence were covered.
- An increase in the price of school meals to £2.95 had been built in to the budget, supplemented by Pupil Premium funding. The Pupil Premium funded amount had then reduced; due to this top up and the uncertainty regarding the number of Pupil Premium pupils, until the summer.
- The Senior Leadership Team (SLT) structure factored into the budget featured a Headteacher, Deputy Headteacher and Executive Headteacher in 2024/25, moving to a 0.5 Executive Headteacher, Interim Head of School and Interim Assistant Headteacher for the duration of Mrs Scott-South's maternity leave. After this, the budget had assumed a two member SLT team; a full-time Headteacher and full-

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time Deputy Headteacher. This was a framework to work within for costings, in order to balance the budget within the school's reserves. If this structure was not adopted, savings would need to be made elsewhere within the budget.

- There was a small increase in income within the 2024/25 budget, FODS income had been removed as this was not assumed and a 2% teaching staff pay award together with an increase in employer pension contributions had been factored into the budget.

*Ros Roberts left the meeting at 9.31am.*

- There had been one-off expenditure in relation to building repairs within the 2023/24 budget. This had reduced to the usual level for premises within the 2024/25 start budget.
- The budget for learning resources had been reduced due to the £10k underspend within the 2023/24 outturn, however the Peripatetic Bursar appreciated that price increases may impact the budget in this area.
- The budget assigned to agency spend had been reduced to a level which was probably optimistic but which the school needed to aim for. This would be kept under review.

*A governor noted that the pupil/teacher ratio would increase during the third year and questioned if this was correct.* The Interim Headteacher explained that the continuation of a classroom role; for the teacher who was covering the teaching commitments of the Interim Headteacher, was one of reasons for this.

The Chair commented that it was positive that the budget had balanced and that governors wished to thank FODS for their contributions. He agreed that setting the budget based on a two member SLT in future years was a sensible approach, however noted that this would be reviewed in the coming months and years.

**Governors recommended the start budget for approval at the FGB on 9<sup>th</sup> May 2024.**

**School Fund Review** – *previously distributed.*

The SBM advised that monies within the School Fund totalled £12k, noting that £1k would be invested into playground improvements and that the school had asked FODS to undertake a targeted fundraiser for other larger scale playground improvement projects.

4. **Premises and Capital Plan Update** – *previously distributed: Dringhouses Primary School – Proactive Repairs and Maintenance.*

The SBM advised that:

- A large window had been replaced in classroom 9 at a cost of £32k; 50% of which had been funded by the LA. The new window had resulted in a significant reduction in noise from the Early Years play area and would hopefully help with energy bills going forward.
- A large sandpit, funded by FODS, had been completed and some redecoration work was needed, for which the school already had materials.
- Solar panels could potentially be installed in June; the planning and permissions stage had now been completed. It was hoped the impact would be a small reduction in some of the school's energy bills.

|    |   |     |
|----|---|-----|
| 5. | <p><b>Health and Safety Update</b></p> <p>The SBM explained that a whole school Premises inspection and walkaround was scheduled to take place during the second half of the summer term. The Chair noted that he had attended the previous Health and Safety visit and found this useful and that he would like to attend future walkarounds. The SBM confirmed that she would share the dates with him.</p> <p><b>Action: SBM to share dates of Health and Safety inspections with Chair.</b></p> <p>The SBM advised that the school was planning a partial school lockdown drill, explaining that a date would be set and this would be communicated in advance to parents, with appropriate support put in place for children, where needed.</p>  | SBM |
| 6. | <p><b>Catering update</b> – <i>previously distributed: EHO Visit Report, Kitchen Analysis Spreadsheet.</i></p> <p>The SBM) referred governors to the previously distributed income and expenditure analysis documents, noting that there had been a catering deficit of £8.8k, as discussed earlier in the meeting. This was due to an increase in salaries, increasing ingredient costs and additional hours for the school cook; to investigate prices and complete paperwork. The SBM stated that there was now consistent staffing within the kitchen, and that she hoped they could begin to drill down on some mitigating factors, to find the best prices for ingredients. The SBM explained there was very little debt in relation to school meals; c.£150 in total.</p> <p>The SBM explained that an Environmental Health Visit had been conducted prior to the Easter break and that, unfortunately, the school’s score had been reduced from five to four. This was due to some observations around personal hygiene for some staff members, which had been addressed during the training day. The SBM advised that she would carry out spot checks going forward and that the school were able to invite the Environmental Health Officer back to carry out a review, however this would cost £200.</p> |     |
| 7. | <p><b>Staffing update</b></p> <p>The SBM gave a brief update regarding staffing changes, confirming that the school were currently recruiting the following positions:</p> <ul style="list-style-type: none"> <li>• Site Manager, with increased hours to incorporate grounds maintenance.</li> <li>• Play Worker (Midday Supervisory Assistants) to support lunchtimes.</li> <li>• A Key Stage 2 teacher, to cover maternity leave for two terms, from September 2024.</li> <li>• A Teaching Assistant 2 post with an additional lunchtime duty.</li> </ul> <p>The SBM also advised that:</p> <ul style="list-style-type: none"> <li>• A member of office staff was on long term sick, and HR were providing support in relation to this.</li> <li>• Three existing fixed term FTE1.0 teacher contracts were to be extended for another year</li> <li>• She had submitted a flexible working request to compress her existing hours into a four day week, which had been approved and would commence after the May half term break.</li> </ul>   |     |
| 6. | <p><b>Policy review</b></p>   |     |

|    |   |            |
|----|---|------------|
|    | <p>The SBM confirmed that the following Policies would require review at FGB:</p> <p>Equality Statement and Objectives – <i>previously distributed</i>.<br/>Children with Health Needs Who Cannot Attend School Attendance Policy – <i>previously distributed</i>.</p> <p><b>Governors recommended the Equality Statement and Objectives and Children with Health Needs Who Cannot Attend School Policy for approval at FGB.</b></p> <p>The SBM advised that the Educational Visits Policy and First Aid Policy had been forwarded to the Health and Safety Link Governor for review.</p> | FGB agenda |
| 7. | <p><b>Any Other Urgent Business (previously notified)</b><br/>There were no items raised under Any Other Business.</p>  |            |
| 8. | <p><b>Determination of Confidential Items</b><br/>The Clerk noted that she would any items of a confidential nature would be captured appropriately within the minutes.</p>   |            |
| 9. | <p><b>Dates and time of next meeting:</b><br/>To be confirmed at the FGB on 4<sup>th</sup> July 2024.</p>   |            |

The meeting closed at 9.58am.

**Minutes were approved at the committee on 25<sup>th</sup> September 2024.**

**DRINGHOUSES PRIMARY SCHOOL  
Action Plan following the Meeting of the Resources Committee  
held on Wednesday 24<sup>th</sup> April 2024**

| Action   | Item | Person(s) responsible   | Timescale                |
|--|------|-------------------------|--------------------------|
| 1. SBM to share dates of Health and Safety inspections with Chair. | 5    | School Business Manager | 8 <sup>th</sup> May 2024 |

**Items for next meeting:**

None raised.

**Items for FGB:**

Start budget approval

Increase in price of a school meal, to £2.95 – for approval

Equality Statement and Objectives – for approval

Children with Health Needs Who Cannot Attend School Policy – for approval