



# DRINGHOUSES PRIMARY SCHOOL

## Minutes of the Resources Committee Meeting (virtual)

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

**Present:** Paul Laycock (Executive Headteacher) Ros Roberts  
Claire Humphries (SBM) Mary-Kate Swiers  
Matt Boxall (Committee Chair)

**In Attendance:** Dawn Gledhill (Peripatetic Bursar)  
Sophie Triffitt (Clerk)  
Joseph Batchelor (Clerk)

		Action								
1.	<p><b>Welcome, Apologies for Absence, Consents and Declarations of Interest</b></p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies were received and accepted for Mike Hay.</p> <p>There were no declarations of interest.</p> <p>The Clerk (JB) noted that Natalie Wong was now part of the Standards and Effectiveness Committee. The Chair informed the committee that he had tried to contact Kara Byworth to confirm if she would be continuing as a governor.</p> <p><b>Resolution:</b> Matt Boxall was unanimously agreed as Committee Chair for one year. (proposed by Claire Humphries, seconded by Ros Roberts)</p>									
2.	<p><b>Minutes of the meeting held 24<sup>th</sup> April 2024, matters arising and action plan. - previously distributed.</b></p> <p><b>Resolution:</b> 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><b>Action Points (carried forward from the last meeting)</b></p> <table><tr><th colspan="2">Action</th><th>Person(s) responsible</th><th>Status</th></tr><tr><td>1.</td><td>SBM to share dates of Health and Safety inspections with Chair</td><td>SBM</td><td>The SBM had confirmed the dates and the Committee Chair joined the recent inspection.</td></tr></table>	Action		Person(s) responsible	Status	1.	SBM to share dates of Health and Safety inspections with Chair	SBM	The SBM had confirmed the dates and the Committee Chair joined the recent inspection.	
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3.	<p><b>Budget monitoring – previously distributed.</b> The Peripatetic Bursar referred to the previously distributed reports and provided an update on revenue and capital.</p> <p><u>Revenue</u> Income was reporting a £20k increase spread over several budgets, mainly areas where income was not confirmed at start budget such as SEN East Riding funding and Pupil Premium funding. Income on supply teacher claims (two maternity leaves) was not included in the start budget and £10k had been received to date and was balanced against the larger expenditure on supply staff. The Bursar projected a circa £10k underspend on core teaching staff and noted that the contingency in staffing costs for the remaining two terms would be required for additional cover and SLT capacity.</p> <p><u>Capital</u> The CYC funding for the windows work which took place over Easter was included in the the budget but expenditure from the school of £16k was not. The works on the doorway access was fully funded by CYC so there was no cost to the school. The Bursar noted some small increases on expenditure budgets but nothing of significant variance.</p> <p><b>The Committee recorded thanks to the Bursar and CYC for the capital works support.</b></p> <p><b>Challenge: A governor asked the Executive Headteacher if in his experience and in the context of other schools he was comfortable with the budget position.</b> The Executive Headteacher confirmed that the budget looked healthy, was well managed and the school accessing pockets of funding was beneficial.</p> <p><b>The Committee Chair recorded thanks to the Bursar for effective management of the budget.</b></p>	
4.	<p><b>Catering update – previously distributed.</b> The School Business Manager (SBM) noted that expenditure analysis reported a small deficit but as yet had not reported any impact of the price increase from September including the impact of Pupil Premium meal increases and uptake had increased by circa 25 more meals per day. Those children moving into Key Stage 2 who had received Universal Infant Free School Meals in Early Years and KS1 were continuing to have meals in KS2 which was the hope when the decision was taken to bring catering in house.</p> <p>The SBM reported that the staff were effective, were catering to a range of needs, school had done lots of work to introduce families to the catering offer and the Local Authority kitchen reports were reporting positively. The SBM hoped for a new door rating having dropped from five to four and highlighted the option to pay for a recheck earlier than the routine cycle but noted the rating had not impacted uptake.</p> <p>The Committee Chair noted a conflict of interest as a manager of the service that undertakes the hygiene checks but opened to the committee on a decision of whether to pay for a recheck or wait for the reinspection under the normal timeline.</p> <p><b>Challenge: A governor suggested that a rating of four was still a good score and if it was not impacting uptake then suggested awaiting the normal cycle of visits. The committee members were in agreement.</b></p> <p>The Executive Headteacher noted that getting Year 3 cohorts to continue with school</p>	

	meals was normally a challenge, so the data was reporting positively.	
5.	<p><b>Premises and Capital Plan update</b> - <i>previously distributed.</i></p> <p>The SBM reported that:</p> <ul style="list-style-type: none"> <li>• Extension to the trim trail work was booked for October half term funded through Sports Premium and additional donation from Friends of Dringhouses.</li> <li>• Rotten decking outside KS2 classrooms needed replacing and awaited quotes from contractors. The SBM noted this as a safety risk that needed addressing quickly.</li> <li>• New site manager walk round was planned for 26<sup>th</sup> September 2024.</li> <li>• A Scheme of redecoration was planned. Aviva were contacted for volunteer painting days, otherwise the work would be built into the Site Manager schedule.</li> <li>• A meeting was scheduled with CYC for a funding request for replacement windows in Early Years, the link corridor and the music room.</li> </ul>	
6.	<p><b>Staffing update</b></p> <p>The SBM advised that:</p> <ul style="list-style-type: none"> <li>• A part time member of office staff had tendered their resignation, an advert had been published with increased hours to include Midday Supervisor or Playworker duties to meet that recruitment gap and make the job a more attractive contract. This would be at no additional cost as both posts were in the budget.</li> <li>• There had been two Playworker resignations, one post had been recruited to and another interview was taking place on 26<sup>th</sup> September 2024.</li> <li>• A teacher was starting maternity leave in October and a strong cover appointment had been made and the children had met their new teacher.</li> <li>• A Site Manager was recruited before the summer and started this half term and was settling in well.</li> </ul>	
7.	<p><b>Policy review</b></p> <p>The SBM had reviewed the below policies:</p> <ul style="list-style-type: none"> <li>• Volunteers in School</li> <li>• Wellbeing Management</li> <li>• Using Images of Children</li> <li>• Security Policy</li> <li>• Governor Allowances</li> <li>• Infection Control</li> </ul> <p>The SBM had reviewed the below policy with consultation from the link governor:</p> <ul style="list-style-type: none"> <li>• Emergency Plan</li> </ul> <p>The below CYC policies were adopted and updated:</p> <ul style="list-style-type: none"> <li>• ECTs</li> <li>• Attendance Policy</li> <li>• Dignity at Work</li> </ul> <p><b>Resolution:</b> The below policies were approved by the committee:</p> <ul style="list-style-type: none"> <li>• Attendance Policy - <i>previously distributed.</i></li> <li>• School Emergency Plan Autumn - <i>previously distributed.</i></li> <li>• ECT Induction Policy - <i>previously distributed.</i></li> <li>• Dignity at Work Policy - <i>previously distributed.</i></li> </ul>	

8.	<p><b>Any Other Urgent Business (previously notified)</b></p> <p><u>After School Club Capacity</u> The SBM informed the committee that despite the capital works to increase capacity in after school club the capacity expansion was delayed due to not being able to recruit the additional staffing needed. If the capacity did not increase there would be a detrimental impact to first place applications for Reception 2025 intake as a number of families had asked about wrap around care at the open days and there were currently no spaces. The school would work with the After School Club to support recruitment to increase the capacity.</p> <p><b>A governor suggested including the recruitment in the school newsletter.</b></p> <p><u>Health and Safety Inspection - previously distributed.</u> The SBM informed the committee that the report would be reviewed with the new Site Manager as part of a walk around on 26<sup>th</sup> September 2024.</p> <p><u>Cleaning Audit - previously distributed.</u> The SBM confirmed the report was included for information and reported that a deep clean took place over the summer holidays and noted that the service and management had improved.</p>	
9.	<p><b>Determination of Confidential Items</b> There were no items for confidential minute.</p>	
10.	<p><b>Dates and time of next meeting:</b> 20<sup>th</sup> November 2024 9am</p>	

The meeting closed at 9.35am.

These minutes will be approved at the next Resources Committee.

**DRINGHOUSES PRIMARY SCHOOL**  
**Action Plan following the Meeting of the Resources Committee**  
**held on Wednesday 25<sup>th</sup> September 2024**

Action	Item	Person(s) responsible	Timescale
1.	There were no actions recorded.		

**Items for next meeting:**

**Items for FGB:**