



DRINGHOUSES PRIMARY SCHOOL

Minutes of the Resources Committee Meeting (virtual)

held on Wednesday 20th November 2024 at 9.00am, via Zoom

Present: Mary-Kate Swiers (Head of School) Ros Roberts
Matt Boxall (Committee Chair)

In Attendance: Paul Laycock (Executive Headteacher)
Dawn Gledhill (Peripatetic Bursar)
Joseph Batchelor (Clerk)

		Action
1.	<p>Welcome, Apologies for Absence, Consents and Declarations of Interest</p> <p>The Chair welcomed everyone to the meeting.</p> <p><i>The meeting started at 9:15am.</i></p> <p>Apologies were received, with consent, from Mike Hay and Clare Humphreys. Kara Byworth was absent.</p> <p>There were no declarations of interest.</p>	
2.	<p>Minutes of the meeting held 9th September 2024, matters arising and action plan - previously distributed and taken as read.</p> <p>The 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>There were no actions arising from the last Resources Meeting.</p>	
3.	<p>Budget monitoring – previously distributed and taken as read.</p> <p>The Peripatetic Bursar referred to the previously distributed reports and provided an update on revenue and capital.</p> <p>The Peripatetic Bursar highlighted that 2024/2025 looked on-track financially, but noted that future years looked difficult for the school. The Peripatetic Bursar expressed hope that the future years would resolve themselves when the school sorted its Senior Leadership Team positions.</p> <p>The Peripatetic Bursar highlighted that the funding for 2025/2026 was based on a roll of 303 pupils, but noted that actual numbers would be 307 pupils. The Peripatetic Bursar noted that two pupils had began attending Dringhouses after leaving private</p>	

	<p>school.</p> <p>The governors had no questions regarding the budget.</p> <p>The governors commended the Peripatetic Bursar for her effective management of the budget.</p> <p>The governors recorded thanks to the Peripatetic Bursar and the City of York Council for the capital works support.</p>	
4.	<p>Revised Budget – <i>previously distributed and taken as read.</i></p> <p>The Peripatetic Bursar highlighted that the in-year deficit had been increasing.</p> <p>The governors had no questions concerning the revised budget.</p>	
5.	<p>Catering update <i>All of the following documents were taken as read:</i></p> <ul style="list-style-type: none"> • <i>The 2024 School Meals Report</i> • <i>The School Meals Advisory Report</i> • <i>The Kitchen Analysis Spreadsheet</i> <p>The Peripatetic Bursar highlighted that in 2024/2025 there was a projected shortfall by the end of the year, whereas in 2025/2026, income was projected to match expenditure. The Peripatetic Bursar reported that the school was considering increasing the meal charge, but noted that it was difficult to strike an appropriate balance.</p> <p>The governors reported that they were happy to increase the meal charge in line with inflation, unless there was a reason not to do so.</p> <p>The Peripatetic Bursar reported that there had been a very positive kitchen inspection, with the kitchen rated at 99% overall. The Peripatetic Bursar noted that the school could consider looking at the seals on fridge doors.</p> <p>Action: School Business Manager to look at options around increasing prices for school meals.</p> <p>Agenda: Governors to consider a meal charge increase at the next Resources Committee meeting.</p> <p>The governors had no further questions.</p>	<p>School Business Manager</p> <p>Agenda</p>
6.	<p>Premises and Capital Plan update - <i>previously distributed and taken as read.</i></p> <p>The governors had no questions concerning this item.</p>	
7.	<p>Staffing update</p> <p>The Head of School summarised the school's staffing position, and noted that the school was struggling to recruit for an admin assistant.</p>	

	<p>A governor asked whether the office was coping in the meantime. The Head of School answered that they were, and highlighted that the office staff had been doing a brilliant job.</p> <p>There were no further questions from governors.</p>	
8.	<p>Policy review</p> <p><i>The Grievance Policy was taken as read.</i></p> <p>The governors unanimously approved the Grievance Policy.</p>	
9.	<p>Any Other Business (previously notified)</p> <p><u>School Financial Value Standard (SFVS) Working Party</u> The Peripatetic Bursar reported that the SFVS needed to be submitted to the local authority by January 2025, and noted that the SFVS needed to go through the FGB prior to submission to the local authority.</p> <p>Action: Clerk to check which governors were members of the SFVS working party, and inform the Peripatetic Bursar and the School Business Manager.</p> <p>There was no further business arising.</p>	Clerk
10.	<p>Determination of Confidential Items</p> <p>It was determined that no part of the meeting was confidential.</p>	
11.	<p>Dates and time of next meeting: 12th February 2025 at 9.00 am</p>	

The meeting closed at 9.32am.

These minutes will be approved at the next Resources Committee meeting on the 12th of February 2025.

DRINGHOUSES PRIMARY SCHOOL
Action Plan following the Meeting of the Resources Committee
held on Wednesday 20th November 2024

Action		Item	Person(s) responsible	Timescale
1.	School Business Manager to look at options around increasing prices for school meals.	5	School Business Manager	12 th of February 2025
2.	Clerk to check which governors were members of the SFVS working party, and inform the Peripatetic Bursar	9	Clerk	Next FGB meeting.

	<i>and the School Business Manager.</i>			
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Items for next Resources meeting:

- *Governors to consider a meal charge increase*

APPROVED