



DRINGHOUSES PRIMARY SCHOOL

Minutes of the Resources Committee Meeting (virtual)

held on Wednesday 12th February 2025 at 9.00am, via Zoom

Present: Matt Boxall (Committee Chair) Ros Roberts – *until 9:30am*
 Claire Humphreys (School Business Manager) Mike Hay

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>Apologies were received, with consent, from Mary-Kate Swiers.</p> <p>There were no declarations of interest.</p>										
2.	<p>Minutes of the meeting held 11th November 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.</p> <table border="1"> <thead> <tr> <th>Action</th><th>Person(s) responsible</th><th>Update</th></tr> </thead> <tbody> <tr> <td>1. School Business Manager to look at options around increasing prices for school meals.</td><td>School Business Manager</td><td>Action carried over to next meeting</td></tr> <tr> <td>2. Clerk to check which governors were members of the SFVS working party, and inform the Peripatetic Bursar and the School Business Manager.</td><td>Clerk</td><td>Completed</td></tr> </tbody> </table>	Action	Person(s) responsible	Update	1. School Business Manager to look at options around increasing prices for school meals.	School Business Manager	Action carried over to next meeting	2. Clerk to check which governors were members of the SFVS working party, and inform the Peripatetic Bursar and the School Business Manager.	Clerk	Completed	School Business Manager
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3.	<p>Budget monitoring & SFVS – both previously distributed and taken as read.</p> <p><u>Budget Monitoring</u></p> <p>The Peripatetic Bursar highlighted that the school had moved to a new finance system</p>										

in October, and noted that on the new system, negative figures equated to income, and were not to be read as adverse variance. The revised budget predicted an in-year deficit of £20,000 – this had been reduced very significantly from an expected deficit of £67,000. There had been some contingency measures which had not been required.

The governors noted that this was very positive, and commended the work of the Peripatetic Bursar and the School Business Manager in reducing the deficit.

The Peripatetic Bursar reported that the school had received £20,000 in additional income. This money had come from funding received from newly qualified teachers, as well as a new grant that the school had received in November 2024 as part of the core budget. The school had also received some additional funding from the final element of the COVID-19 grant.

Savings had been made across all staff groups due to maternity leave and vacant posts that the school had struggled to fill. It seemed as though the school would spend less on energy than predicted, but would depend on the weather in February and March.

The school had overspent on administrative software, but this was expected to be a one-off overspend due to the switch to Xero. The school had also overspent on agency supply due to high levels of sickness, however this was offset by the staffing underspend.

Some extra play equipment had been replaced in the school – the costs had been offset against the PE grant, and the school had also received donations to cover some of the charge.

A governor asked whether the decreased deficit spend was likely to impact on the three-year projection. The Peripatetic Bursar answered that it helped in the short term, and gave the school more time to consider the structure of its Senior Leadership Team, but would not clear the full deficit in the third year.

There was a brief conversation concerning the formatting of the documents.

Schools Financial Value Standard (SFVS)

A governor noted that the school's energy spend was a significant outlier. The School Business Manager reported that this was due to a water leak that had occurred in the previous academic year. The school's spend since the water leak was not significantly higher.

The governors unanimously approved the SFVS for recommendation to the FGB.

A governor asked whether the school was concerned about the vacancies at the school. The School Business Manager answered that the posts were filled at the time of the meetings, and adverts had been put out to fill the positions of two members of staff who would be leaving the school.

There were no further questions from governors.

Ros Roberts left the meeting at 9:30am.

4.	<p>Catering update <i>The Kitchen Analysis Spreadsheet 2024_25 was taken as read.</i></p> <p>The School Business Manager highlighted that the school would carry an overall deficit on catering. Over the Autumn term, the meal uptake had grown, which was very encouraging. The Spring menu had been reviewed to try and reduce the deficit, however measures had gone too far, and uptake of the menu had dropped off. There was work that needed to be done around increasing prices. The school had received feedback concerning the Spring menu.</p> <p>In response to a question from a governor, the School Business Manager explained that the feedback the school had received concerning the Spring menu was that the pupils did not like the dishes, and the portion sizes were too small. The menu was being reviewed going forwards.</p> <p>There were no further questions from governors.</p>	
5.	<p>Premises and Capital Plan update - <i>previously distributed and taken as read.</i></p> <p>The School Business Manager reported that the Local Authority would be replacing all of the wooden windows in the school in the summer of 2025, which would make a significant difference regarding energy and heating. At the time of the meeting, the school was having to place blankets in some areas to reduce heat loss.</p> <p>The governors noted that this was very positive, and commended the School Business Manager for her efforts in getting the windows replaced.</p> <p>The School Business Manager reported that the Fire and Risk audit had gone well.</p> <p>In response to a question from a governor, the School Business Manager reported that the audit had recommended that the school install internal fire doors to act as fire breakers.</p> <p>The School Business Manager reported that the school had been reimbursed by the council in relation to an asbestos risk assessment, as the council had been making an inadequate number of visits.</p> <p>The School Business Manager reported that accidents would be reported to the governing body.</p> <p><i>Agenda: Accidents as a standard item for the School Community Committee going forwards.</i></p>	Agenda
6.	<p>Staffing update</p> <p>It was noted that discussion for this item had been covered in Item 3.</p>	
7.	<p>Policy review – <i>all documents were taken as read</i></p> <p><i>The governors unanimously approved the Health and Safety Policy and the Allergens Policy</i></p>	

8.	<p>Any Other Business (previously notified)</p> <p><u>Benchmarking – taken as read</u></p> <p>A governor the school was at the lower end of spending regarding Senior Leadership Team and support for teachers. The School Business Manager explained that this was due to the Senior Leadership Team being staffed with 2.5 FTE posts rather than 3 FTE posts.</p> <p>There was a brief conversation around online meeting platforms after the online meeting unexpectedly ended (it took around two minutes for the meeting to be resumed).</p> <p><u>Delegated Authority</u></p> <p>There was a brief conversation concerning the delegated authority document.</p> <p><i>The governors unanimously approved the Delegated Authority Scheme.</i></p>	
9.	<p>Determination of Confidential Items</p> <p>It was determined that no part of the meeting was confidential.</p>	
10.	<p>Dates and time of next meeting: Wednesday 30th April 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.	<i>School Business Manager to look at options around increasing prices for school meals.</i>	2.1	School Business Manager	30 th April 2025

Items for next Resources meeting:

- ***Accidents as a standard item for the School Community Committee going forwards.***