



DRINGHOUSES PRIMARY SCHOOL

Minutes of the Resources Committee Meeting (virtual) held on Wednesday 11th February 2026 at 9.00am, via Teams

Present:	Claire Scott-South (Co-Headteacher) Ros Roberts (Chair) Luke Zwalf	Sarah Costello Hannah Wilson <i>joined at 9:24am</i>
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In Attendance:	Claire Humphreys (School Business Manager) Caroline Rigden (Governance Support Officer - Clerk)
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		Action								
1.	<u>Welcome, Apologies for Absence, Consents and Declarations of Interest</u> The Chair welcomed everyone to the meeting. There were no apologies. There were no declarations of interest.									
2.	<u>Minutes of the meeting held 10th December 2025, matters arising and action plan.</u> <i>Previously distributed.</i> APPROVED: Governors agreed that the minutes of the meeting held on 10th December 2025 were a true and accurate record and were marked as approved. Action Points <table><tr><th>Action</th><th>Update</th></tr><tr><td>1.</td><td>Explain the decrease in support staffing costs in year three at the FGB.</td><td>Complete. The School Business Manager confirmed it was covered at the January FGB meeting.</td></tr><tr><td>2.</td><td>Look into using York College students to complete repair or maintenance jobs in school.</td><td>Complete. Luke Zwalf reported that a plan could be put in place with York College to support decorating the school, and it benefitted both parties.</td></tr></table> Matters Arising There were no matters arising from the minutes.	Action	Update	1.	Explain the decrease in support staffing costs in year three at the FGB.	Complete. The School Business Manager confirmed it was covered at the January FGB meeting.	2.	Look into using York College students to complete repair or maintenance jobs in school.	Complete. Luke Zwalf reported that a plan could be put in place with York College to support decorating the school, and it benefitted both parties.	
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3.	<u>Budget monitoring</u> <i>Previously distributed: P9 Budget Monitoring Notes, Table of material variances, P9 CFR.</i> The School Business Manager referred to the previously distributed reports. The accounts were tracking as at the revised budget, with a small positive variance of £97. There had been more Pupil Premium (PP) funding than anticipated. There was a negative balance on school trip income with an extended deadline to pay for									

	the school residential trip so there should be improvement in income. This also impacts line E19 as it should offset outgoing. There had been a donation of 8k from FODS (Friends of Dringhouses School). Teacher costs had a positive £5k variance, specifically with maternity pay being hard to budget for as it was often unknown at start budget time, so it was positive to have a favourable balance. Support staff were needed to support the significant need in school, paying additional hours to teaching assistants to cover absence or backfill where needed, so costs were £5k higher than budgeted. Energy costs, on line E16, had saved over £5k with a lower-than-expected bill in December, which may be due to the new windows. E25, catering costs, had an additional £4k spend to reconcile the procurement card, as it was sometimes cheaper to buy ingredients from a local supermarket. The catering team had stopped spending as much on the card so it should not go up as much and the School Business Manager had been leaning on suppliers to have better prices. There had been a review of software which had led to a saving of £5k, including a saving on appraisal software. Due to a teaching assistant leaving and struggling to recruit a replacement, there had been a spend on supply cover who was working well with the team. There had been a higher spend on Ignite Sports Coaching, who ran breakfast club two days a week and afterschool sessions, with the budget having been based on the previous years agreement and the increase had been from September. There had been some small savings in other places of around £1k.	
4.	<u>Catering update</u> <i>Previously distributed: Kitchen Analysis Spreadsheet.</i> The School Business Manager referred governors to the previously distributed income and expenditure analysis documents and noted the following: There was an anticipated overspend of £12k which was higher than expected, with the tabled report tracking nicely although it did not include the £4k spent on the procurement card. The School Business Manager suggested that meal prices be reviewed for September in light of this. A governor asked what the original overspend had been predicted at. The School Business Manager explained that it had been an £8-9k overspend originally. When setting the budget, the School Business Manager looked at the potential staff pay awards and likelihood of it being realised. The new menu had been carefully costed to ensure it met standards and were what pupils wanted to eat by looking at previous cycles and cost changes. There were some stretch meals, such as a pasta dish that could be easily padded to provide more servings than a fishfinger meal. Staffing had settled within the kitchen team following the recruitment of a new staff member. This gave more structure with experienced staff with knowledge of mass catering. A governor asked about the potential increase of meal price. The School Business Manager explained that to break even it would need to £4.20, which was a big increase from £3.25. There was also the risk of pricing people out of meals, which would impact numbers and make costs per meal higher and should not be priced too high as it was also hard to reduce. The School Business Manager explained that pricing it at a similar price to supermarket meal deals was a good comparable level that parents could understand, at £3.50. The Headteacher added that parents needed to understand that the increase was not to have a profit but would have less of a deficit and the messaging about this was important. If people understood the rationale behind an increase, it would likely mean	

	they would be accepting of it. Governors noted that the convenience of school dinners, including it being a hot meal, should follow inflationary costs and suggested that a smaller annual increase also be considered once meal price costs were closer to where they should be. Future Agenda Item for FGB: Share meal price increase, including budget with support staff pay increase considered.	
5.	<u>Premises and Capital Plan update</u> <i>Previously distributed: Premises Schedule.</i> The School Business Manager explained that the plan of repairs and maintenance included works that had been completed over the summer holiday and school was looking good so there was not much planned although the decorating support from York College would be much appreciated. Carpet fitting had been planned for later in the year. The school garden had all materials needed and just needed volunteers to help with it. The costs had been funded by FODS (Friends of Dringhouses School). <i>Hannah Wilson joined the meeting at 9:24am</i> The playground needed to be resurfaced as there was an issue with standing water that meant this was more urgent than previously though. A governor noted that the scheme of works were well planned out. The Headteacher agreed and shared that there were concerns as the dishwasher was broken in the catering kitchen so this would need to be resolved, and all other facilities were working well.	
6.	<u>Staffing update</u> The Headteacher gave a verbal update on proposed changes to the SLT (Senior Leadership Team) structure from September 2026, which was recorded in a separate confidential minute. APPROVED: Governors approved the new SLT structure of the school, as discussed. The Headteacher shared that the productive keeping in touch day with the other Headteacher had been exciting and shown how the Co-Headteachers could work together, with them aligned in what they wanted for school.	
7.	<u>Policy review</u> <i>Previously distributed: Pupils with Additional Health Needs Attendance Policy, Lettings Policy, Restructure & Redundancy Policy, Lone Working Policy, Allergens Policy, Abusive & Threatening Behaviour Policy.</i> The School Business Manager explained there were no changes except dates in policies. APPROVED: Governors unanimously approved the above policies.	
8.	<u>Any Other Urgent Business</u> <i>Previously distributed: Premises Inspection</i> The School Business Manager explained the Premises Inspection report had been shared for information.	

	There were no further items raised.	
9.	<u>Determination of Confidential Items</u> SLT structure.	
10.	<u>Dates and time of next meeting:</u> Wednesday 29th April 2026	
	The meeting closed at 9.48am.	

Minutes approved at the Resources Committee held on 29th April 2026.

DRINGHOUSES PRIMARY SCHOOL
Action Plan following the Meeting of the Resources Committee
held on Wednesday 11th February 2026

Action	Item	Person(s) responsible	Timescale
1.			

Items for next meeting:

Items for FGB:

- Meal price increase, including budget with support staff pay increase considered.