



WATERBEACH COMMUNITY PRIMARY SCHOOL

Resources Committee Meeting
Wednesday 9th November 2022 at 6.30pm
held in person at school

MINUTES

Governors Present: John Hall (JHal)
Jon Hands (JHan) - Chair
Terry Gilzean (TGz)
Jane Green (JG)
Mark Spedding (MS)
Rebecca Pharo (RP)

Also Attending: Helen Andrews (HA) (Clerk)
Liz Bowen (LB) (School Business Manager)

		Action
1.	Welcome and Apologies for absence The Chair welcomed all to the meeting, the first of the year. Apologies were received and accepted from RS. The meeting was quorate.	
2.	Declaration of Interests with Items on the Agenda No declarations of interests with items on the agenda were recorded.	
3.	Approval of previous minutes , Resources Committee Meeting held on 5 th October 2022 A copy of the previous minutes of the Resources Committee meeting, held on 5 th October 2022, were submitted, and will be signed by the Chair as an accurate record of the meeting.	
4.	Matters arising and actions from the previous meeting, held on 5 th October 2022, that do not appear elsewhere on the agenda	

	<p>Governors were asked if they had any matters arising from the previous meeting. None were declared.</p> <p>JG will share her proposal for linking the budget to the SDP at a future meeting.</p>	
5.	<p>Finance Update</p> <p>5.1 <u>Sept 2022 Budget Monitoring Report</u> As at end Sept 2022, the budget is showing a £104k in-year surplus. Forecasting carry-forward of £5k at end of year. There are no real significant changes as per the previous financial review at the last meeting.</p> <p>5.2 <u>Benchmarking Charts (ahead of SFVS review)</u> Copies of benchmarking slides were circulated by LB for review ahead of the meeting. Benchmarking is not an exact science as it does not take in to account all the considerations that make each school unique. In terms of the school's efficiency metric, the school's rank is 2; meaning the school is in the top 10% of schools of the same criteria nationally. Benchmarking analysis is using 2019 data.</p> <p>Comparisons using the number of pupils, phases, etc. were used for reporting.</p> <p>High level analysis shows the school is green</p> <p>A medium risk has been shown for reserves revenue, which considers the deficit associated with the rates charges. SBM explained the average teacher costs, the school coming in the middle 20% threshold for similar schools.</p> <p>Governors reviewed a selection of local schools data; tables for the pupil expenditure, staff totals, teaching staff, plus supply and support staff. The document containing this information was circulated ahead of the meeting. The Clerk shared a link to the DfE Benchmarking Service to allow governors to conduct their own analysis, if they so wish after the meeting. Data suggest that the school is midline for much of the criteria, coming up highest in premises costs which would take into account the number of maintenance costs and projects incurred last year. This is mirrored in the maintenance & improvement and occupational costs per pupil analysis.</p> <p>Governors agreed that an area² per pupil would be interesting to see. Visitors to the school regularly comment on the size of the</p>	

	<p>school compared to other local schools. There are more facilities available on site than other local schools.</p> <p>Premises staff comes in quite low as the school buys into a cleaning contract.</p> <p>Governors noted that Waterbeach school came bottom of the selected 15 local schools for total income per pupil. LB will explain the funding formula to the Committee Chair at their catch-up meeting next week.</p> <p>A discussion took place on ideas for increasing PP numbers.</p> <p>A lengthy discussion was shared concerning diversity and inclusivity on the governing board. Governors were mindful that the governing board does not representative of the diversity of children attending school.</p> <p>Challenge: A governor asked, is it easy for parents to donate money to the school. The school does supply the bank details if a parent contacts the school for this purpose. Governors discussed schools asking for regular payments and noted that PTAs are more effective than others.</p> <p>Governors thanked LB for explaining the analysis and response to governor challenge.</p>	
5.3	<p><u>Electricity Contract 2024-28</u> The ESPO Electricity Procurement Contract was shared to governors ahead of the meeting. LB believes they have better purchasing power than the school would independently.</p> <p>Challenge: A governor asked, what's the difference between the current contract period. Currently paying 15p, will be paying 25p from this October per unit. Charges fluctuate so it is difficult to determine unit cost at this moment in time.</p> <p>Ratification: Governors approved the ESPO electricity contract 2024-28.</p> <p>Challenge: A governor asked, do ESPO manage the relief scheme on the school's behalf. Yes, for the electricity the school may occasionally meet the threshold but, for gas this may not occur as we are currently not</p>	

	<p>meeting this threshold. Currently paying 2.5p, where the threshold for eligibility is 7.5p.</p>	
5.4	<p><u>Effectiveness of Pupil Premium (SI)</u> The Guidance for School Leaders for Pupil Premium has just been revised. The Statement needs to be published on the school website by 31st December 2022.</p> <p>An approved menu of strategies is the latest amendment to the guidance. JG reassured governors by saying that she has looked at the list, everything on the strategy document complies with the new guidance. The Statement requires updating with the new strategy, this is in process and the school is fully compliant in this area.</p>	
5.5	<p><u>Effectiveness of Sports Premium (SI)</u> Sports Premium is used for the TLR for the Sports Co-Ordinator and the Premier Sports. An overview document is required to be published by the school annually, usually at the end of every academic year. This premium has also funded sporting activities with other schools.</p>	
5.6	<p><u>Effectiveness of Recovery Fund (SI)</u> An element of the Recovery Fund is being used for quality first teaching. The school has decided to opt out of the school tutoring programme as it didn't match the school's needs. The school's own interventions are considerably more impactful than the government incentive. The reporting of the Recovery Fund now forms an element of the Pupil Premium reporting.</p>	
5.7	<p><u>Energy Bill Relief Scheme</u> Discussed in an earlier item.</p>	
5.8	<p><u>Discussion on LA Financial Audit Recommendations</u> JG and LB have gone through the letters. Most of the recommendations are in place but are currently not sufficiently documented.</p> <p>Governors discussed the pros and cons of offering parents a card payment function – many families do not carry cash on them any longer. There is not the capacity to offer such a facility currently.</p> <p>Monthly Budget Monitoring Reports are shared by the School Business Manager to the Headteacher and Chair of Resources Committee for financial transparency. Governors noted that they receive a report on the school's financial position by receiving a BMR 6 times per year as part of the requirements of the SFVS.</p>	

	Ratification: Governors were happy for this process to continue.	
6.	<p>Premises & Building Update</p> <p>The issue with the sewer under the kitchen is now resolved.</p> <p>PAT Testing has taken place over the half-term with a few items failing their inspection. The warming cabinets in the kitchen failed. A new cabinet should be received w/c 21st Nov.</p> <p>A new dishwasher has been purchased, since this was another item that failed. Kitchen staff are very happy with the updated equipment.</p> <p>The sewers have been recently serviced, the main one being impacted by fat and oil from the kitchen. The blockage has been removed at additional cost. The Site Manager has spoken to kitchen staff reminding them not to pour fat and oil down the drains.</p> <p>The field is doing well. TGz cannot see an issue with it being ready for use next year.</p> <p>A governor noted a trip hazard by the rear entrance on the school field. TGz is aware of the issue and is working towards resolving the issue currently.</p> <p>The legionella risk assessment took place last Tuesday. There are no concerns to report.</p> <p>On 31st Aug, the school met with Kier to discuss the snagging issues associated with the new build. The materials and fixtures have been received by the school but utilizing space that the school really doesn't have. There has been a delay in the contractor visiting the school to make good the issues already identified. To date, nothing has happened. The H&S Link has picked this up during a recent visit and are prepared to escalate the issue, if necessary. JG will escalate the problem as matter of urgency. The school are very frustrated with this level of service and aftercare.</p> <p>The Chair thanked TGz for his update and response to governor challenge.</p>	
7.	<p>Safeguarding and Health & Safety Update</p> <p>MSp echoed the school's frustrations with Kier; he is confident that LO and TGz are on top of the problem. The next H&S visit is due over the next couple of weeks. A more formal report will be shared with governors at the next meeting.</p>	
8.	<p>Policy Review</p> <p>There were no policies for review at this meeting.</p>	

9.	Any other business Action: LB will share the SFVS Governor Matrices with the committee and asked governors to complete it and return as soon as possible.	LB/GOVS
10.	Date and time of next meeting: The date for the next meeting of the Resources Committee will be 11 th January 2023. There being no further business, the meeting closed at 20.50pm.	

Actions from the meeting, 11th NOVEMBER 2022

	Action	Owner	Deadline
9.0	LB will share the SFVS Governor Matrices with the committee and asked governors to complete it and return as soon as possible.	LB & GOVS	ASAP

Governor Meeting Dates 2022-23

Date	Meeting		Topic	
<i>Autumn</i>				
20th Sept'22	Children's	Autumn 1	Tues eve	
5th Oct 22	Resources	Autumn 1		
19th Oct 22	FGB	Autumn 1	Data Review (incl SEF)	
9th Nov 22	Resources	Autumn 2		
15th Nov 22	Children's	Autumn 2	Tues eve due to Clerk's availability	
14th Dec 22	FGB	Autumn 2		
<i>Spring</i>				
11th Jan 23	Resources	Spring 1		
18th Jan 23	Children's	Spring 1		
1st Feb 23	FGB	Spring 1	SDP Focus	
15th March 23	Resources	Spring 2		
29th March 23	Children's	Spring 2		
<i>Summer</i>				
24th April 23	Resources	Summer 1	Budget Agreement - THIS IS A MONDAY EVENING	
3rd May 23	FGB	Budget	Budget - 4pm as Clerk needs to stack budget meetings this week	
17th May 23	Children's	Summer 1		
7th June 23	FGB	Summer 1		
28th June 23	Resources	Summer 2		
4th July 23	Children's	Summer 2	THIS IS A TUESDAY	
11th July 23	FGB	Summer 2	Business - THIS IS A TUESDAY	

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