



## WATERBEACH COMMUNITY PRIMARY SCHOOL

**Resources Committee Meeting  
Thursday 16<sup>th</sup> March 2023 at 6.30pm  
held in person at school**

### MINUTES

**Governors Present:** John Hall (JHal)  
Terry Gilzean (TGz)  
Jane Green (JG)  
Robert Schumann (RS) – CHAIR  
Mark Spedding (MSp)  
Rebecca Pharo (RP)

**Also Attending:** Helen Andrews (HA) (Clerk) (remote)  
Liz Bowen (LB) (School Business Manager)  
Nicola Webb (NW) – new Parent Governor

		Action
1.	<p><b>Welcome and Apologies for absence</b> The Chair welcomed all to the meeting.</p> <p>Apologies were received and accepted from JHan.</p> <p>The meeting was quorate. The Clerk joined the meeting remotely via MS Teams.</p>	
2.	<p><b>Declaration of Interests with Items on the Agenda</b> No declarations of interests with items on the agenda were recorded.</p>	
3.	<p><b>Approval of previous minutes</b>, Resources Committee Meeting held on 11<sup>th</sup> January 2023 A copy of the previous minutes of the Resources Committee meeting, held on 11<sup>th</sup> January 2023, were submitted, and will be signed by the Chair as an accurate record of the meeting.</p>	

4.	<p><b>Approval of previous minutes</b>, Confidential Resources Committee Meeting held on 27<sup>th</sup> February 2023</p> <p>A copy of the previous minutes of the Resources Committee meeting, held on 27<sup>th</sup> February 2023, were submitted, and will be signed by the Chair as an accurate record of the meeting.</p> <p><b>Challenge:</b> A governor asked if there was a conclusion to this meeting? The Chair explained that this will be discussed later in the meeting.</p>	
5.	<p><b>Matters arising and actions</b> from the previous meetings, held on 11<sup>th</sup> January 2023 and 27<sup>th</sup> February 2023, that do not appear elsewhere on the agenda</p> <p>Governors were asked if they had any matters arising from the previous meetings. None were declared.</p> <p>The actions from the last meetings were then discussed:</p> <p>From 11<sup>th</sup> January 2023 –</p> <p>9.0 Clerk to add “Discussion on how the budget is linked to the SDP” on the agenda of the next meeting. <b>On agenda</b></p> <p>From 27<sup>th</sup> February 2023 –</p> <p>3.0 JG will put the working party in touch with the Library Manager to take things forward. <b>Completed, closed</b></p>	
6.	<p><b>Finance Update</b></p> <p>6.1 <u>February 2023 Budget Monitoring Report</u></p> <p>The February 2023 BMR was circulated ahead of the meeting.</p> <p>LB provided the following highlights:</p> <p>There have been a lot of invoices received this month, some of which will not show until the new financial year.</p> <p>One of the LAC children used to be eligible for FSM, which is no longer eligible, the revised BMR reflects this.</p> <p>Lettings continue to be positive, expected income is £30k this financial year.</p> <p>Photograph commission was high this year, the school welcomes the additional income it provides to support the children’s learning.</p> <p>Governors were advised of £19,700 of additional funding received for supporting Ukrainian children. The vast majority of this amount has been spent on TA support; however, the school is looking to recruit a Ukrainian speaking person who is completing their teacher training to support some afternoons. There are currently 4 Ukrainian children on roll.</p> <p><b>Challenge:</b> A governor asked, will she just teach the Ukrainian children?</p>	

	<p>Yes, a lot of this support will be around conceptual learning as a 1:1 TA. JG is keen for them to do a proportion of their learning in Ukrainian in order for them to retain their cultural link to their home country.</p> <p>LB expects another tranche of recovery funding. LB explained the additional income in supplementary grants to support the schools Looked After Children (LAC).</p> <p>Teachers Pay budget is mostly on-track; LB explained the contingency in place for the national strike days which will offset some of the addition spend on this budget.</p> <p>LB referred governors to the notes made on the BMR to explain some of the costs. The Supply Teacher budget relates to the overtime incurred in a HLTA capacity to cover teachers during PPA time.</p> <p>Governors were notified of the Governor Services support costs and the cost of a Cam Clerk for the year.</p> <p>Water is a little over budget due to a water leak earlier in the year. LB explained the contingency in place to cover the rising costs of electricity and gas.</p> <p>Orders for all subjects have now been completed, which have been reflected in the budgets.</p> <p>LB explained the carry forward on software to account for the 3-year ongoing cost of Accelerated Reader and other platforms. Governors were advised that the school is subsidising the majority of the cost of the Year 1 History on a Page event; parental contributions are declining. The school can only ask for voluntary payments. It will now be necessary to consider the viability of trips going forward. Governors recognised that some families would be prepared to offer a larger amount to support those with low incomes. The school can no longer financially support trips in the way it has previously; trips considerably support the curriculum; it may be necessary to cancel trips, but this will be the very last resort. A discussion took place around the need for a strategic communication to be planned to explain the financial situation of the school.</p> <p>LB advised that payments for other school trips were doing a little better.</p> <p>Spending is quite high in response to covering staff sickness, LB explained the rationale behind this spend.</p> <p>Governors discussed the ongoing issue with the Rates budget, with rates being refunded by the local authority in the next financial year.</p> <p>Some of the underspend from the UIFSM budget can be used to offset the cost on Kitchen Maintenance.</p>	
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	<p>The Sports Premium Statement is now published on the school website, it relates to 2021-22 and shows the impact of the spend on this budget.</p> <p>Pupil Premium grant continues to rise as more children become eligible. The pupil premium continues to provide much needed support for this vulnerable cohort.</p> <p>Governors were advised of the financial support provided by the PTA. Governors shared their appreciation for the PTA's support to the school.</p> <p>Year-end - £25k carry forward.</p> <p>Governors discussed the financial position of the school in comparison to other local schools who are facing deficit budgets. This led to discussion on the proposed pay awards by unions to prevent any further national strikes. The budgeting toolkit has added an additional built-in buffer to support these pay awards, which can range between 4-10%.</p> <p>LB explained the additional Energy Saving Grant received by the schools; and explained the proposed work to improve lighting ringfenced for this fund.</p> <p>LB confirmed that there is not a need to apply for a cash loan from the local authority.</p>	
6.2	<p><u>Effectiveness of Pupil Premium (SI)</u></p> <p>Governors were referred to the Pupil Premium Statement on the website. JG explained that the focus is on those classed as vulnerable and costed accordingly. The statement explains the progress they have made and the soft data, such as interventions, which will all go towards evidencing the impact of the Pupil Premium funding.</p>	
6.3	<p><u>Effectiveness of Sports Premium (SI)</u></p> <p>Governors were advised that the updated Statement is now published on the school website.</p>	
6.4	<p><u>Effectiveness of Recovery Fund (SI)</u></p> <p>The impact of the Recovery Fund is now recorded within the impact of the Pupil Premium. Governors were reminded to refer to the Pupil Premium Statement that has been updated and published on the school website.</p>	
6.5	<p><u>Discussion on how school finance is linked to the School Development Plan (SDP)</u></p>	

	<p>LB has created an additional column on the SDP which now provides the costings against each objective. This revision to the SDP has been circulated to governors.</p> <p>JG explained that the SDP is evaluated by the academic year, and the budget runs to the financial year. There will not be clear costs for the autumn term due to this conflict.</p> <p><b>Action:</b> HA to circulate the updated SDP with financial costings included.</p>	HA
6.6	<p><u>Update on the recommendations from the LA Financial Audit – has a template been received from the LA for the recording of internal financial procedures?</u></p> <p>The template to be provided by the Local Authority remains outstanding.</p>	
6.7	<p><u>Critical Incident and Business Continuity Plan update</u></p> <p>JG advised that there was a Critical Incident and Business Continuity Plan in place, but it now needs updating as a priority. The contacts particularly need updating, the contacts within the Local Authority are out of date.</p>	
7.	<p><b>Premises &amp; Building Update</b></p>	
7.1	<p><u>General Premises &amp; Building Update (SI)</u></p> <p>TGz felt that it had been a busy after half term, a lot of contractors were in for servicing. Kier finished boxing the stairs, this issue is now resolved.</p> <p>On the 2<sup>nd</sup> February 2023, the lift went out of action. It will be 6-weeks that it has been out of action. The issue is with the breaks on the tracks, the parts are coming from Europe which has delayed things considerably. Governors appreciated the frustration this poses. There are some individuals within the school that rely on the lift, the cleaners also rely on the lift to carry hot water to the second level. There is no cleaner's cupboard on the second floor. TGz advised that new building regulations would now conflict with the doors that have been installed in the new building. On top of that, there is now broken cladding to the exterior of the building. Kier have been out to visit. It is looking like repairs will take place over the Easter holiday. TGz shared his concern by the ongoing failures with the new build; it is only 3-years old, and it is beyond the expected settling and snagging issues normally experienced. The lack of communication is frustrating.</p> <p>Faulty light fittings were replaced over the half-term. Emergency lighting is no longer failing. TGz believes there is sufficient funds</p>	

	<p>from the Energy Saving Grant which can modernize the remainder of the school. These remedials will make a considerable saving for the school in terms of energy usage.</p> <p>Seven pairs of taps were replaced, due to being in a hard water area, the push-down action had become too stiff for the children to access water. The children are now enjoying the new facilities in Year 2.</p> <p>The handrails above the kitchen have been inspected. The repairs to HR04 have been completed free of charge by the contractor after being challenged by the Site Manager.</p> <p><b>Challenge:</b> A governor asked, what is our escalation process for the issues with the new building? The school now have a contact within the Local Authority that is able to action the school's concerns. Now that Kier have visited, the school must rely on them to action anything. JG explained that this puts the school in a difficult position. JG is concerned about the longevity of the building. After 2 years of school use, the building is already showing early signs of degradation. The school is now using a different window contractor to fix the issues with the glazing since the original window contract is no longer in communication with the Local Authority. Governors agreed that the 6-week wait to fix the lift was unacceptable. Once the fixtures move out of warranty, TGz will explore more local options that will be more financially viable going forward.</p> <p>The new Site Management contractor is proving to be on top of the school's needs, TGz has passed on all information concerning the building to date.</p> <p><b>Challenge:</b> A governor asked, in terms of the snagging issues, is there any one the school can approach for advice? The Chair wondered if lawyers would be the next step. TGz explained that due to the school being maintained by the Local Authority, they would be the body that would need to seek the legal advice on the issues with the new build.</p>	
7.2	<p><u>CONFIDENTIAL - Library Refurbishment Proposal (SI)</u></p> <p>A governor shared his concern since reading the minutes of the last Parish Council meeting. It suggests that there is no intention by the Library Working Party to include the school in any of its arrangements.</p> <p>JG has received an email from the Library Manager requesting volunteers from the governing board to join the Library Working</p>	

	<p>Party. RS has made contact with the Library Manager requesting a meeting. He has yet to receive a reply.</p> <p>TGz read from his copy of the last building survey on the library building. Governors agreed that parts of the report should be shared with the Library Working Party.</p> <p><b>Action:</b> RS will chase up his letter with the Library Manager to ask for a meeting.</p>	<b>RS</b>
8.	<p><b>Safeguarding and Health &amp; Safety Update</b></p> <p>8.1 <u>Safeguarding / H&amp;S Update</u> A H&amp;S visit was conducted on 2<sup>nd</sup> March 2023, a report is to follow. First Aid procedures were monitored, there are no concerns. The Health &amp; Safety Policy was reviewed, it is based on a model provided by the Local Authority.</p> <p>As part of the visit, MSp met with some children across the school. Children were able to recognise the difference between coloured lanyards and what they mean for each category of visitor to the school. Children are very engaged with the systems in place to safeguard them.</p> <p>8.2 <u>Governor H&amp;S Visit Report (MSp)</u> Deferred to next meeting.</p>	
9.	<p><b>Policy Review</b></p> <p>9.1 <u>Charging &amp; Remissions Policy</u> Unchanged since the last review.</p> <p><b>Ratification:</b> Governors unanimously approved the Charging &amp; Remissions Policy.</p> <p>9.2 <u>Health &amp; Safety Policy</u> Governors discussed the Invacuation Procedure.</p> <p><b>Ratification:</b> Governors unanimously approved the Health &amp; Safety Policy.</p> <p>9.3 <u>Suspensions and Permanent Exclusions Policy</u> Suspensions are the new definition for fixed-term exclusions. JG explained the changes in the regulations around permanent exclusion.</p> <p><b>Clerk's note:</b> New regulations can be found <a href="#">here</a>.</p>	

	<p>JG advised of a couple of fixed-term suspensions that have been necessary in response to extremely challenging behaviour. She explained the impact that this has to the school. Staff are getting physically attacked, they are not trained to support children with such challenging needs.</p> <p>The Clerk advised of the government's new white paper around SEND and alternative provision. She urged governors to attend the Local Authority led training on suspensions and exclusions as a priority.</p> <p><b>Challenge:</b> A governor felt the policy was not clear enough around lunchtime suspensions. The Clerk advised that, since this is Policy is a Local Authority model, governors should not amend the wording.</p> <p><b>Ratification:</b> Governors unanimously approved the Suspensions &amp; Permanent Exclusions Policy.</p>	
10.	<p><b>Any other business</b></p> <p>10.1 Governors were pleased to learn that the School's Financial Value Standard (SFVS) had been approved by email. The Chair of Governors has signed off the document which was submitted to the Local Authority on time.</p> <p>10.2 JG explained the arrangements in place to cover the two national teacher strike days 15<sup>th</sup> and 16<sup>th</sup> March.</p>	
11.	<p><b>Date and time of next meeting:</b> The date for the next meeting of the Resources Committee will be <b>MONDAY 24<sup>th</sup> April 2023</b> at <u>6pm</u>, to be held at the school.</p> <p>There being no further business, the meeting closed at 8.20pm.</p>	

**Actions on next page /...**



## Actions from the meeting, 16<sup>th</sup> March 2023

	Action	Owner	Deadline
6.5	HA to circulate the updated SDP with financial costings included.	HA	ASAP
7.2	RS will chase up his letter with the Library Manager to ask for a meeting.	RS	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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