



WATERBEACH COMMUNITY PRIMARY SCHOOL

**Resources Committee Meeting
TUESDAY 28th JUNE 2023 at 6.30pm
held in person at school**

MINUTES

Governors Present: John Hall (JHal)
Jon Hands (JHan) – Chair
Terry Gilzean (TGz)
Jane Green (JG) – Headteacher
Rebecca Pharo (RP)
Robert Schumann (RS)
Mark Spedding (MSp)
Nicola Webb (NW)

Also Attending: Helen Andrews (HA) (Clerk)
Liz Bowen (LB) (School Business Manager)
Nicola Murphy (NM)
Amy Unchern (AU)

		Action
1.	<p>Welcome and Apologies for absence JHan welcomed all to the meeting, particularly to our new governors. Attendees introduced themselves.</p> <p>Apologies were received and accepted from JL and AM. The meeting was quorate.</p>	
2.	<p>Declaration of Interests with Items on the Agenda No declarations of interests with items on the agenda were recorded.</p>	
3.	<p>Approval of previous minutes, Resources Committee Meeting held on 24th May 2023 RS proposed an additional statement concerning the confidential minute, which was unanimously agreed.</p>	

	<p>The minutes of the Resources Committee meeting, held on 24th May 2023, including the confidential minutes, were submitted, and will be signed by the Chair as an accurate record of the meeting.</p>	
<p>4.</p>	<p>Matters arising and actions from the previous meetings, held on 24th March 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>7.2 Governor H&S Visit Report deferred to next meeting. <i>MSp has his next visit planned for 5th July. He will combine both visits to one report for review at the next meeting.</i></p>	
<p>5.</p>	<p>Finance Update</p> <p>5.1 Update on school’s financial position and latest Budget Monitoring Report</p> <p>LB explained the format of the reports shared ahead of the meeting. The new system, SBS, is still being implemented. The reports shared for this meeting have come from FMS, which is very limited in terms of reporting.</p> <p>The capital report for the KS1 play equipment was explained. The whole cost has now been received and financially processed.</p> <p>The capital report relating to the Building Maintenance budget was explained. Work to replace the lights across the school utilising the Energy Efficiency Grant has now been completed. The work to refurbish the Year 2 toilets will utilise what capital is remaining in the budget. Governors learnt of the arrangements concerning the refurbishment to the Year 2 toilet blocks that will ensure the budget is kept on balance. The flooring element of this project will fall under revenue as it is considered a maintenance expense.</p> <p>Challenge: A governor asked, how are the energy efficiency projects going on?</p> <p>The grant has been used to make 3 areas of the school more energy efficient. The Site Manager believes the impact of this work will be more noticeable in the winter months.</p> <p>The work to repair the ceiling in the hall has been put on hold. The gym has been painted as per the repairs to the ceiling in the area.</p> <p>LB confirmed that the support staff pay award has been budgeted for the £1925 uplift for each member of support staff. Teaching staff</p>	

pay awards have been budgeted slightly differently, the final percentage has not been agreed yet. In all areas, the budget has been set on a worst-case scenario. There have been no significant changes to staffing for the new academic year which wasn't already budgeted for. Governors learnt that it is possible for the school to save money on staffing costs during strike days.

Buildings Maintenance has been budgeted for £21k, the carpet in the Year 2 area will cost around £1k of that amount.

Electricity and gas continue to rise in price. It is hard to predict winter usage during the current warmer months. The school makes significant efforts to reduce electricity and gas use wherever possible.

The school office uses Pay360 to manage parental payments for school meals. The school is now wishing to implement SchoolComms, there is a slight delay in rolling it out in school due to popular demand for the platform. LB explained the procurement process incurred by exploring other options available that were compatible with other systems already used by the school. SchoolComms looks more user-friendly than Pay360 from a parent perspective. It is hoped that SchoolComms will be in place before the start of the new academic year. A communication will be sent to parents nearer the time of implementation.

Challenge: A governor asked, will there be any issue with migration of data around parental accounts from Pay360 to SchoolComms? LB explained that both systems are compatible with each other, data will be easily migrated between the two.

Challenge: A governor asked, are there any UKGDPR issues with the new system? SchoolComms is a Local Authority endorsed package used by schools across the county. In terms of payment details, parents will need to activate new accounts with SchoolComms; personal information like this will not be included within the migration itself.

Premier Sports are used to provide cover for PPA, which comes from the main budget. Previously, Premier Sports was funded by the Sports Premium, which has specific requirements for its use.

Governors were provided with an overview of the main income streams for the school and how grants are paid in tranches throughout the financial year. There is one more payment of Recovery Funding anticipated. LB expects that will be the last payment of this kind. Lettings continue to do well.

The Graffham Trip this year incurred a small amount of cost to the school, covering the cost of the Pupil Premium element.

Supply has been budgeted for £11k, although absence is always an unknown quantity to predict at the beginning of the financial year. Spent around £3k of the budget so far. Staff absence is nowhere near the rates seen during the pandemic.

School-led Tutoring was carried forward into the budget but will be clawed back by the UK Government as the school has no plans to use it. The returns from School-Led Tutoring did not make the impact to warrant additional spend by the school after the first year of the funding.

Challenge: A governor referred to Line 349 of the budget document, the budget seems to be twice what the expenditure is, is this correct?

LB explained that the catering contractor sends out their invoices sporadically throughout the year. It may be due to when the Caterer sends out their invoices which cross over two (or more) months. FMS splits out the cost equally over the 12-month period.

There is a fund available to schools via a charity led Hub for those working with them; the school is working with the Maths and English Hubs. The English Hub will fund the implementation of Little Wandle across KS1.

Challenge: A governor asked, are there any other options for grant funding?

Previously the school access some funding from the Maths Hub. There are pots of funding but only if you qualify with their criteria. Funding streams are identified through communications from the DfE and attending subject forums. Funding is not so readily available currently.

Spending is on track for the Sports Premium, the funding will have been used effectively by the end of this term. The Sports Premium Statement will be updated and published on the school website before the end of the school year.

Governors learnt the purchases utilising PTA fundraising and continue to be grateful for their support.

Challenge: A governor asked, will this be the last year that we have the delay with the rates rebate?

	<p>There has been a county-wide re-evaluation, which may mean that this arrangement continues.</p> <p>The Chair gave his thanks to LB for her reports and response to governor challenge.</p> <p>5.2 Effectiveness of Pupil Premium (SI) The current Statement is published on the school website, the end of year data is expected from 11th July which will be used to inform an update on the impact of spending from this funding.</p> <p>5.3 Effectiveness of Sports Premium (SI) As above. Now that the school field is in use, there will be a piece of work to agree how the school will use it going forward.</p> <p>Challenge: A governor asked, is it worth reaching out to Waterbeach Colts for their advice on equipment? The school tends to rely on the experience of Premier Sports who will provide the coaching element for the teaching of sport. Football uses a considerable amount of staffing to monitor it safely. Currently, there is not the capacity to teach this in school now. The school will put more consideration into sports provision from the new academic year. A discussion took place around making football accessible to all children. Football will not take place every day to provide children with the opportunity to access a variety of sports.</p> <p>5.4 Effectiveness of Recovery Fund (SI) This is now part of the funding that forms an element of Pupil Premium. It is supporting the rollout of Little Wandle.</p> <p>5.5 Critical Incident and Business Continuity Plan update The current document needs updating with new contact details. This will be completed as part of the start of year processes. The process is well embedded across the school.</p> <p>5.6 Update on progress with recommendations from LA Financial Audit Much of the recommendations were already being implemented in school. Financial transparency arrangements through a scheme of internal delegation have been implemented, a stamp has been purchased to authorise invoices. The Internal Financial Regulations template has now been produced by the local authority. There are two areas which are being challenged, around the use of a credit card for payments and the payroll reconciliation, which LB is following up with the local authority.</p> <p>The most recent letter from the local authority concerning the financial audit will be reviewed at the next meeting.</p>	
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<p>6.</p>	<p>Premises & Building Update</p> <p>6.1 General Premises & Building Update (SI) The refurbishment of the Year 2 toilets has been a challenge due to a tight budget. The Site Manager gave an update of the issues concerning the school’s swimming pool. Presently, it is working efficiently on less chemicals than usually required due to a new filter.</p> <p>Governors learnt that TGz has spent much of his time, beyond his working hours, to ensure the pool is fit for purpose and ready for use by the children this term. The delay to its opening is the fault of the contractors, who have let the school down considerably. Governors thanked TGz for his dedication to his role of Site Manager to ensure the children get to use the pool this term. The pool is not financially viable for use over the summer holidays due to ongoing maintenance and legislation around private use.</p> <p>The Site Manager has not heard from Kier concerning the facia work. The work is proposed over the summer holidays but, as yet, it has not been confirmed which date. Work to remedy the issues with the fire alarm system is due to commence from 1st August 2023.</p> <p>6.2 CONFIDENTIAL - Library Refurbishment Update (SI) Please refer to separate confidential minute.</p>	
<p>7.</p>	<p>Safeguarding and Health & Safety Update</p> <p>7.1 Safeguarding / H&S Update JG confirmed that JL came to monitor the SCR with no concerns. An annual safeguarding report will be shared at the next FGB. With regards to the school’s safeguarding systems, there is a stretch on staffing in response to a high demand of concerns being raised. The school continues to prioritise the safeguarding of children.</p> <p>7.2 Governor H&S Visit Report (MSp) A report will be circulated by the end of the academic year.</p>	
<p>8.</p>	<p>Policy Review</p> <p>8.1 Premises Hire Policy Challenge: A governor felt that £18 per hour seemed too low for the hire of the pool. The main user of the pool is the Tri Club. As the school already has the pool in use, this rate was deemed appropriate by the Site Manager. The Head explained that the use by this club benefits the children of the school. The pool is leased to community groups (Scouts, Cubs, Guides), with an additional surcharge for use at the</p>	

	<p>weekend. The pool is not rented out privately due to strict legislation around its use. Charges were reviewed last year and increased by 20%.</p> <p>Ratification: Governors unanimously approved the Premises Hire Policy.</p> <p>8.2 First Aid Policy (inc. appendices) The drafted document was based on a model from The Key which has been personalised for the school.</p> <p>The appendices detailing named first aiders is to be removed.</p> <p>Ratification: Governors unanimously approved the First Aid Policy pending the removal of the appendix detailing named first aiders.</p> <p>8.3 Asthma & Emergency Inhaler Policy H&S Link reviewed the process during a previous visit which he has concluded as robust.</p> <p>Challenge: A governor asked, is there a policy specifically for children with allergies? There is an Epi-Pen protocol which is reviewed annually, staff receive annual training for their use.</p> <p>Ratification: Governors unanimously approved the Asthma & Emergency Inhaler Policy.</p>	
9.	<p>Any other business Governors discussed a proposal to form a Working Party to review the site against pupil projection rates and 5-year school strategy. This will be picked up in the new academic year.</p>	
10.	<p>Date and time of next meeting: The date for the next meeting of the Resources Committee will be confirmed at the July FGB meeting.</p> <p>There being no further business, the meeting closed at 8.30pm.</p>	

Actions on next page /...

Actions from the meeting, 28th June 2023

	Action	Owner	Deadline
7.2	Governor H&S Visit Report deferred to next meeting.	MSp	Next meeting
11.0	Governors agreed to revisit the proposal to form a working party to consider the school site against projected pupil numbers and the 5-year school strategy.	GOVS	Next meeting.

Governor Meeting Dates 2022-23

<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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