



## WATERBEACH COMMUNITY PRIMARY SCHOOL

**Resources Committee Meeting  
Wednesday 4<sup>th</sup> October 2023 at 6.30pm  
held in person at school**

### MINUTES

**Governors Present:** Jon Hands (JHan)  
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)

		Action
1.	<b>Committee to Appoint a Chair</b> JHan advised that he will be resigning from the governing board from 5 <sup>th</sup> October 2023. The Resources Committee will need to appoint a chair at the next FGB meeting. JHan acted as Chair for the purposes of this meeting.	
2.	<b>Welcome and Apologies for absence</b> JHan welcomed everyone to the first committee meeting of the academic year.  The meeting was quorate. NM was not present at the meeting.	
3.	<b>Declaration of Interests with Items on the Agenda</b> No declarations of interests with items on the agenda were recorded.	
4.	<b>Approval of previous minutes</b> , Resources Committee Meeting held on 28 <sup>th</sup> June 2023	

	The minutes of the Resources Committee meeting, held on 28 <sup>th</sup> June 2023, were submitted, and will be signed by the Chair as an accurate record of the meeting.	
5.	<p><b>Matters arising and actions</b> from the previous meetings, held on 28<sup>th</sup> June 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&amp;S Visit Report deferred to next meeting. <b>The draft report for the last few H&amp;S visits are currently with the DHT for approval, once approved they will be circulated via the Clerk to the board for information.</b></p> <p>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. <b>Deferred to AOB.</b></p>	
6.	<p><b>Approve Resources Committee Terms of Reference 2023-24</b></p> <p><b>Challenge:</b> A governor asked, does the school have a building development plan?</p> <p>The Headteacher explained that it requires updating; the document was originally linked to the capital budget during the new build. The working group should focus on this as one of their priorities.</p> <p><b>Ratification:</b> Governors recommended the Resources Committee Terms of Reference 2023-24 for final approval at the next FGB meeting.</p>	
7.	<p><b>Finance Update</b></p> <p>7.1 <u>Update on school's financial position and latest Budget Monitoring Report</u></p> <p>The financial reports were circulated by the School Business Manager ahead of the meeting. A cumulative expense report was shared with data taken from FMS. LB provided an overview of the budget per cost centre:</p> <p>Teachers pay – slight underspend, due to national strike days.</p> <p>Support staff – pay award budget £1925 has not yet been agreed but has been budgeted.</p> <p>Teaching Assistants have gone slightly above budget due to overtime to support Little Wandle and school trips.</p> <p>Need to consider Teachers Pay, it has now been agreed at 6.5%. £23,426 on top of budget, 3% of this will be supported by an additional government grant, based on last year's pupil numbers.</p>	

	<p>This grant will continue into next academic year and will be based on this year's census data.</p> <p>Buildings Maintenance – couple of projects currently underway. £9,578</p> <p>Energy costs as we go into winter are expected to spike as winter approaches. Electricity consumption will be considered in relation to the implementation of energy saving lighting that has been installed due to the Energy Savings Grant.</p> <p>Curriculum budgets remain quiet due to the time of year. Much of these budgets will be spent later throughout the year.</p> <p>LB explained the rolling programme for laptops and iPads to governors.</p> <p><b>Challenge:</b> A governor asked, what happens when teachers have finished with them? They get allocated to TAs and run out the rest of their lives until they work no longer. Devices are replaced on a rolling 3-year programme. School gets around 5 years of use from each device. The ICT Service currently have a good deal on refurbished Dell technology which is under a reasonable warranty.</p> <p><b>Challenge:</b> A governor asked, have you seen any savings by moving from Pay360 to SchoolComs? Pay360 was a little cheaper but was no longer available. SchoolComs is a lot easier, both in the school office and for parents.</p> <p><b>Challenge:</b> A governor asked, can you elaborate on what MSAG is? Mainstream School Additional Grant – to cover additional costs per pupil due to the rising costs of energy. This is a national grant. Unlikely to be continued into the next year.</p> <p><b>Challenge:</b> A governor asked, what is growth funding? Funding usually based on the previous academic year's number of classes; this is additional funding to support the additional class required from the start of this academic year. This grant covers an M6 teacher and a little bit extra for resources.</p> <p>Governors were advised of additional SEN funding relating to two additional EHCPs recently awarded.</p> <p>School received £2k in parental swimming donations, which will go a long way to support the maintenance of the pool. Lettings are also doing incredibly well. Income from the second part of the summer</p>	
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	<p>term has just been invoiced. Governors learnt of the miscellaneous donations received. Staff have been touched by the donations in consideration of staff wellbeing.</p> <p>The Recovery Premium will continue for an additional academic year.</p> <p>Educational visits were budgeted for a £2k loss in consideration of parents that are not able to finance school trips. Governors were advised that the historic donation received to support a trip pre-covid has now been spent on a Year 4 trip.</p> <p>Supply remains a concern. It is likely this budget will be overspent in response to covering staff illness.</p> <p><b>Challenge:</b> A governor asked, if supply costs go over budget, are there other areas of the budget that this can come from? LB felt that there will be other areas of the budget that can be considered going through the year to offset any overspend in the supply budget.</p> <p>The capital budget will be utilised to refurbish the Year 2 toilet blocks with a small amount to carry forward as a contingency for the rest of the year.</p> <p>School-led tutoring budget will be clawed back at the end of the academic year as the school are not using this scheme.</p> <p><b>Challenge:</b> A governor asked, how do costs compare for Little Wandle to the previous scheme? Little Wandle was a one-off cost to purchase all the resources necessary. Moving forward the outlay is minimal.</p> <p>Governors appreciated the vast amount of fundraising raised by the PTA to replace the playground equipment. The Chair of Governors has been tasked with writing to thank them for their ongoing support.</p> <p>Pupil Premium is partially used to provide one music lesson or an after-school club per PP child. A proportion of this fund also provides uniforms to those families who need the additional support. PP numbers are falling, partly due to lack of parents' incentive to apply when EYFS meals are already free. A drive to recruit more applications is currently being led by the school office.</p> <p>A clearer picture of the outturn will be provided at the next meeting when SBS is fully implemented in school.</p>	
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	<p>The Chair thanked LB for her update and response to governor challenge.</p> <p>7.2 <u>Effectiveness of Pupil Premium (SI)</u> The report will be updated by December 2023. Inco now involved in monitoring PP.</p> <p>7.3 <u>Effectiveness of Sports Premium (SI)</u> Sports Premium has been well spent and has a long-lasting impact in the vision for the school. Details will be published in the revised Sports Premium Statement.</p> <p>7.4 <u>Effectiveness of Recovery Fund (SI)</u> It is likely that the small amount of recovery funding could be used to support Little Wandle, the reporting of this funding is now covered under Pupil Premium.</p> <p><b>Challenge:</b> A governor asked, does the school do any reporting on its PP spending? The Pupil Premium Statement is statutory and is due to be updated by December 2023. There is no similar requirement for Recovery Premium as it is now considered within the Pupil Premium Statement.</p> <p>7.5 <u>Critical Incident and Business Continuity Plan update</u> The plan is in place but requires the contact details updating. The School Business Manager will ensure this has been updated by the school office at the earliest opportunity.</p> <p>7.6 <u>Update on progress with recommendations from LA Financial Audit</u> All delivery tickets are now signed by someone as part of the Scheme of Financial Delegation. Based on generic feedback, the SBM was reassured that the financial systems in place are appropriate. [There was some discussion about online reconciliation of credit cards being impractical due to accounts held across multiple banks.]</p> <p>7.7 <u>CONFIDENTIAL</u> Refer to separate confidential minute.</p>	
8.	<p><b>Premises &amp; Building Update</b></p> <p>8.1 <u>General Premises &amp; Building Update (SI)</u> It has been a busy summer! Governors were advised of the problems associated with the refurbishment of the Year 2 toilet blocks. The overall result is a considerable improvement. TGz has also spent the summer term redecorating the school gym – and he</p>	

	<p>has done a fantastic job. Governors received an update on the other jobs due for completion over the summer holidays.</p> <p>As a safeguarding precaution, the boundary fencing behind the scout hut has been improved to prevent high risk children leaving the premises.</p> <p>Half term week is expected to be just as busy. The pond decking has now been removed. The aim is to replace this with a plastic composite option for longevity.</p> <p>Governors heard about the ongoing challenge to receive an updated Asbestos Report from the local authority. A governor advised that an update on Asbestos was given at the recent Termly Governor Briefing, noting that future reports will assume presence of asbestos if it cannot be definitively concluded otherwise. The Clerk said she would share the briefing notes with the governing board.</p> <p><b>8.2 <u>Library Update (SI)</u></b>  A letter has been sent to the Parish Council and library team noting the problems associated with the building. The letter has confirmed action by the library to be taken by February 2026. After initial concerns, the Parish Council and library team want to continue to engage with the school on options. Governors discussed the safety risks associated by parking near to the library during peak school hours. Governors remain open to hearing any proposals by the library team going forward.</p> <p>JG thanked RS and JHal for their involvement with the library building to date.</p>	
<b>9.</b>	<p><b>Safeguarding and Health &amp; Safety Update</b></p> <p><b>9.1 <u>Safeguarding / H&amp;S Update</u></b>  To prevent high risk children absconding from the school premises, the school has improved the boundary fence behind the Scout Hut and tightened access to the school entrance.</p> <p><b>9.2 <u>Governor H&amp;S Visit Report (MSp)</u></b>  A report will be shared with governors via email within two weeks.</p>	
<b>10.</b>	<p><b>Policy Review</b></p> <p><b>10.1 <u>Complaints Policy</u></b>  In consideration of section 3.8 of the policy, appeals will be considered in writing and not in person.</p>	

	<b>Ratification:</b> Governors unanimously approved the Complaints Policy, pending the amendment to section 3.8. (adopt first para not second).	
11.	<p><b>Any other business</b></p> <p>11.1 Governors discussed the formation of a working party to consider future proofing the school site against growing pupil numbers. The working party will include RS, TGz, and MSp. <b>Action:</b> Update from working party at next Resources meeting.</p> <p>11.2 The Orchard field will be used for football going forward to protect the new sports field. Lines will be prepared; the Site Manager is on top of what is needed. There are plans for formal football and cricket, on the other field it will be used for track and field activities. More information will follow once finalized. Currently, there is no capacity for additional extra-curricular sport clubs. Governors wondered if the school field could be rented out as an additional income stream. School leaders recognize that football is enjoyed by most children but the capacity to monitor sessions safely is tight. Good feedback from parents has been received to say that the children enjoy accessing the new area.</p> <p>11.3 Governors discussed the inspection timelines published within the new Ofsted Framework. The school is not expecting another inspection until 2025 but Ofsted could choose to inspect before then. A conversation took place briefly concerning the school's readiness for Ofsted.</p> <p>11.4 Thanks to JHan for his valuable contribution to Resources and the full governing board during his tenure.</p>	
12.	<p><b>Date and time of next meeting:</b> The date for the next meeting of the Resources Committee will be 8<sup>th</sup> November 2023.</p> <p>There being no further business, the meeting closed at 8.30pm.</p>	

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

## Actions from the meeting, 4<sup>th</sup> October 2023

	Action	Owner	Deadline
5(7.2)	The draft report for the last few H&S visits are currently with the DHT for approval, once approved they will be circulated via the Clerk to the board for information.	MSp, HA	Next meeting
7.7	RS will present the Resources Committee's recommendations concerning the uplift to leadership pay scales due to a change in group size at the next FGB meeting. LB will provide a schematic to aid discussions.	RS, LB	Next meeting
11.1	Update from working party formed to work on future proofing the school site in recognition of growing pupil numbers at next Resources meeting.	Working party	Next meeting

### Waterbeach Community Primary School Approved Governor Meeting Dates 2023-2024

Date	Meeting		Topic	
<i>Autumn</i>				
20th Sept 23	Children's	Autumn 1		
4th Oct 23	Resources	Autumn 1		
18th Oct 23	FGB	Autumn 1	Data Review (incl SEF)	
8th Nov 23	Resources	Autumn 2		
15th Nov 23	Children's	Autumn 2		
13th Dec 23	FGB	Autumn 2		
<i>Spring</i>				
10th Jan 24	Resources	Spring 1		
17th Jan 24	Children's	Spring 1		
31st Jan 24	FGB	Spring 1	SDP Focus	
13th Mar 24	Resources	Spring 2		
27th Mar 24	Children's	Spring 2		
<i>Summer</i>				
24th Apr 24	Resources	Summer 1	Budget Scrutiny	
8th May 24	FGB	Budget	Budget Approval	
22nd May 24	Children's	Summer 1		
5th June 24	FGB	Summer 1		
26th June 24	Resources	Summer 2		
17th Jul 24	Children's	Summer 2		
10th Jul 24	FGB	Summer 2	Business Meeting	

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