



WATERBEACH COMMUNITY PRIMARY SCHOOL

**Resources Committee Meeting
Wednesday 8th November 2023 at 6.30pm
held in person at school**

MINUTES

Governors Present: 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.	<p>Welcome and Apologies for absence RS opened the meeting.</p> <p>Apologies were received and accepted from NM and AU.</p> <p>The meeting was quorate.</p>	
2.	<p>Declaration of Conflicts 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 4th October 2023 The minutes of the Resources Committee meeting, held on 4th October 2023, including the confidential minute, were submitted, and will be signed by the Chair as an accurate record of the meeting.</p>	
4.	<p>Matters arising and actions from the previous meetings, held on 4th October 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>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. <i>Due to the wide scope of the H&S Link role, an agenda item will be raised at the next FGB meeting to appoint a Co-H&S Link. MSp has a visit planned for this half term but the statutory duties are outstanding from the previous half-term; MSp's capacity is tight due to increased workload.</i></p> <p>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. <i>Completed, closed</i></p> <p>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. <i>On agenda</i></p>	
<p>5.</p>	<p>Finance Update</p> <p>5.1 <u>Update on school's financial position and latest Budget Monitoring Report</u></p> <p>The financial reports were circulated ahead of the meeting for governors to consider.</p> <p>Some reports are now possible out of SBS. The Cost Centre Report and CFR was shared and explained to governors. Governors agreed that both reports were helpful in terms of financial monitoring.</p> <p>LB explained the circulated Budget Adjustments report, which will be signed off at the end of each Resources Committee meeting for auditing purposes. The report shows two main columns, one showing the originally submitted budget, the other providing the most up to date reflection of the budget to date. New columns will be added ahead of each meeting for governors to review spend on each cost centre.</p> <p>LB explained the Cost Centre Report format. Two new EHCPs have been recently granted, which will be reflected in the next BMR. LB elaborated on the notes provided in the summary column for each cost centre. Governors were given a high-level oversight of the funding received since the last meeting. No income has been received that wasn't already anticipated and budgeted for.</p> <p>The Staff Pay Awards and performance-related progression is budgeted and will be included in staff pay from November 2023.</p>	

	<p>Teacher Pay Awards are back dated to September 2023. Support Staff Pay Award is back dated to April 2023.</p> <p>Electricity and gas budgets are currently on track, although we are now moving towards the colder months of winter. Gas expenditure is anticipated to rise in line with the additional heating required across the school. Spend on gas to date includes hot water and swimming pool heating costs. The swimming pool is no longer in use so will not be included with gas charges during this season.</p> <p>The Ukrainian teacher previously budgeted has now been taken out of teaching costs as the school has recruited a teaching assistant instead. The increase in spend on support staff relates to this appointment.</p> <p>Anticipated carry forward currently stands at £10k at the end of the financial year. In terms of forecasting for the next financial year, budgets are being drafted erring towards caution. The increase in funding relating to increasing pupil numbers is reflecting positively in next year's predictions but spending will still be considered cautiously.</p> <p>Staff absence is in line with seasonal trends. A conversation took place on the impact this has on staffing costs. Insurance is claimed for teachers who are off for 11-days or longer.</p> <p>Ongoing staffing costs are a concern. Cover is limited due to HLTA capacity needed elsewhere in school. Insurance for staff absence doesn't cover the usually associated short timeframe that teachers are off sick. Leaders avoid using supply as much as possible due to the high costs associated with this type of cover.</p> <p>Uncertainties with supply, buildings maintenance, and gas charges continue to be an ongoing concern for governors.</p> <p>5.2 <u>Acknowledgement of a new process for recording in-year changes to budget for audit purposes</u> Ratification: Members of the committee accepted the in-year amendments to the budget to date. The Chair of the Resources Committee will sign the Budget Adjustments Report for this meeting.</p> <p>5.3 <u>Effectiveness of Pupil Premium and Recovery Fund (SI)</u> The Pupil Premium Statement needs to be updated by end December 2023. Work is ongoing.</p> <p>5.4 <u>Effectiveness of Sports Premium (SI)</u></p>	
--	--	--

	<p>The Sports Premium Statement will be updated on the school website by end December 2023.</p> <p>5.5 <u>Critical Incident and Business Continuity Plan update</u> A member of office staff has been assigned with updating the document. JG will chase to reassure herself that this has been completed.</p> <p>5.6 <u>Governor volunteer to complete SFVS process with School Business Manager in Spring 2024</u> Action: RS volunteered to review the SFVS process with the School Business Manager. They will meet in December 2023. Governors were asked to complete the matrix, related to the SFVS, once circulated by the School Business Manager.</p>	RS / GOVS
<p>6.</p>	<p>Premises & Building Update</p> <p>6.1 <u>General Premises & Building Update (SI)</u> Governors were advised of some leaks in the roof across the premises. TGz provided an update of the repairs which took place over the half-term break in October 2023. Governors learnt of the poor workmanship when the roof was built (this particular leak is located in the new building). TGz is in communication with the developer to ensure these issues are repaired. Long-term, each time the weather is severe, more damage occurs to the fabric of the building.</p> <p>Kitchen leak - the ducting is leaking somehow, causing water to run down the wall in the kitchen near an electrical circuit. There appears to be an issue with the seals. Governors were reassured to learn that TGz is in touch with a contractor to make the necessary repairs.</p> <p>Governors learnt of a fat build up in the pump sewage system. Sewage is ordinarily fed into main sewers. Pumping is only necessary when a blockage occurs, usually due to fat, and this has now (unusually) happened twice this year. There are two pits on site, which cost £1,100 to get taken off site. Fat traps have been quoted at a cost of £6.5k+, plus an additional £1k fee to supply electric to them. Governors gained an insight into the fat incurred by the operation of the school kitchen on a daily basis. Fat traps are endorsed by Anglian Water for use by restaurants and takeaways. Governors understood that, whilst the fat traps will not stop the need for waste to be transported away, it will reduce the number of times throughout the year that this is required. After a brief discussion concluded that the school will follow the proper financial procurement process to acquire additional quotes before any decision is made in consideration of fat traps going forward.</p>	

	<p>6.2 <u>Library Building (SI)</u> JHal and RS have met with the new management team for the library. The message has been shared that governors are still willing to be open to discussions around a replacement facility moving forward, although the library team has been urged to consider other options in view of the uncertain circumstances</p> <p>6.3 <u>Site Strategy Working Group Update (SI)</u> A drafted Working Group Role Descriptor was drafted as a late document ahead of the meeting. RS provided governors with a high-level overview of the documents' main themes.</p> <p>The safety of the main entrance of the school needs to be an item of discussion at a future meeting. Now that evenings are darker, inconsiderate use of the drive and parking on site is creating a potential safety risk.</p> <p>Further meetings will be planned, and progress fed back to the committee.</p>	
7.	<p>Safeguarding and Health & Safety Update</p> <p>7.1 <u>Safeguarding / H&S Update</u> Nothing to update with regards to Resources related safeguarding. Governors acknowledged the plans agreed at this meeting to review the Schools Financial Values Standard in good time ahead of the deadline.</p> <p>7.2 <u>Governor H&S Visit Report</u> Due to the H&S Link's current workload, a H&S Report was not ready for this meeting.</p>	
8.	<p>Policy Review There are no policies to review at this meeting.</p>	
9.	<p>Any other business There were no other items of business.</p>	
10.	<p>Date and time of next meeting: The date for the next meeting of the Resources Committee will be 10th January 2024.</p> <p>There being no further business, the meeting closed at 7.50pm.</p>	

Actions on next page /...

Actions from the meeting, 8th November 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
5.6	RS volunteered to review the SFVS process with the School Business Manager. They will meet in December 2023. Governors were asked to complete the matrix, related to the SFVS, once circulated by the School Business Manager.	RS, GOVS	Dec '23/Jan '24

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

Governor Training & Development

To view the Joint Annual Governance Training Program and book courses online - [GovernorHub](#)

Governors for Schools - [click here](#)

NGA Learning Link – [click here](#)