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| **VENUE**Bewsey Lodge Primary School | **RESOURCE COMMITTEE** | **DATE**25th October 2023 |
| **Chair**Mike Jones | **MINUTES** | **Time**4pm |
| **Present**David Wright, Chloe Turnbull, Emma Williams and Mike Jones**Minute Clerk**Julie Iredale | **Apologies**Lee-Anne McCready-Foreman and Nigel Spencer |

| **ITEM** | **INFORMATION** | **ACTION** |
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| 1. **Welcome**
 | * MJ welcomed everyone to the meeting
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| 1. **Apologies**
 | * Apologies were received from LMF and NS
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| 1. **Declaration of Pecuniary Interests**
 | * There were no Pecuniary Interests to declare
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| 1. **Minutes**

**Matters Arising** | * The previous meeting was cancelled and MJ circulated the attached summary instead
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|  | * JI had received information from WBC regarding the increase of approximately £3,500 in fixed costs for electricity. Mark McGiveron supplied information from EDF regarding our High Needs Tariff which is linked to the National Targeted Charging Review
* Larger Primary Schools such as Bewsey Lodge who are connected to the network are expected to pay a fair contribution for its upkeep based on the size of our site
* EW plans to contact other local schools of a similar size to compare their energy costs. An update will be provided at the next meeting
 | * **EW to provide cost of energy update at the next meeting**
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| 1. **Finance**
 | **Review of SIC and CFR 22-23*** The Summer Term meeting had been cancelled and this item was outstanding
* Governors reviewed the Consistent Financial Reporting Summary 22-23 then completed the Statement of Internal Control 22-23
* MJ and NS are required to sign the SIC the next time they are in School

**Projected Outturn 23-24*** The Committee reviewed the Projected Outturn 23-24 which shows an in-year deficit of £16,639
* MJ outlined various areas of expenditure:
	+ Overspend of £7,062 in staff training due to additional staff CPD and contribution to Masters and SEN courses which allow for the retention of valuable staff
	+ Overspend of £1,663 in Servicing Contracts and further charges for PPM from Equaans were pending
	+ The cost of Electricity and Gas were still extremely high although much more stable than last year. MJ said that Claire Massey closely monitored our costs and the budgeted amounts seemed accurate. There may even be a decrease in charges over the winter
	+ Overspend of £1,217 in Consultancy and Professional Services due to the charge for a specialist SEN teacher from Oakwood Avenue Primary School required for EHCP applications
	+ Overspend of £1,920 in Consultancy and Professional Curriculum for a number of reasons. The cost of school trips are high, mostly due to the charge for transport. Parental contributions for trips cover a smaller portion of the actual cost so more activities take place in school but these are also expensive
	+ MJ had requested the cost of any future trips planned before year-end which results in a potential further overspend of £800
	+ There is a saving of £2,198 as the WBC Safeguarding SLA hasn’t been purchased this year
	+ EW said that our highly experience Safeguarding staff have been able to manage any issues that have occurred
	+ By year-end, there is a Projected Carry Forward of £59,285
	+ SEN funding is expected and not yet built-in to this figure along with Recovery funding of £13,000
* **A Governor** said that additional savings will be made following the teachers’ pay rise. We had originally budgeted 5% for this rise but schools are now being asked to fund 3.5% and the remaining 3% will be met by the DfE
* The Committee agreed that the mid-year budget was very healthy despite staffing changes, wage rises and the general increase in the cost of supplies and services

**MTFP 22-27*** The Committee reviewed the Medium Term Financial Plan 22-27 and noted its contents

**Termly Expenditure Summary*** Governors noted that 58% of the Learning Resource budget and 62% of the Text Book budget has been spent

**Preliminary SFVS 23-24*** Governors reviewed the School Fund Audit Certificate for the previous academic year
* The following policies were reviewed:
	+ Financial Regulations
	+ Whistleblowing
	+ Fraud Response Plan
 | * **MJ and NS to sign the SIC 22-23**
* **To adopt the three Policies for the year**
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| 1. **Health & Safety**
 | * The Committee reviewed the WBC H & S Policy 23-24 and agreed to adopt this Policy
* The Committee reviewed the Governing Body Annual H & S Statement of Intent and agreed to adopt this Statement for another year
* The H & S Working Group last met on 12th October 2023 and the Committee reviewed the Minutes of this meeting
* CT confirmed that there were no concerns or actions to report
 | * **Agreed to adopt the H & S Policy 23-24**
* **Agreed to adopt the Annual H & S Statement of Intent for the year**
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| 1. **Personnel**
 | * EW explained that there would be a number of staffing changes. Two Teachers are leaving in the Autumn Term and two members of staff begin maternity leave after Easter
* EW said that recent recruitment would cover all staffing changes
* These variations have resulted in a reduction in the overall cost for Teachers but an increase in costs for Teaching Assistants
* EW spoke of the complex needs of some children in KS1 and she was expecting additional SEN funding
* **A Governor** asked if these pupils would remain in KS2. EW said that there was a possibility that at least one pupil would move to another SEN provision and the WBC SEN team were looking into this at the moment
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| 1. **Premises**
 | * Devolved Formula Capital has been used most recently to complete works in the new classroom
* £8835 now remains for future capital expenditure
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| 1. **Complaints**
 | * EW confirmed that no complaints had been received in the past year
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| 1. **ICT**
 | * The annual Data Protection IOC Registration is renewed in January each year
* Gemma Nicholson is School IT Lead. She had prepared an Annual e-Safety Update which was reviewed by the Committee
* A Governor said that the update seemed quite general and requested that other sections should be added, for example, online threats and the use of mobile phone apps by pupils
* It was agreed that CT will provide feedback to Gemma
* EW said that WBC does filter the internet provision but doesn’t monitor the content. This means the system is currently compliant but questioned whether it was actually good enough
* EW spoke of a new filtering system currently being reviewed by Chris Metcalfe and she will update the Committee at the next meeting
 | * **CT to provide feedback to Gemma Nicholson**
* **EW to provide internet filtering update at the next meeting**
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| 1. **Statutory Policy Review**
 | * The Committee reviewed the Critical Incidents & Business Continuity Plan and agreed to adopt it for another year
* The Committee also reviewed the following WBC Policies:
	+ Menopause at Work
	+ Teacher Appraisal
	+ Disciplinary Procedure
* It was agreed to adopt these Policies
* **A Governor** asked what actions School was taking to implement the Menopause at Work Policy
* EW said this would be sign posted to Kathryn Kearns and an update will be provided at the next meeting
* The Teacher Appraisal Policy included the removal of the TED process
* **A Governor** asked what this was. After the meeting, JI obtained this information - TED was Teaching Experiencing Difficulties
* MJ asked JI to send these statutory Policies via email to the Governors who weren’t able to attend today’s meeting too
* As the previous meeting had been cancelled, Governors still had to review the Debit Card Policy and the Summary of Card Holders along with the card holder’s annual summary agreeing to use of the debit card
* This was completed although signatures where still required from MJ and NS when they next visited School
 | * **Agreed to adopt the Critical Incidents & Business Continuity Plan for the year**
* **Agreed to adopt the three WBC Policies for the next three years**
* **Sign post Policy to Kathryn Kearns and provide update at the next meeting**
* **JI to email Policies to absent Governors**
* **Signatures required from MJ and NS**
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| 1. **Review of Logs**
 | * The Termly Review of Logs was pending and a date will be arranged before the end of the Autumn Term
 | * **Agreed to set a review date before the end of the Autumn Term**
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| 1. **Any Other Business**
 | * EW gave the Committee an overview of proposals she had involving the Designated Provisions and also in the Nursery
* She was currently meeting with the WBC SEN team and will update Governors as things progress
 | * **EW to provide update at the next meeting**
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| **Date of Next Meeting** | * Two Spring Term meetings are required and they will be held on
	+ Thursday 1st February 2024 at 2.30pm
	+ Thursday 21st March 2024 at 2.30pm
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