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| **VENUE**Via Teams | **RESOURCE COMMITTEE** | **DATE**Thursday 1st February 2024 |
| **Chair**Mike Jones | **MINUTES** | **TIME**2.30pm |
| **Present**Emma Williams, David Wright, Mike Jones, Nigel Spencer and Lee-Anne McCready-Foreman**Guest**Claire Massey**Minute Clerk**Julie Iredale | **Apologies**Matthew Boyle |

| **ITEM** | **INFORMATION** | **ACTION** |
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| 1. **Welcome**
 | * MJ welcomed everyone to the meeting including Claire Massey, WBC Budget Officer
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| 1. **Apologies**
 | * Apologies received from MB
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| 1. **Declaration of Pecuniary Interests**
 | * No pecuniary interests were declared
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| 1. **Minutes**

**Matters Arising** | * Minutes of previous meeting agreed as true record
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| * EW and JI had met with Mark McGiveron, Energy Project Manager at WBC, who explained that our energy had been bought in advance in bundles as part of our Cluster
* The charge paid at that time was higher than the market rate. However, subsequent bundles had been purchased at lower than the market rate
* Overall, the price we have paid via the Cluster was favourable compared to those not in the Cluster
* Mark said that we pay a Capacity Charge of £136 per month which allows access to a maximum of 138 KVA
* We normally average 90 KVA per month and had the option to reduce our capacity and this would cost £89 per month
* However, once capacity was reduced, it was difficult to increase again in the future due to reduced capacity across the network
* EW decided to remain with the higher capacity
* EW said that internet filtering provided by WBC was compliant but the feeling amongst other Headteachers was that it could be improved
* MATs used other systems and WBC will be updating Maintained Schools regarding options and costs although there wasn’t a timescale for this at the moment
* **A Governor** said that there was no recommendation from WBC to look elsewhere at this stage
* An update of how the Menopause at Work Policy has been implemented in School will be provided at the next meeting
* MJ confirmed that he had reviewed the Logs for the Debit Card and School Fund on 14th December 2023
* EW had met with the WBC SEN Team on a number of occasions. This had resulted in the installation of a movable wall in the existing Nursery classroom to create two separate spaces. One for a reduced capacity Nursery and one for Silver Class
* There were pupils with additional needs in Silver Class and the move allowed for access to greater outdoor space
* This refurbishment will be fully funded by WBC
* There were also plans to extend the KS2 Designated Provision although this hadn’t been finalised
* EW said it had been possible to reduce the size of the Nursery as uptake of places had slowly reduced over the years
* She hoped to move to a Governor Led Nursery in the future and planned to convene a Working Group of Governors to discuss all options
* **A Governor** pointed out that there would be financial implications to any changes both in the short and long terms
* EW will present a full report to the Spring Term FGB regarding changes to Nursery and the Designated Provision
* **A Governor** asked how much the potential changes would cost and how they would be funded
* EW replied that the Nursery/Silver Class refurbishment had cost £13,000 and the extension to Gold Class another £50,000. All costs were in addition to the main DFC and would be funded by WBC
 | * **Update of the implementation of Policy to be provided at the next meeting**
* **EW to present a report to Spring Term FGB regarding changes to Nursery and the Designated Provision**
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| 1. **Finance**
 | **Projected Outturn 23-24*** Claire Massey, School Budget Officer, attended the meeting as part of the SLA
* She provided a commentary as Governors reviewed the Projected Outturn 23-24 which showed a surplus of £33,749

**Expenditure*** There was an underspend of £52,429 in Teacher costs
* This had been achieved due to staff leavers, pension savings and a grant for the teachers’ pay award
* It was assumed that this pay award would be 5% which had been budgeted for. The award was actually 6% but we received DfE funding of 3.5% which resulted in a saving
* There was an overspend of £65,039 in Support Staff costs due to increased hours of existing Teaching Assistants and new SEN Teaching Assistants in the Designated Provision
* EW said that the WBC SEN Team would be funding these TAs as the Team had requested that we go over numbers
* However, when she initially agreed to go over numbers in the Designated Provision, it wasn’t clear that any additional pupils wouldn’t receive the usual funding for a place in this Provision
* The usual funding was over-ridden by the salary costs of the TAs
* EW said that going over numbers wasn’t as financially beneficial as she initially thought
* CM was currently chasing payment from the SEN Team so the Support Staff overspend would be reduced by year end
* There was an overspend of £8,745 in Training due to the purchase of Schoot, an on-line training resource and also funding of 50% of a Master’s Degree for a member of staff
* **A Governor** agreed that this funding was necessary for retention purposes
* There was an overspend of £2,106 in Service Contracts due to increase charges in the annual contracts with Concept Hygiene and PHS along with Equans costs that were yet to be confirmed
* CM said that the volatility in Gas and Electricity charges seems to have settled and she was confident that budgeted costs were as accurate as possible
* There was an overspend of £2,382 in the WBC Cleaning contract due to adjustments for the real living wage
* There was a saving of £1,076 in Grounds Maintenance due to a change of service providers
* **A Governor** welcomed the underspend in Learning Resources and Text Books
* There was an overspend of £5,071 in Consultancy Curriculum mostly due to specialist teachers for play therapy and wellbeing
* There was a saving of £2,198 in Safeguarding now that the Bronze SLA was purchased from WBC
* There was an overspend of £3,758 in ICT Software due to the purchase of School Ping and a one-off decommissioning charge
* **A Governor** asked CM what the General figure of £31,769 was
* CM said that this was the surplus estimate at budget setting
* Variances and unforeseen expenditure throughout this financial year had resulted in the actual figure increasing to £45,000
* This goes straight into the carry forward

**Income*** SEND Funding In-Year Adjustments had been built in at £81,380
* EW said that this was higher than expected because funding for two pupils had been estimated at £15,000 each
* If fact, the two pupils would be sharing £15,000
* CM said that this would mean that the Projected carry forward would now be reduced by the same amount
* This years’ School Led Tutoring income of £6,000 hadn’t been included
* CM confirmed that the Projected carry forward would now be approximately £95,000

**Indicative Budget 24-25*** Governors reviewed the Indicative Budget 24-25 which showed a surplus of £13,562
* CM said that the predicted pay awards were as follows:
	+ Teachers = 3.5%
	+ Support Staff = 4%
* These figures have been built-in to the Budget but actual awards would be confirmed in February
* Indicative staffing costs didn’t include potential changes to the Designated Provision at this point
* **A Governor** noted that, unlike this stage in previous years, the Indicative Budget looked very positive

**Medium Term Financial Plan*** Governors reviewed the Medium Term Plan 2022 – 2027
* CM said that the figures assumed a return to normal inflation rather than the hyper-inflation of the last few years
* **A Governor** said that the modelling of the MTFP was not very useful
* CM said that the figures used were based on the National Funding Formula and the DfE have had to provide three supplementary grants during this year alone

**Termly Expenditure Review*** Termly expenditure was reviewed for the current financial year to date:
	+ Learning Resources - £32,872 has been spent which is 83% of the initial budget
	+ Text Books - £13,109 has been spent which is 77% of the initial budget

**SFVS*** The Governors Skills Matrix was discussed and it was agreed that JI will circulate blank copies of the Matrix to the Committee and they will complete and return as soon as possible
* Governors received the Best Value Statement 23-24 and it was agreed that this will be adopted and signed by NS the next time he is in School
* Governors received the Statement of Internal Control 23-24 document. It was agreed that this will be populated and signed at the Summer Term meeting as Consistent Financial Report must be completed first
* Remaining SFVS discussions will be included in the Agenda of the Resources Committee in March
 | * **Governors to complete and return their Skills Matrix**
* **To adopt the Best Value Statement 23-24 which will be signed by NS**
* **To complete and sign the SIC 23-24 at the Summer Term meeting**
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| 1. **Health & Safety**
 | * The Committee reviewed the Minutes of the H & S meetings held on 14th December 2023 and 25th January 2024
* The Staff Governor attends every H & S Working Group meeting
* **A Governor** requested that they provide a bullet point update of these meetings to be presented to future Resources Committees
 | * **Staff Governor to provide update of H & S meetings to Resources Committee**
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| 1. **Personnel**
 | * **A Governor** asked EW what effect potential changes to staffing would have on the Indicative Budget 2024 – 2025
* EW said one member of staff would be returning from maternity leave and another two would begin maternity leave
* The largest changes would come from the potential expansion of the Designated Provision should this be agreed by the SEN Team
* EW said recruitment would be necessary but it was difficult to predict until extra pupil numbers were confirm
* EW said that generally, it was getting harder to recruit Teaching Assistants
* EW has a draft Class structure for September 2024 which is similar to this academic year and small class sizes would be maintained
* EW said that the trend of a falling birth rate was continuing but she hoped that Reception would be full in September
* EW said that Performance Management was planned after the half term holiday
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| 1. **Premises**
 | * Governors noted the contents of the Decorating Schedule
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| 1. **AOB**
 | * There was no other business
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| **Date of Next Meeting** | * Thursday 21st March 2024 at 2.30pm via Teams
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