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| **VENUE**Bewsey Lodge Primary School | **RESOURCE COMMITTEE** | **DATE**17th October 2024 |
| **Chair**Mike Jones | **MINUTES** | **Time**12.15pm |
| **Present**David Wright, Lee-Anne McCready Foreman, Emma Williams and Mike Jones**Guest**Liz Bailey**Minute Clerk**Julie Iredale | **Apologies**Matthew Boyle 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 MB 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 Minutes of the previous meeting held on 16.5.24 are attached for ease of reference
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| * Governors had queried variances in the Projected Outturn dated 31.3.2024
* An explanation from Claire Massey was circulated to Governors via email after the meeting
* A Local Benchmarking report from WBC was pending
* EW confirmed that the annual audit of the School website was carried out by B11 Education in September 2024
* EW said that the website was compliant and the resulting recommendations are being considered
 | * **WBC Local Benchmarking Report pending**
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| 1. **Finance**
 | **Projected Outturn 24-25*** The Committee reviewed the Projected Outturn 24-25 which shows an in-year deficit of £26,237
* **A Governor** and EW had recently met with the Budget Officer
* MJ outlined various areas of expenditure and income:
	+ The Teachers Pay Policy 24-25 was pending. However, an uplift of 5.5% has been agreed
	+ EW said that we will receive funding from the Core School Budget Allocation Grant to offset this expenditure
	+ Overspend of £50,553 in Education Support Staff
	+ EW said that a number of Teaching Assistants had been employed since budget setting as additional in-year SEN funding had been agreed
	+ There was an overspend of £5,460 as an additional Administrator has been employed to cover a long term sickness absence
	+ Substantial savings were anticipated in Electricity and Gas by year end
	+ There had been a clawback of £16,526 in SEND Funding In Year Adjustments
	+ EW said that when the Designated Provision changed to Cognition and Learning, funding was reduced but this wasn’t explained by WBC at the time
	+ **A Governor** asked if it was possible to reverse the decision
	+ EW replied that this was an option. However, School retained an element of choice over which pupils were allocated places at the moment. The alternative could result in the placement of more pupils with behavioural problems
* EW’s Executive Head role had been reflected in the Outturn
* She explained that her commitment to St Elphin’s has recently increased to 0.8fte rather than 0.6fte
* **A Governor** asked what impact this will have at Bewsey Lodge
* EW said that she worked extra in her own time and still attended Bewsey Lodge two days each week
* Overall, Governors noted how stable the in-year budget was
* They also said that budget setting was effective as there weren’t many variances at the half way point

**Termly Expenditure Summary*** Governors noted that 70.6% of the Learning Resource budget and 55.2% of the Text Book budget has been spent
* At budget setting, realistic allocations were made for both of these areas of expenditure and Governors agreed that a separate termly summary was no longer required

**Preliminary SFVS 24-25*** The following policies were reviewed:
	+ Financial Regulations
	+ Whistleblowing
	+ Fraud Response Plan
* It was agreed to adopt these Policies for the year
 | * **Termly Expenditure Summary no longer required**
* **To adopt the Policies for the year**
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| 1. **Health & Safety**
 | * The Committee reviewed the WBC H & S Policy 24-25 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
* Governors reviewed the Minutes of H & S Working Group meetings held on:
	+ 23.5.24
	+ 3.7.24
 | * **Agreed to adopt the H & S Policy 24-25**
* **Agreed to adopt the Annual H & S Statement of Intent for the year**
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| 1. **Personnel**
 | * EW said that a Teacher was due to return from maternity leave in December and she was investigating the possibility of arranging a secondment for two terms to St Elphins
* These two terms would then be covered by the Teacher who had been employed to cover the maternity leave
* Savings would be achieved due to the difference in pay between the two Teachers
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| 1. **Premises**
 | * Devolved Formula Capital has been used most recently to upgrade the WiFi
* EW explained that WBC also requested a 10% contribution to the capital works that took place in the Summer Term
* This has resulted in a deficit of -£74 until the new allocation in April 2025
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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 asked that GM is thanked for this Update
* EW said that GM now teaches IT throughout School and further training and curriculum changes were planned in other subjects
* **A Governor** said that their child attended Bewsey Lodge and they liked being taught by specialist Teachers
* EW said this was good to know and it was a positive outcome for quality teaching and progression
 | * **Thank GM for Annual e-Safety Update**
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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 Freedom of Information Policy and agreed to adopt it
 | * **Agreed to adopt the Critical Incidents & Business Continuity Plan for the year**
* **Agreed to adopt the Freedom of Information Policy for the next three years**
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| 1. **Review of Logs**
 | * The Termly Review of Logs will take place on Friday 15th November
 | * **Review to take place on 15.11.24**
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| 1. **Any Other Business**
 | * EW said the carpets at Bewsey Lodge were now eleven years old. She hoped to replace the carpets in anticipation of the next visit from Ofsted
* In her role of Executive Head at St Elphin’s, she will complete a procurement exercise to replace their carpets too
* EW planned to obtain quotes for both Schools to achieve a cost saving
* **A Governor** requested that the replacement of carpets should be added to the Cycle of Painting and Decorating timetable
* MJ said that another Governor should be invited to join the Resources Committee to help future meeting to be quorate
 | * **EW to arrange quotes to replace the carpets**
* **Add carpets to the Cycle of Painting and Decorating timetable**
* **Invite another Governor to join the Resources Committee**
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| **Date of Next Meeting** | * Two Spring Term meetings are required and they will be held on
	+ Thursday 6th February 2025 at 1.30pm
	+ Thursday 20th March 2025 at 12 noon
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