**Cavendish Community Primary School**

**Resources Committee Meeting Minutes**

**School: Cavendish Community Primary School**

**Quorum: 3 (met at this meeting)**

**Chair: Vino Bromfield**

**Clerk: Joanne Douglas**

**Date of meeting: 21 October 2020**

**Venue: Cavendish Community Primary School**

**Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Governor type** | **‘End of Term of Office’ date** | **(P)resent /**  **(Ap)ologies /**  **(A)bsent** |
| Jo Taylor | Headteacher (HT) | N/A | P |
| Oliver Gibson | Co-opted (Chair) | 01/07/23 | P |
| David Griffiths | Associate (DHT) | 05/12/21 | P |
| Vino Bromfield | Parent | 30/11/21 | P |
| Garry Bridges | LA | 20/03/22 | P |
|  |  |  |  |
| Laurence Moule | Staff | 12/07/24 | Ap |
|  |  |  |  |
| Chris Byrne | Co-opted | 23/09/21 | A |
| Suzannah Reeves | Co-opted | 01/07/23 | A |

**Others present**

|  |  |
| --- | --- |
| **Name** | **Role** |
| Nicola Kennedy | School Business Manager (SBM) |
| Jo Douglas | Clerk, One Education |

**Agenda Items**

|  |  |
| --- | --- |
| **1** | **Apologies and Welcome** |
| Apologies were received and accepted from Laurence Moule. | |

|  |  |
| --- | --- |
| **2** | **Declaration of interests** |
| No declarations of interest were received with regard to any items on the agenda. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **3** | **Chair election** | | |
| The Clerk invited nominations for Chair of the Resources Committee.  Vino Bromfield was nominated as Chair and elected, unopposed, for a period of one year.  It was noted the Vino’s term of office comes to an end in November 2021. Thought needs to be given to another governor taking over responsibility as Chair of the Resources Committee. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Vino Bromfield ratified as Committee Chair | RM Committee | 1 year |

|  |  |  |  |
| --- | --- | --- | --- |
| **4** | **Minutes of the last meeting (11.6.20)** | | |
| The governors approved the minutes of the meeting on 11th June 2020 as an accurate record of the meeting, a copy will be signed for retention when possible.  It was noted that the items contained within the minutes were ratified at the Governing Body meeting on the 24th September 2020.  There were no matters arising. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Minutes of the last meeting approved | Res Comm |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **5** | | **Finance report** | | | | |
| The SBM presented the report and the following points were raised in discussion:  5.1 Period 6 Budget Monitoring  The Period 6 Monitoring is presented in the format required by the Local Authority (LA) and additional documents are in the format with which governors are familiar.   |  |  |  | | --- | --- | --- | |  | Budget to period | Actual to period |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Revenue |  |  |  |  | | Total income | £1,847,515 |  | £1,395,792 |  | | Total expenditure | £1,945,482 |  | £1,371,357 |  | | In year balance | £97,967 | deficit | £24,395 | surplus | |  |  |  |  |  | | Capital |  |  |  |  | | Total income | £0 | surplus | £122,370 | surplus | | Total expenditure | £0 | deficit | £11,551 | surplus | | In year balance | £0 | deficit | £133,921 | surplus |   5.2 Budget Changes  The committee reviewed the report of budget changes which informs this update. Within the budget changes report, items highlighted red relate to income and those highlighted black relate to revenue.  The ratified indicative budget reported a carry forward of £33,383. The proposed new budget reports a carry forward of £45,488.  *Q: Why has the catering income reduced to £34,000?*  This is as a result of the low take up of school meals and as a result of the school closure during the lockdown period.  *Q: With regards to the lettings, has it been assumed this will be the same as a full year?*  Yes for the moment. The SBM continues to err on the side of caution as there are currently so many uncertainties. It is hoped the lettings situation will change in the new year but this may not be possible. At this current time, lettings are not profitable enough to warrant paying staff overtime to manage this and to undertake additional deep cleans of the areas that would be used. Lettings users are regularly kept up to date with the situation.  *Q: Did after school activities generate income for the school?*  Yes, the art club and cooking club alone generated around £14,000 a year. Consideration will be given to reinstating such clubs after either October half term or after Christmas. This needs to be considered carefully to ensure this does not impact on class bubbles, however, this is high on the school’s agenda.  *Q: What is the current take up in respect of the out of school provision? Is it full?*  It is not full at the moment and this is a concern. The staff to child ratio is high and therefore, the provision is not running at a viable level. The staggered start times in the morning are impacting on numbers and currently, many parents have the option to work from home. Redundancies after the furlough period ends may result in more parents not needing to use the provision.  The SBM will undertake a case study of the after school provision to determine viability. The findings of the case study will be reported to the Resources Committee in January 2021.  *Q: Could staff numbers be reduced and ratios still be maintained?*  Some evenings there are only 8 children attending the provision with two members of staff. There cannot be less that two members of staff supervising in case of emergencies.  *Q: How will the new furlough scheme affect the school?*  Staff could be re-furloughed and will receive 100% of pay. The school would be able to claim back two thirds of this back from the Government.  *Q: If numbers are low, could bubbles be broken to allow for additional children to attend?*  No as this increases the chances of children having to self-isolate and the risk of disruption. Parents would have to be consulted to see if they would be prepared to take the additional risk.  *Q: With regard to bought in professional services shown in the budget changes, please explain what this is for?*  This relates to the increase in supply staff in relation to office staff and Teaching Assistants.  The committee approved the Budget Changes.  5.3 Period 6 Budget Approval  The Resource Committee approved the Period 6 Monitoring subject to Governing Body (GB) ratification. The Period 6 Monitoring report will be signed by the Headteacher.  5.4 3 Year Budget Projection update and approval  The 3 year budget plan was circulated in advance of the meeting for review.  Without the grants received, the school would be in a significant deficit position. The school is using Teaching Assistants to provide 1 to 1 support to those students with Education, Health and Care Plans (EHCPs). Once interventions are reinstated, those Teaching Assistants will no longer have capacity to provide 1 to 1 support. A case study needs to be undertaken to determine the funding received for SEN support against the hours provided.  The following 3 year projections were noted:  **2020/21 2021/22 2022/23**  **£ £ £**  Total Income 3,697,186 3,733,468 3,751,008  Total Expenditure 3,766,198 3,877,834 3,990,804  In Year Surplus/(Deficit) (69,012) (144,366) (239,795)  Surplus/(Deficit) b/fwd 114,500 45,488 (98,878)  Cumulative Surplus / (Deficit) c/fwd 45,488 (98,878) (338,674)  The 3 year forecast is difficult to predict as this is changing constantly. The carry forward figure is decreasing and currently, the carry forward figure is not going to be sufficient to balance next year. There is funds within a cost centre that won’t be fully spent, however, it is not certain what the final figure will be.  Next year’s budget setting needs to be considered. Schools are not able to set a deficit budget without meeting with the Local Authority. In the new year the school will have to provide the Local Authority with budget information and possibly implement a recovery plan.  It was noted that the school would be in a far worse position had the school academised.  *Q: At the end of last year the carry forward was more than expected. Is it likely to be the same this year?*  It is difficult to predict. The Period 9 budget monitoring will provide a clearer picture.  *Q: What are the next steps?*  The school needs to consider where savings can be made, which will be staffing in the first instance. Part of the recovery plan may include lettings and out of school club. It was agreed the HT, DHT and SBM will consider savings scenarios and present these at the next Resources meeting in January.  *Q: In respect of additional grants for schools (I18), is it possible these grants will increase?*  This grant is inflated due to the Covid grant received and as far as the school is aware, this is a one off grant.  The Local Authority flagged concerns with the 3 year budget forecasts last year and explanations of mitigation were provided. It is likely the Local Authority will raise concerns again this year.  The committee noted the 3 year budget forecast.  5.5 Cash flow forecast  The Cash Flow forecast was circulated prior to the meeting. It was noted all payments are positive and all income is positive. Governors did not raise any concerns regarding cash flow.  The committee approved the Cash Flow Forecast.  5.6 Spending over £2,000  Governors received and noted the invoices over £2,000 to Period 6.  With regard to Robert Jones (decorating), the original quote was for over £5,000. However, this changed to an hourly rate and resulted in a lower figure.  MCRactive relates to swimming sessions for the summer term 2020.  *Q: Were these amounts budgeted for?*  Yes.  The Resource Committee approved the spending over £2,000.  5.7 Premises, Health and Safety update  This is included in the SBM’s report. No issues were raised.  5.8 Business Manager Report  The Business Manager Report was circulated in advance of the meeting. The SBM invited questions from the committee.  *Q: How are catch up funds being spent?*  A decision has not yet been made. A plan will be devised once the school is past the survival stage.  *Q: Are there restrictions to what this can be spent on?*  It has been ring-fenced to spend on particular items but this is not yet known. It is likely to be spent on gaps in resources and provision. The school would like to invest in reading resources to support catch up in this area. Every single resource is currently being used to just to keep going on a day by day basis.  With regard to the Covid-19 claim, there were many elements that could not be claimed for. The school’s total claim figure was £12,660 and the full amount has not yet been confirmed. The school has only had £3,000 confirmed in respect of free school meals.  *Q: What period does the claim relate to?*  This is for additional Covid expenses up until the end of July. There will be another window to submit another claim later in the year, but it is not yet known when this will be and this will possibly be without the free school meal element.  Due to the effect of Covid on early years settings, the Department for Education (DfE) have agreed to pay schools/early years settings for the statutory 15 hours, based on the number of children on role on the Autumn 19 census if this is higher than the number of children on role on the Autumn 20 census, at 2020 rates, just for the Autumn term. This would equate to an extra £20,631. This is not reflected in the period 6 figures presented, as this information only came to light this week after period 6 had been closed down. This is extra contingency and would take the school’s carry forward figure to £66,119.  Schools are expected to undertake and nursery January intake. This would take numbers up to 85 and staff numbers only allow for a PAN (published admission numbers) of 70. A January intake may not be financially viable. The SBM agreed to undertake a case study of a January intake, including various scenarios, and report back to the Resources Committee at the next meeting.  *Q: Is the offer of additional nursery funding Covid related or due to a decline in nursery age children?*  The government feel this is a Covid related issue. There has not been a dip in birth rates and it is believed that this is because parents of non-statutory age children are working more from home.  With regard to the Teachers’ Pension and Pay grant, the school have been instructed to reflect this in the budget until 2023 and this has been done. These will only be paid as a grant figures for the next financial year and then this will be shown as pupil funding. This will be monitored closely.  The pay increase of 2.75% has been paid and backdated to all support staff in their October pay. This had already been reflected in the budget.  The Pay Committee met today and there is a suggested increase of 2.75% for pay scales upper and above and a rolling pay increase being suggested for main pay scales starting at 5.5% for M1 down to 2.75% for M6. This is to try and encourage recruitment into the teaching profession. This is reflected in the budget.  The devolved capital is £11,493. The school spent £7,444.40 on the water pressure issue in the Cavendish building which leaves a balance of £4048.60 to spend. This balance may go towards resolving the issue with the drains.  Taylor Shaw have been very flexible during the Covid-19 pandemic. Although they are not serving their usual menu, each child is given a hot meal choice daily.  Staff Changes  Staff changes were noted as follows:  1 New Headteacher  2 teachers have commenced maternity leave  3 teachers remain on maternity leave  2 TA’s are on long term sickness  Governors thanked the SBM for her comprehensive report. | | | | | | |
|  | | **Actions or decisions** | | | **Owner** | **Timescale** |
|  | | * Period 6 Monitoring approved * Budget changes approved * Updated 3 Year Budget Projections noted * Cash Flow Forecast approved * Spending over £2,000 approved * Undertake case study of the after school provision * Undertake case study of SEN funding and provision * Budget savings scenarios to be presented at the next Resources meeting * Undertake case study on January intake | | | Res Comm  Res Comm  Res Comm  Res Comm  Res Comm  SBM  SBM  HT/DHT/SBM  SBM | 20 Jan 2021  20 Jan 2021  20 Jan 2021  20 Jan 2021 |
| **6** | **Pupil Premium Statement 2019-20** | | | | | |
| The Pupil Premium Strategy Statement for 2019-20 is not available.  The purpose of the strategy statement is to measure the impact from the strategies last year, however, an impact analysis was not able to be done as the data is not available. The guidance is to roll this over and for this to become a two year plan.  The HT will compile a Pupil Premium Strategy and present this to the Curriculum Committee in November. It was agreed that Pupil Premium strategies ought to be an item on the Curriculum Committee agenda rather than the Resources Committee. The Curriculum Committee will be able to analyse if the spend has had an impact on the data.  *Q: Is it known yet whether statutory tests will take place next year?*  No. The school will assume this is going ahead unless told otherwise. It is likely that lockdown will have widened the gap.  *Q: Given the circumstances of this year, consideration needs to be given not only to data and closing the gap, but also engaging pupil premium children in education; analysis of how pupil premium children have engaged at home, what the barriers to learning were and attendance would be useful.*  It is agreed this needs to be explored, however this is very difficult to undertake at the moment due to capacity. | | | | | | |
|  | | | **Actions or decisions** | **Owner** | | **Timescale** |
|  | | | * Pupil Premium Strategy to be presented to the Curriculum Committee meeting | HT | | 18 Nov 20 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **7** | **PE and Sports Grant Statement 2019-20** | | | |
| As the PE and Sports Grant Statement for 2019-20 was circulated in advance of the meeting.  Due to the Covid situation, there is a large proportion of the money that has not been spent. This will be rolled over to next year.  PE and sports initiatives will start again as soon as is possible, however, swimming sessions are taking place.  Money has been spent on resources so all classes have had a box of their own supply of PE equipment.  Governors approved the PE and Sports Grant Statement 2019-20. | | | | |
|  | | **Actions or decisions** | **Owner** | **Timescale** |
|  | | * PE and Sports Grant Statement 2018-19 approved | RM Committee |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **8** | **Schools Financial Value Statement (SFVS)** | | |
| The SBM presented the SFVS which was circulated in advance of the meeting.  The SFVS is presented in preparation for its March 2021 submission.   It was agreed that the Chair of Resources and the SBM will meet to review this before the end of the year | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Review SFVS | Chair of Resources /  SBM | Dec 2020 |

|  |  |  |  |
| --- | --- | --- | --- |
| **9** | **Policies for review** | | |
| The committee reviewed a number of policies, as follows:   * 1. Scheme of Financial Delegation   The Scheme of Financial Delegation has been updated with the new Headteacher’s name and auditor details and is in line with the Local Authority Policy.   * 1. Operational Financial Procedures   The Scheme of Financial Delegation has been updated with the new Headteacher’s name and auditor details and is in line with the Local Authority Policy.   * 1. Asset Register and Portable Asset Log   The school continues to use Parago and the system is still working well. The school has not had an audit this year, although this does not need to be undertaken on an annual basis.   * 1. Appraisal Policy   There are very few changes. The policy is a model One Education Policy that has been adapted for the school.   * 1. Attendance Management Policy   There are very few changes. The policy is a model One Education Policy that has been adapted for the school.   * 1. Leave of Absence Policy   There are very few changes. The policy is a model One Education Policy that has been adapted for the school.   * 1. Restructure & Redundancy Policy   There are very few changes. The policy is a model One Education Policy that has been adapted for the school.   * 1. Flexible Working Policy   There are very few changes. The policy is a model One Education Policy that has been adapted for the school.  The committee approved all of the above policies. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Scheme of Financial Delegation approved * Operational Financial Procedures approved * Asset Register and Portable Asset Log approved * Appraisal Policy approved * Attendance Management Policy approved * Leave of Absence Policy approved * Restructure & Redundancy Policy approved * Flexible Working Policy approved | Res Comm  Res Comm  Res Comm  Res Comm  Res Comm  Res Comm  Res Comm  Res Comm |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **10** | **School Improvement Plan Update** | | |
| The School Improvement Plan has not yet been updated.  The Headteacher has undertaken consultations with staff prior to updating to determine five areas for improvement.  This is a significant piece of work and the HT will circulate the plan once finalised. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Circulate School Improvement Plan update once finalised | HT |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **11** | **General Data Protection Regulations (GDPR) Update** | | |
| The school continues to work towards GDPR compliance and there are many processes in place that are working well.  A GDPR action plan is in the process of being developed and this will hopefully be ready to present at the next Resources Committee meeting. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * GDPR action plan to be presented | SBM / DHT | 20 Jan 21 |

|  |  |  |  |
| --- | --- | --- | --- |
| **12** | **Staffing update, to include staff absence analysis** | | |
| The staff analysis reports were circulated in advance of the meeting for scrutiny.  The absence figures are skewed as a result of Covid and are therefore difficult to analyse.  The Covid testing system is improving but there are still issues with this. Shielding has stopped.  There is one Teaching Assistant on long term absence.  *Q: Did many staff have to take time off if their own children were sent home from school?*  Yes. Staff worked from home in these situations where possible to do so.  *Q: What is this absence recorded as?*  It is recorded as a Covid related absence.  In cases where staff have had to self-isolate, they are paid in full if they provide school with confirmation of a positive test result. Each case is looked at individually and to date, only one member of staff has not been paid.  *Q: Has non-Covid related sickness reduced?*  In some areas it has reduced and others increased. Admin, for example, has gone up.  Attendance management is taking up an enormous amount of time. The school buys into HR support from One Education and the support regularly goes over the hours stated within the service level agreement, which results in incurred charges. This is currently a significant cost to the school and adding increased pressure on the Headteacher.  It was agreed that this will be an agenda item at the next Resources Committee meeting.  The committee noted the staff update. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Attendance management to be an agenda item at the next meeting | Res Comm | 20 Jan 21 |

|  |  |  |  |
| --- | --- | --- | --- |
| **12** | **AOB** | | |
| No items were raised for discussion. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  |  |  |  |

|  |  |
| --- | --- |
| **Date and time of next meeting:** | **Wednesday 20 January 2021 at 5pm** |