**Cavendish Community Primary School**

**Resources Committee Meeting Minutes**

**School: Cavendish Community Primary School**

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

**Chair: Neil Todd**

**Clerk: Jan Haslam**

**Date of meeting: 19 October 2022**

**Venue: Cavendish Community Primary School**

**Attendance**

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| **Name** | **Governor type** | **‘End of Term of Office’ date** | **(P)resent /**  **(Ap)ologies /**  **(A)bsent** |
| Jo Taylor | Headteacher (HT) | N/A | P |
| Sami Khan | Parent | 09/12/25 | P |
| Neil Todd | Co-opted | 22/11/22 | P |
| Tim Whitworth | Co-opted | 09/12/25 | P |
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| Oliver Gibson | Co-opted | 01/07/23 | Ap |
| Thomas Johnson | Co-opted | 25/01/26 | Ap |

**Others present**

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| **Name** | **Role** |
| Nicola Kennedy | School Business Manager (SBM) |
| Jan Haslam | Clerk, One Education |

**Agenda Items**

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| **1** | **Apologies and Welcome** |
| Apologies were received and accepted from Oliver Gibson and Thomas Johnson | |

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

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| **3** | **Chair election** |
| Thomas Johnson was elected as Chair of the Resources Committee at the GB meeting on 21.9.22.  Neil Todd agreed to continue as Chair for this meeting. | |

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| **4** | **Minutes of the last meeting and matters arising** | | |
| The governors approved the minutes of the meeting on 15th June 2022 as an accurate record of the meeting. A copy was signed for retention on file.  There were no matters arising. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
| D | * Previous minutes (15.6.22) approved | Res Cttee. |  |

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| **5** | **Finance Report** | | |
| 5.1 School Business Manager report  The SBM presented her report, which was circulated in advance of the meeting for review.  5.2 Period 6 Budget Monitoring  A discussion was held of a confidential nature. This discussion is recorded in a confidential appendix and is not for release into the public domain.  5.3 Budget Changes  These were presented on an itemised document including a commentary, sent to governors prior to the meeting. The main changes were:  E27: Bought-in professional services - these were Tradewind supply TAs for positions that were not filled from the advert. E03 support staff were moved to E27.  A more accurate figure for Published Admission Numbers (PAN) was noted. The third Nursery class in January brings in £44,000 and the school is more likely to have 90 children in Reception.  The budget changes were approved by the Resources Committee.  5.4 New Period 6 budget  Included in Item 5.2 in the Confidential appendix.  5.5 3-year forecast  There were no matters arising and the 3-year forecast was approved by the Resources Committee.  5.6 Cash flow forecast  The cash flow forecast to period ending January 2022 is in credit. Further details are in the confidential minutes.  The cash flow forecast was approved by the Resources Committee.  5.7 Spending over £2,000  The SBM will send the correct document to the Resource Committee.  5.8 Premises, Health and Safety Update  The SBM presented the update as part of her report.  *Q: What is the situation on the legionella report for the Nursery building?*  The cold water piping was too close to the hot water piping so this has now been rectified.  5.9 Asset Register and Portable Asset Log  The Asset Management company is now called Parago. The SBM gave an example of the asset register for one classroom. The company will be coming to the school at Easter 2023 to complete the audit. The last audit was completed in 2019. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
| D  D  D  A | * Budget Changes approved * 3-year forecast approved * Cash flow forecast approved * Send Spending over £2,000 document to the Resources Committee | Resources Committee  Resources Committee  Resources Committee  SBM |  |

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| **6** | **PE and Sports Grant update 2021-22** | | |
| The HT presented the PE and Sports Grant update for 2021-22.  In swimming, 99% of the Year 6 cohort could perform safe self-rescue in different water-based situations which is a good result.  The update is published on the school website.  Going forward, the PE subject leader will look in more detail at Disadvantaged, Boys and Girls groups. The DHT is looking at healthy lunchtimes.  An error in the document was noted which the HT will amend. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
| A | * Amend error in document | HT |  |

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| **7** | **Staffing update** | | |
| The SBM provided a staffing update in her report.  The school has stopped spending as much money on supply.  *Q: How much more expensive are supply staff than contracted staff?*  They are paid at the same pay grade but as there are no on-costs, they are slightly cheaper. There is usually a high turnover of staff which does not provide consistency for the children. All the appointments made have been positive and the staffing structure is working well.  Catering – The new contractors, Aspens, are now providing the school meals. When they are fully staffed the provision is good. Parents are not charged until the child eats so the parents can choose a meal in advance even if their child does not eat on that day. A governor asked that this be explained to parents. The SBM will include this on a school newsletter. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
| A | * Include information regarding school meals on a school newsletter. | SBM |  |

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| **8** | **HR update including staff absence** | | |
| The HT presented the HR update and the following points were raised in the discussion:  There have been improvements in absences due to Covid and staff attendance as a whole has improved. The national average shown on the document sent to the governors is only for schools who use that particular system to record staff absence. Therefore, the figures are not representative of the whole country. The maternity data has been taken out of the figures. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **9** | **General Data Protection Requirements (GDPR) update** | | |
| The governors looked at the GDPR update on the school website. The school needs to complete GDPR staff training and the retention schedule. Some of the items have a statutory retention time such as child protection and financial information. Some need to be decided by the school, such as e-mails, SIMS records and photos of past pupils.  There have been no GDPR breaches. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
| A  A | * Complete GDPR training * Complete retention schedule | All staff  HT/SBM |  |

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| **10** | **Policies for review** | | | |
| A number of policies had been circulated for review prior to the meeting.   1. Scheme of financial delegation   There were no changes to this policy.  The Scheme of Financial delegation was approved by the Resources Committee.  10.2 Financial Procedures Manual  A name change was noted on this policy.  The Financial Procedures Manual was approved by the Resources Committee.   * 1. Charges and Remissions Policy   The Charges and Remissions Policy was approved by the Resources Committee pending a date change on the document.   * 1. Pay Policy   This policy is not yet available from One Education. The HT will send it to the Pay Committee when it is received by the school which will be after 4th November.   * 1. Health & Safety Policy   There were no changes to this policy.  The Health and Safety Policy was approved by the Resources Committee.   * 1. Appraisal Policy   There were no changes to this policy.  The Appraisal Policy was approved by the Resources Committee.   * 1. Leave of Absence Policy   There were no changes to this policy.  The Leave of Absence Policy was approved by the Resources Committee.   * 1. Staff Attendance Policy & Procedures   Name changes were noted on this policy.  The Staff Attendance Policy and Procedures was approved by the Resources Committee.   * 1. Data Breach Policy   This is a standard policy provided by a Data Protection Officer from Stockport LA.  The Data Breach Policy was approved by the Resources Committee.   * 1. Data Subject Rights Policy   This is a standard policy provided by a Data Protection Officer from Stockport LA.  The Data Subject Rights Policy was approved by the Resources Committee. | | | | |
|  | | **Actions or decisions** | **Owner** | **Timescale** |
| D  D  D  A  D  D  D  D  D  D | | * Scheme of financial delegation approved * Financial Procedures Manual approved * Charges and Remissions Policy approved * Pay Policy to be sent to and approved by the Pay Committee once received by the school * Health & Safety Policy approved * Appraisal Policy approved * Leave of Absence Policy approved * Staff Attendance Policy & Procedures approved * Data Breach Policy approved * Data Subject Rights Policy approved | Resources Committee  Resources Committee  Resources Committee  HT/Pay Committee  Resources Committee  Resources Committee  Resources Committee  Resources Committee  Resources Committee  Resources Committee |  |

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| **11** | **Schools Financial Value Standard (SFVS)** | | |
| The SBM will ask the Chair of the Resources Committee to come into school to review this with her. It will then be brought to the next meeting for ratification. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
| A | * Discuss SFVS with the Chair of the Resources Committee and bring to the next meeting for ratification | SBM/Chair of Resources Committee | 18.1.23 |

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| **12** | **AOB** | | |
| A fire drill was completed in school which was quick and successful. One child with SEND was distressed and refused to line up. This child has been given a Personal Emergency Evacuation Plan (PEEP). | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **Date and time of next meeting:** | **Wednesday 18th January 2023 @ 5.30pm** |