

Cavendish Community Primary School Resources Committee Meeting Minutes

School: Cavendish Community Primary School

Quorum: 3 (met at this meeting)

Chair: Oliver Gibson/Thomas Johnson

Clerk: Jan Haslam

Date of meeting: 14 June 2023

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
Neil Todd	Co-opted	10/01/27	P
Sami Khan	Parent	09/12/25	P
*Thomas Johnson	Co-opted	25/01/26	P
Tim Whitworth	Parent	09/12/25	P

Others present

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

Agenda Items

1	Apologies and Welcome
All were welcomed to the meeting. There were no apologies.	
Oliver Gibson agreed to Chair the meeting until Thomas Johnson arrived.	
2	Declaration of interests
2.1 No declarations of interest were received with regard to any items on the agenda.	
2.2 No changes to annual declared interests were received.	
3	Notification of confidential items or items of AOB
No notifications were given.	

4 Minutes of the last meeting (18.1.23) and matters arising			
4.1 The governors approved the minutes of the meeting on 18.1.23 as an accurate record of the meeting. A copy will be signed for retention on file.			
4.2 Matters arising			
Page 6, Item 7 – The phonics interim assessment report was reported at the FGB meeting on 29.3.23.			
Page 6, Item 8 – GDPR training is still to be completed by the school staff. The training is not online and will be scheduled for staff meetings. The provider will also deliver more than one session for other staff who are not present at the staff meeting. The provider is Stockport Council. There have been no changes in the past few years and the provider is happy that the school is compliant.			
Page 6, Item 8 – The retention schedule is still to be completed.			
<i>Q: Have any other teacher industrial action dates been announced?</i>			
At the time of the meeting, no dates have been announced.			
	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Previous minutes (18.1.23) approved 	Res Committee	
A	<ul style="list-style-type: none"> Complete staff GDPR training 	Staff	
A	<ul style="list-style-type: none"> Complete retention schedule 	HT/SBM	
5 2022-23 Budget closedown			
The SBM presented the 2022-23 budget closedown:			
<u>2022-23 budget closedown</u>			
Total Income Revenue	£ 4,257,746.11		
Total Expenditure	£ 4,438,013.29		
In year Balance	£ 180,0267.18	Deficit	
B/f from 2021/22	£ 247,445.00	Surplus	
Cumulative c/f to 2023/24	£ 67,177.82	Surplus	
In Year Capital:			
Total Income Capital	£ 35,772.97		
Total Expenditure	£ 12,748.85		
In Year Balance	£ 23,024.12	Surplus	
B/f from 2021/22	£ 0.00		
Cumulative c/f to 2023/24	£ 23,024.12	Surplus	
Year-end cumulative balances carried forward to 2023/24			
Revenue	£ 67,177.39		
Capital	£ 23,024.12	Surplus	
Total Cumulative Balance	£ 90,201.51	Surplus	

The school originally predicted an in-year deficit of £156,200.00 but the final figure was an in-year deficit of £180,267.18. Along with the school's brought forward figure, it gives the school a total carry forward of £67,177.39. The closedown figure is below the allowed 8% threshold at 1.92%. Therefore, the school will not be subject to the clawback process. Following consultation with schools in December 2022, which was reported and approved at the Schools Forum on 16th January 2023, the excess balances calculator for potential clawback will be changed next year from 5 years currently to 2 years. The Excessive Balance Calculator form was included in the papers for the meeting.

The budget closedown was approved by the Resources Committee

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Budget closedown approved 	Resources Committee	

* *Thomas Johnson entered the meeting and took over as Chair.*

6	2023-24 budget		
The SBM presented the 2023-24 budget:			
<u>2023-24 budget.</u>			
Total Income Revenue	£	4,331,917.00	
Total Expenditure	£	4,368,783.00	
In year Balance	£	36,866.00	Deficit
B/f from 2022/23	£	67,177.00	Surplus
Cumulative c/f to 2024/25	£	30,311.00	Surplus
The £30,311.00 is money that has not yet been allocated to be spent; the school's contingency figure.			
The SBM went through the budget assumptions made for the 2023/24 budget forecasts:			
Actual pupil numbers are reflected in the budget forecast.			
Nursery is currently at 80 and the school will need to do a January intake. The budget forecast reflects that the Nursery will be full from January 2024.			
The Reception class for September 2023 is currently at 85 and the school are still carrying the current Year 1 cohort at 80.			
Across the school there are 31 vacant places which is equivalent to a full class. This equates to an extra teacher's salary.			
The 30 hours codes for nursery children have been forecast at 45 following the past 3 year trend. Known DFE grants have been forecast			
Self-generated income has been forecast at current prices until August, with an increase from September 2023. Out of School Club is increasing fees to £7.50 for the morning sessions and £12.00 for the afternoon sessions. Nursery top-up fees are increasing to £22.00 per day and school meals are increasing to £2.50 per day. This is still low compared to other schools.			
<i>Q: What are the approximate numbers in Out of School Club?</i>			
There are 90 places available in Out of School club. Approximately 40 to 45 children attend the morning sessions and the numbers in the afternoons vary depending on the day: Tuesdays,			

Wednesdays and Thursdays are usually full and Mondays and Fridays are not usually full. Afternoon sessions are longer and include a more substantial food offer.

Some Out of School staff have left and have not been replaced, thus avoiding redundancies.

Q: What is the benchmark cost for other school's Out of School clubs?

This depends on the opening hours of the clubs which varies across schools. Morning sessions vary between £6.50 and £8.50 and afternoon sessions vary from £8.00 to £12.00.

A 4% pay increase across the board has been reflected in the budget forecast for teachers with the hope that anything above this will be funded. A 3% increase is reflected from September 2025 onwards.

An increase of £1,925 for all support staff is reflected in the budget forecast. A 3% increase is reflected from April 2025 onwards. This is never funded by the government.

The support staff pension rate is reflected at 17.2% which is down from 18.5%.

3 new confirmed EHCP's are reflected, although the funds have not yet been physically received. Gas & Electricity are forecast at the same costs as last year and the school will hopefully see a reduction in these costs. The Facilities Manager is working hard to save costs.

Other cost areas are reflected at lower amounts than in previous years to support the staffing levels that the school requires.

The SBM went through the risks in the budget forecast to consider:

The school may not fill the Nursery in January. However, the Nursery was filled in January this year and there is a waiting list for January so it is likely to fill up.

Q: Will Reception be full in September?

This is unknown at present but it is unlikely to be full.

The SBM went through the contingencies in place:

All new teaching staff appointments are on 1-year fixed contracts.

All new TA appointments are through Tradewind and the school could cut roles throughout the year if required. This is outlined on the budget scenarios document. The first one on the page is the proposed budget, the bottom one would be if the school needed to cut 3 TA's by Christmas.

The SBM is countersigning all orders before they are placed.

Q: Why does the Cumulative Surplus go up in 2024-25?

This is due to the number of EHCPs and staffing costs.

Q: Does this include one year temporary teachers?

For part of the year, depending on maternity leaves.

Q: Has the funding formula changed for next year?

Pupil funding has increased.

Q: What is E27?

Any Service Level Agreements (SLA) that affects the curriculum, for example educational psychologists, swimming and TAs.

The Chair congratulated the SBM and HT on setting a balanced budget.

The 2023-24 budget was approved by the Resources Committee.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> 2023-24 budget approved 	Resources Committee	

7 Further items from the SBM Report including Premises, Health and Safety Report

The SBM presented her report and supporting papers, which were circulated in advance of the meeting for review.

Balance of Risk Insurance

An email was received in March, regarding the withdrawal of the Insurance and Risk SLA provided by Manchester City Council (MCC) for 2023/2024 that was due for renewal on 1st April. Therefore, the school had to seek insurance for the buildings & public liability. The SBM received 2 quotes from the 2 providers recommended by MCC. The SBM also tried to gain a third quote but insurers, including Towergate, said that there is not enough time to turn this around to ensure that the school are fully insured by 1st April.

The SBM and the HT considered the quotes and instructed Zurich to proceed, agreeing to a 3-year option. This has been done under the emergency spending clause in the Financial Regulations to ensure that the school are fully insured after 31st March 2023. The school informed, by email, both Tom Johnson, Chair of the Resources Committee and Oliver Gibson, Chair of Governors of the decision, to which they were both in agreement.

This year's quote of £13,338.48 gives the school a saving of £13,901.52 from previous years which will fund a Teaching Assistant.

Supply Teacher Spend

The governors asked for a comparison in supply spend to demonstrate the savings made after the school implemented the new TA structure in KS1, where TA3's were covering ad hoc supply needs.

Autumn term (September to December)	2021-22	2022
Teachers sickness cover, courses etc.	£18,187	£3,262
TAs sickness cover, course etc.	£ 2,754	£ 532

Due to unexpected budget changes across the year the school were only able to continue with this structure until Christmas. The school had to redeploy some TAs to other parts of school and let some Tradewind TA's go, to retain a balanced budget. However, the figures above showed that the structure worked.

Premises, Health & Safety

In the Cavendish building, the carpet in the Reception classroom has been lifted and the parquet floor has been exposed, sanded and treated.

In the Reception building, the one open plan room has been divided into 2 separate classrooms. Some windows have been exposed to bring in extra light, doors have been taken off the conservatory, the air conditioning unit has been moved, electrics have moved and all areas have been plastered, painted and decorated. The SBM and the Facilities Manager are in contact with Manchester City Council (MCC) about fitting the air conditioning units properly. The cost of fitting wall fitted air conditioning units is around £6,000. Unfortunately, the budget is not there for air conditioning units and there is no legal upper limit for temperatures in classrooms.

A governor stressed the importance of a comfortable working environment for the staff and children.

A governor informed the Committee that, whilst at Didsbury Fair, they had visited a stall which was providing information about solar panels including community match funding.

Q: Is there a way of checking viability?

Fitting solar panels would have to have an impact on the whole of MCC and one school could not provide this impact. Fitting solar panels may be more viable if the school joined an academy trust. One of the main reasons to join an academy trust would be the large amount of financial support that the school could receive for building works.

Academisation was briefly discussed by the Committee.

In spite of initial reservations by some staff and parents, the separation of the Reception room has been a resounding success and staff and parents are now very positive about it. The Chair of Governors received a positive e-mail from a parent.

Grounds: Work has started to improve the outside areas in both Nursery and Reception and this will continue over the summer holidays.

The infestation of rats on the front elevation of school has been eradicated using Rentokil.

Q: How much did this cost?

Just under £4,000.

A fire drill was held on 30/01/2023 at lunchtime and it took 2.5 minutes to evacuate the building. Following the fire drill the SBM submitted a list of observations made and future actions to be taken.

The SBM presented a list of Planned Preventative Maintenance which took place between January and April 2023.

Devolved Capital (DFC)

The school has a carry forward of £23,024.00 and new funding for 2023/24 of £11,706.00. The school has spent this on the refurbishment to the Reception block and will spend the remaining amount on improving the Year 5 and 6 entrances to school, with more fencing and waiting areas for parents.

Teacher Supply

The school are still receiving a good standard of teachers and TA's and will continue to use some existing TA's into the next academic year and fill any remaining TA vacancies with Tradewind staff.

School Meals

Aspens service is much more settled and the school has a great team working in the kitchen. The meal numbers continue to rise. The numbers are much higher than predicted in the tender process which is good news. Due to recent increases in food prices, Aspens have had to increase their price per meal. To cover this increase the school will be increasing the school meal prices from September to £2.50 per day. The school remains one of the lowest prices in the local cluster. Some schools are increasing to £3.00 per day.

	Actions or decisions	Owner	Timescale

8 Analysis of Reserves

The SBM presented the Analysis of Reserves which had been provided to the Resources Committee in advance of the meeting.

The Analysis of Reserves was approved by the Resources Committee and signed off by the Chair of the Committee and the HT.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Analysis of Reserves approved 	Resources Committee	

9 3-year budget projection

The SBM presented the 3-year budget projections.

3-Year Budget Projections

	2023-24	2024-25	2025-26
Income Revenue	£ 4,331,917	£ 4,319,363	£ 4,307,593
Revenue Expenditure	£ 4,368,783	£ 4,292,092	£ 4,352,859
In Year Surplus / Deficit	£ 36,866 deficit	£ 27,271 surplus	£ 45,267 deficit
Surplus/Deficit brought Fwd	£ 67,177 surplus	£ 30,311 surplus	£ 57,582 surplus
Cumulative Surplus/Deficit C/Fwd	£ 30,311 surplus	£ 57,582 surplus	£ 12,316 surplus

There were no matters arising and the Resources Committee approved the 3-year budget projections.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> 3-year budget projections approved 	Resources Committee	

10 Cash flow forecast

The SBM presented the cash flow forecast which had been provided to the Resources Committee in advance of the meeting.

The cash flow is in credit.

Q: Due to the surplus being small for next year, is cash flow a concern?

No, as it is paid monthly and MCC would loan money to the school if necessary

The cash flow forecast was approved by the Resources Committee.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Cash flow approved 	Resources Committee	

11	Spend over £2,000		
<p>The SBM presented the spend over £2,000 from April 2022 to March 2023, which had been provided to the Resources Committee in advance of the meeting.</p> <p>The only item to note was the Free School Meals vouchers and this was reimbursed by the Local Authority.</p> <p>The spend over £2,000 was approved by the Resources Committee.</p>			
	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Spend over £2,000 approved 	Resources Committee	

12	SLAs list 2023-24 and preferred suppliers list		
<p>The SBM presented the SLAs list for 2023-24 and preferred suppliers list which had been provided to the Resources Committee in advance of the meeting.</p> <p>Any new suppliers are highlighted in green and any suppliers that have changed their name are highlighted in yellow.</p> <p>Suppliers that are no longer being used were also documented.</p> <p><i>Q: Does the school check that they are getting the best value from suppliers?</i> Yes. This year, the PAT testing supplier has changed as it is cheaper and the photocopier costs are monitored. The school meals supplier has to go through a tender process and Essential Hygiene needs to go out to tender.</p> <p><i>Q: Does the school have to choose the cheapest option?</i> No, the school chooses the best value for money.</p> <p>The SLAs list for 2023-24 and preferred suppliers list were approved by the Resources Committee.</p>			
	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> SLAs list for 2023-24 and preferred suppliers list were approved 	Resources Committee	

13	Staffing structure 2023-24		
<p>The SBM presented the staffing structure 2023-24 which had been provided to the Resources Committee in advance of the meeting.</p> <p>There have been two new SENCO and Inclusion leads as agreed with the governing body last year.</p> <p>The number of TAs has decreased since last year.</p> <p>The staffing structure 2023-24 was approved by the Resources Committee.</p>			
	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Staffing structure 2023-24 approved 	Resources Committee	

14 | HR update, including staff absence

The SBM presented the HR update. The report

The following reports were circulated in advance of the meeting for review:

- Absence Summary Report
- Teacher Absence Costs
- Support Staff Absence Costs
- Admin Absence Costs

The Chair noted that, from the graphs provided, it appears that staff absence is improving.

The HT stated a need to compare this data with historical data which she will bring to future meetings.

Q: Does the HT feel that staff absence has improved?

The SBM has not done as many Absence Management Reviews (AMRs) this term but this could be seasonal. It appears that a small group of staff seem to have more illness absence. More general sickness in Manchester overall has been reported. Some significant illnesses have occurred at the school which have had an impact. The school receives HR support from One Education.

The management of staff absence involves a high workload and One Education is currently struggling to keep up with HR demands from schools.

The school has explored other options for HR support and has been recommended a company called Fusion, which is cheaper than One Education. One Education charges for additional visits to the school. Fusion charges one price no matter how much the school uses it but it is remote so no school visits take place. The school has looked at the possibility of running both providers together to review how Fusion works. This would mean that any additional HR support would be carried out by Fusion so the school would not have to pay for additional visits from one Education thus saving money.

Q: Can the school afford to pay for both?

Yes. Fusion is linked with the School Absence Management system (SAMs) and the school has received 10% off the cost. It is less than £5,000 a year for Fusion which is less than the cost for the additional visits from One Education.

A governor expressed a concern about moving away from the LA and One Education HR policies as this provides security. The SBM stated that some, but not all of the policies, would have to be vetted by the unions. Some MCC policies are used by One Education so policies will be very similar.

Q: Does this change the legal status of the policies?

The school would not change the policies.

Q: Would Fusion come out to visit the school if there was a particularly complex case?

This is not known and would require further research.

The HT proposed that using both suppliers alongside each other would be reviewed by the Resources Committee in a year's time. The HT and SBM will also speak to other schools who have used Fusion for 2 years.

It was agreed to review how this is working at the next Resources Committee meeting.

Any correspondence to staff would come from the school not the supplier.

	Actions or decisions	Owner	Timescale
A	<ul style="list-style-type: none"> Absence management suppliers to be discussed at the next Resources Committee meeting 	Resources Committee	tba

15 | **General Data Protection Regulations (GDPR) update**

There have been no breaches of GDPR since the last meeting.

	Actions or decisions	Owner	Timescale

16 | **Policies for approval**

The following policies were circulated in advance of the meeting for review and approval.

Shared Parental Leave Policy

This is a new policy to the school and has been introduced in the light of three members of staff asking for shared parental leave. The SBM explained shared parental leave.

The school has used a One Education policy.

The school only has maternity insurance so cannot claim for shared parental leave. Therefore, this could involve a cost to the school.

The Shared Parental Leave Policy was approved by the Resources Committee.

Leave of Absence Policy

It was proposed that a change be made to parts of Point 13 in the Policy so that staff could attend scan appointments with pregnant partners.

The governors discussed this.

It was agreed by a majority decision that the wording of the Policy would change to:

13.2 The governors of Cavendish have agreed that employees may take **paid** time off work for this purpose.

13.5 The **paid** time off is capped at 3 hours for each appointment. Employees requiring time beyond this are entitled to take up to a further 3.5 hours **unpaid** for each appointment.

The Leave of Absence Policy was approved by a majority of the Resources Committee from the date of this meeting.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Shared Parental Leave Policy approved 	Resources Committee	
D	<ul style="list-style-type: none"> Leave of Absence Policy approved by a majority decision 	Resources Committee	

17	Any Other Business		
There were no items of any other business.			
	Actions or decisions	Owner	Timescale

Date and time of next meeting:	TBC
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