

Cavendish Community Primary School Resources Committee Meeting Minutes

School: Cavendish Community Primary School

Quorum: 3 (met at this meeting)

Chair: Sami Khan

Clerk: Jan Haslam

Date of meeting: 22 January 2025

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
Sami Khan (Chair)	Parent	09/12/25	P
Oliver Gibson	Co-opted	01/07/27	P
Ciaron Wilkinson	Co-opted	19/09/27	Ap
Tim Whitworth	Co-opted	09/12/25	A
Jade Ellis	LA	17/09/28	A

Others present

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

Agenda Items

1	Apologies and Welcome
Apologies were received and accepted from Ciaron Wilkinson.	

2	Verbal declaration of interests
No declarations of interest were received with regard to any items on the agenda.	

3	Minutes of the last meeting and matters arising		
The governors approved the minutes of the meeting on 16.10.24 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	<ul style="list-style-type: none">Previous minutes (16.10.24) approved	Resources Committee	

4 Finance Report

4.1 School Business Manager report including Premises, Health and Safety

The SBM presented her report, which was circulated in advance of the meeting for review. The main points discussed are as follows:

The budget at period 9 is in a very good position. This is partly due to the fact that the school have been financed on last October's census where pupil numbers were higher. However, next year the impact will start to show as the school will be financed from the October 2024 census where the pupil numbers are much lower.

There has been a January intake in Nursery of an additional 27 children. There are 51, 30-hour codes for nursery children in the summer term, 31 for the autumn term and 51 for the spring term. The school Published Admission Number (PAN) remains at 720 and the school is operating with 67 spaces across school. This is equivalent to 2 excess teachers. Operating as a 3-form entry school is becoming more unsustainable financially. The Local Authority (LA) will not commit to allowing the school to lower the PAN long term.

The main issue with the numbers is in Nursery, Reception and Year 1. This has been addressed in Nursery and Reception by having five classes across the cohorts with one mixed age N/R class. The challenge will be moving these cohorts into next year. The SLT has looked at possible solutions. These were; having a split Year 1/2 class but this is challenging in terms of the curriculum and the school would prefer not to implement this; having two classes of 34 which illegal in KS1, so the school will not be able to implement this and having 3 classes of 22 children. Due to the school's current comfortable financial position, this can be implemented but, as the children move into KS2, they would have to merge into 2 classes, if numbers remain the same. All stakeholders would need to be informed of this. The LA has agreed to a temporary drop in the PAN to 60 for Reception 2025/6, so these children will be in two classes.

Q: Would the school still be able to take refugee children?
Only where there is space.

Q: Are other local schools reducing their PAN?
Yes, some have already done this and others are looking to reduce their PAN.

Q: These changes would mean that, over the next two years the school would need to lose two teachers. How will this work?

Two teachers are on temporary contracts and one is from Tradewind supply agency. After this period, there may have to be redundancies but teachers may leave during this time.

A governor suggested that flexibility in staffing may be possible on joining the MAT.

Q: Does the school need to restrict Nursery places?
The school can set their own numbers for Nursery.

Q: Are the school considering opening a 2-year-old provision?
The school are not considering this for September 2025 but may consider it for next year. Some changes in provision may have to happen as it would add some financial security for the school. Since the SBM published her report, she has attended a SBM meeting. At the meeting it was reported that teachers are potentially going to receive a 2.8% pay increase. In addition, the Infant Free School Meals (IFSM) payment has gone up very slightly, to £2.58.

4.2 Period 9 Budget Monitoring

Budget to date: £

Income 4,729,123.00

Expenditure 4,875,529.00

In Year Deficit (146,406.00)

Balance B/Fwd 2024-25 229,271.00

Current Proposed C/fwd 2025/26 82,865.00

The £82,865.00 is money not yet allocated to be spent, the contingency figure

The Period 9 Budget Monitoring was approved by the Resources Committee.

4.3 Budget Changes

These were presented on an itemised document including a commentary, sent to governors prior to the meeting.

The budget changes reflect an increase in numbers in Nursery and additional grants received. More actual income is reflected.

Expenditure includes two new after school club staff. In addition, the 4% budgeted did not cover the support staff pay rises so the school had to cover this. There are two new supply teaching assistants (TAs) for Nursery.

The budget changes were approved by the Resources Committee.

4.4 3-year forecast

The SBM presented the 3-year forecast.

	2024-25	2025-26	2026-27
	£	£	£
Income	4,729,123	4,556,867	4,560,531
Expenditure	4,875,529	4,613,547	4,601,585
In Year surplus/deficit	146,406 deficit	56,680 deficit	41,054 deficit
/fwd surplus/deficit	229,271 surplus	82,865 surplus	26,185 surplus

Cumulative C/fwd surplus/deficit	82,865 surplus	26,185 surplus	14,868 deficit
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The 3-year budget is looking as healthy as the SBM has seen while she has been at the school. 3 years in surplus is being reflected, which is very positive.

Q: Once in the MAT, does the school receive its funding, then give a top slice to the MAT?

Yes and the finances will be more transparent. The school will immediately save £12,000 to £13,000 as the Apprentice Levy will not have to be paid to the LA.

Staffing changes over the last few years have contributed to the positive 3-year budget and the structure is working well.

The 3-year forecast was approved by the Resources Committee and signed off by the Chair and the HT.

4.5 Cash flow forecast

The SBM presented the cash flow forecast

There are no issues with the cash flow forecast.

Q: Will the school still have its own bank account?

Yes, but the current bank account will be closed and a new bank account will be opened. New financial accounts will start.

The cash flow forecast was approved by the Resources Committee.

4.6 Spending over £2,000

The SBM presented the spending over £2,000.

There were no matters arising.

4.7 Premises, Health and Safety

Day to day maintenance has been carried out. Due to the site team both needing to take holidays to use up their entitlement, the school was closed at October half term and Christmas so no planned works were carried out. Plans have been made to carry out some works in both the February and Easter holidays.

A governor commented that there seems to be less building work now than previously.

The Facilities Manager and the Caretaker are more skilled and are more able to carry out maintenance tasks.

The school are working with Langs as there are some issues with the manholes and the roof of the Rhodes building. It will require remedial repairs but these will be covered by the warranty.

The school had two unplanned fire drills in December due to one of the SEND pupils setting it off twice. They both were carried out very efficiently.

The HT asked Sami Khan, in his role as Health and Safety Governor, to visit the school to lead a Health and Safety walk round with the Facilities Manager and possibly the Safety Protectors.

Sami Khan agreed to arrange a time for this.

4.8 2025-26 budget planning

The school has begun to discuss the 2025-26 budget planning.

Q: Have any staff indicated that they may be leaving?

Yes.

	Actions or decisions	Owner	Timescale
D	<ul style="list-style-type: none"> Period 9 Budget Monitoring approved 	Resources Committee	
D	<ul style="list-style-type: none"> Budget Changes approved 	Resources Committee	
D	<ul style="list-style-type: none"> 3-year budget approved 	Resources Committee	
D	<ul style="list-style-type: none"> Cash Flow Forecast approved 	Resources Committee	
A	<ul style="list-style-type: none"> Health and Safety Governor to complete a walk around the school 	Sami Khan	18.6.25

5	Schools Financial Value Statement (SFVS)		
There are no actions on the SFVS.			
There was one action last year regarding benchmarking senior leaders. This is being completed via the Manchester Trusts and Schools Alliance (MTSA) and the SBM will report on this at the next meeting.			
Q: Who will complete the HT performance management under the MAT?			
The HT will ask at the meeting.			
The SFVS was approved by the Resources Committee and signed by the Chair.			
	Actions or decisions	Owner	Timescale
A	<ul style="list-style-type: none">Report on senior leader benchmarking	SBM	18.6.25
A	<ul style="list-style-type: none">Ask question regarding HT performance management	HT	
D	<ul style="list-style-type: none">SFVS approved	Resources Committee	

6	Benchmarking		
The SBM presented two benchmarking reports; one from the DfE 2023-24 and the other from the MTSA 2023-24.			
There were no major highlights to report.			
Q: Why do different schools receive different funding for the number of children on roll?			
This is due to different deprivation funding.			
Q: There is a high spend on 'support'. Will there be an opportunity to reduce this spending on joining a MAT?			
The school will combine some services with the other schools in the Trust, which will save money.			
Q: Does the school actually spend less on IT than other schools?			
No, this is due to the cost centres currently being used. Going forward, there will be more cost centres and the SBM will be reallocating into new cost centres.			
	Actions or decisions	Owner	Timescale

7	School Development Plan (SDP)
This was discussed in the full governing body meeting on 15.1.25. The priorities are, writing, disadvantaged children and SEND.	

The school are spending a bit more on writing than other areas due to buying resources and workshops, including the Wizard writing workshop.			
	Actions or decisions	Owner	Timescale

8	GDPR update		
There have been no GDPR breaches.			
	Actions or decisions	Owner	Timescale

7	Staffing and HR update		
The SBM presented the Staffing and HR update. The main areas of discussion were as follows:			
The SAM system continues to work well and there have been less requests for absence. The average number of days lost is now closer to the national average which is positive. Supply costs have significantly reduced due to using TA 4's, who are very skilled. The HT stated that she thinks staff attendance will continue to improve.			
Q: Will HR be centralised in the MAT?			
All of the schools, apart from one, use Fusion. There is talk of having one HR officer across the whole Trust but with schools still dealing with their own HR.			
Q: Has the school considered any wellbeing days?			
This has been discussed and wellbeing initiatives took place last year. Some were not successful. The school are not allowed to use the school finances for this. The staff seem happier this year. The teams are more cohesive and work better together in a supportive manner. Once every half term, the teachers can take their PPA time at home.			
	Actions or decisions	Owner	Timescale

10	AOB		
<p>A governor pointed out that three challenging issues had been addressed over the last two years: EYFS, staffing and staff absence and that this is a positive achievement.</p> <p>A financial audit will take place on 24 and 25 February.</p> <p>The Chair asked whether it would be possible to hold the next Resources Committee meeting via Zoom, due to work commitments. This was agreed and Oliver Gibson will set up the Zoom meeting.</p>			
	Actions or decisions	Owner	Timescale
A	<ul style="list-style-type: none">Set up Zoom meeting for the next Resources Committee meeting	Oliver Gibson	18.6.25

Date and time of next meeting:	Wednesday 18 June 2025 @ 5.00pm
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