

**HUNSLET CARR PRIMARY SCHOOL GOVERNING BODY
RESOURCES COMMITTEE**

Minutes of the meeting held on Thursday 23 May 2019 at 5.00pm

PRESENT	Kevin Birkin (Chair) - by telephone link Sarah Gardner - by telephone link	Martin Lamb (Headteacher) Jon Hairsine - by telephone link
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IN ATTENDANCE: Margaret Stead, Clerk – Governor Support Service

		ACTION
1.00	APOLOGIES	
1.01	There were no apologies for the meeting.	
2.00	APPROVAL OF SCHOOL BUDGET FOR 2019/20	
2.01	The Resources Committee had been granted delegated authority to approve the school budget at the meeting of the full governing body on 26 September 2018.	
2.02	Copies of the school's three year budget for 2019/20 had been circulated to governors following the budget meeting with school's Finance Officer on 9 May. The Headteacher then gave details of the budget and invited questions from governors.	
2.03	Data Governors were informed that following a predicted drop in recruitment to nursery from 58 to 40 and the likely impact on income, school was proactively recruiting in the local area. Figures for the remainder of the school remained relatively stable at around 403.	
2.04	SEN/D The Headteacher reported that school had been successful in attracting funding which was up from 2017/18, with an increase of £20,000 following the arrival of five additional children with a higher level of SEN/D care needs in Early Years. Governors were informed that the budget for SEN/D provision was increased from £140,000 to £178,000.	
2.05	Delegated grants The Headteacher highlighted the drop in Early Years funding from £198,000 to £170,000 due to the reported decrease in numbers, before then referring to the simple formula increase in deprivation index resulting in £60,000 more for main school. Governors heard details of the cap on budget gains introduced centrally, which ensured no school gained or lost more than 2% of their budget, which impacted on the £60,000 by reducing it to £44,000 with a further reduction to £7,000 next year.	
2.05.1	Pupil premium was reported to have decreased from £293,000 to a forecasted £277,000 due to the reduction in the number of children	

qualifying for pupil premium following changes to the benefits system. Governors noted that this decrease was expected to continue in the coming years. The number of universal free school meals (UFSM) had dropped; however, the Headteacher informed governors that following changes to the meals themselves since the beginning of the year, numbers were expected to increase.

- 2.06 Overall income for 2019/20 was reported to have increased by £67,000. The Headteacher referred to the potential to maximise income through the take-up of UFSM and increasing nursery numbers.

2.07 **Staffing**

The Headteacher outlined the scale point checks carried out by the Finance Officer for teachers, with pay progression built in.

Q – A governor queried the value for money aspect of UPS teachers

A – This is likely to change with the new Ofsted framework which has a focus on the breadth of curriculum. School plans to have a training programme in place through the School Improvement Adviser from September.

- 2.08 The Headteacher highlighted the £925,000 cost of teachers last year, reduced to £947,000 for 2019/20. Governors were reminded that there is a qualified teacher in every class, plus two extra teachers to cover PPA entitlement.

Q – What percentage of the full budget is spent on teaching staff

A – Approximately 40%. (£947,000 of £2.5 million). Staffing costs in total stands at £1.8million.

2.09 **Teaching Assistants**

The Headteacher referred to previous discussions on school's current teaching assistant provision and the need for a detailed analysis to identify the needs of the school in terms of the skills it needs, compared to what it now has. This analysis had taken place on 28 February, conducted by the local authority. The outcome of this to be used as a basis for restructuring the TA provision and if need be for possible staff reductions.

- 2.09.1 Governors were informed that the review suggested TAs at Level 2 with some at Level 3, with specialists to train others to achieve a more flexible but higher skilled model TA support structure. A reduction from 25 teaching assistants to 20 was proposed through MSR, with input from the Unions and a specialist HR company to go through the process. Timescales for the process were then outlined to governors, with an emphasis on communicating with staff throughout.

- 2.09.2 Governors indicated their support for the proposed changes, which they felt would lead to improved support for the children.

2.10 **Staff related**

The Headteacher outlined arrangements for insurance to cover staff absence.

Q – What is the return on investment/value for money of this cost

A – The insurance costs £25,000 and the return was £40,000. School's premium has increased to £29,000 for the coming year.

2.11 Governors noted that the budget also included £12,000 for training, with recruitment costs and governor training increasing this to £20,000; however, no staff recruitment was anticipated for the coming year.

2.12 The budget included the introduction of a travel and expenses policy for staff at £1,000.

2.13 Supply staff costs were budgeted for at £55,000, with a carry forward of £7,000 reported. Governors heard that school was confident that with two extra teachers, supply needs can be covered.

2.14 Premises

The Headteacher highlighted plans for the £30,000 allocated for projects, including porta-cabin ramps (which had already been quoted at £12,000) and improved furniture in Reception at £7,000.

Q – What is the situation with fire door compliance

A – These have already been altered and are now compliant. The local authority is to pay for further alterations scheduled for Summer 2020, with no further cost to school linked to fire prevention. Governors were informed that school is confident on best value for money regarding premises provision. Intruder alarms are to be upgraded following recent vandalism.

2.15 Curriculum

The Headteacher told governors school was clear that the budget was sufficient to deliver the breadth of curriculum; costs included £10,000 for maths text books.

2.16 Service Level Agreements

Governors head details of the range of SLAs with the local authority.

2.17 Educational visits

The Headteacher highlighted the £500 allocated to each year group to ensure maximum uptake of school visits, with costs subsidised through Pupil Premium money.

2.18 Capital

The budget included £30,000 for any building work needed.

2.19 Q – Does the Headteacher have any concerns regarding the budget

A – Supply costs had a variance of £60,000. The model is showing

a carry forward of £66,000. School is aiming to fill numbers to maximise income; this could be £40,000

Q - How do numbers compare to previous years

A – Approximately 15 down; school has a good reputation in the area, there are just not as many three year olds to recruit.

All three governors confirmed that they had no further questions on the school budget as presented and discussed.

2.20 Resolved:

- That the plans for allocation of the budget to budget headings for the financial year 2019/20 be approved, with an in-year surplus estimated at £66,910

3.00 DATE AND TIME OF FUTURE MEETINGS :-

- 3.01 Full governing body – Wednesday 5 June 2019 – (time tbc)
Resources Committee – Wednesday 19 June 2019 at 4pm

The Chair closed the meeting at 6.00 pm