

**HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD  
RESOURCES COMMITTEE MEETING**

**Minutes of the meeting held virtually on Thursday 4 May 2023 at 5.00 p.m.**

**PRESENT:** Jon Hairsine - Chair  
Sarah Gardner  
Martin Lumb - Headteacher  
Matthew Woodcock

**IN ATTENDANCE:** Eileen Murray (Clerk, Governor Support Service)

The meeting was held via Teams

		<b>ACTION</b>
<b>1.00</b>	<b>APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS</b>	
1.01	Apologies were received and accepted from Olamide Ayemowa (Lammie.) M Woodcock told governors he would have to leave the meeting for a work phone call at 6.00 p.m.	
<b>2.00</b>	<b>DECLARATION OF INTERESTS</b>	
2.01	There were no declarations of interest regarding tonight's agenda.	
<b>3.00</b>	<b>ANY OTHER URGENT BUSINESS</b>	
	There was no urgent business to be dealt with.	
<b>4.00</b>	<b>MINUTES OF THE LAST MEETING</b>	
4.01	<b>Resolved:</b> <b>The minutes of the meeting held on 12 January 2023</b> were accepted as a true record, with the amendment of item 16.04 which should read as follows: Governors were informed that school ensures that all educational visits remain compliant. The Chair was then authorised to sign a copy when next in school or send an email to that effect.	<b>Clerk/ Chair</b>
<b>5.00</b>	<b>MATTERS ARISING</b>	
5.01	<u>Unconscious Bias training - item 6.01 refers</u> The Headteacher has arranged this training for 4 October 2023 from 3.30 – 5.30 p.m. There was an open invitation to governors. The course referred to in the previous meeting by SG was no longer available.	<b>Govs</b>
5.02	<u>Staff Maternity/Paternity Birth and Adoption Policy – item 6.02 refers.</u> Clerk to check that the policy had remained the same. The Clerk apologised that this had been omitted. To action ASAP.	<b>Clerk</b>
5.03	<u>Curriculum – Music Provision – item 6.04 refers</u> Lammie had met with Artforms regarding Music SLA's available. Her visit form was awaited and she had sent her apologies to this evening's meeting. The meeting was reminded that the Yr 5 guitar tuition had previously cost £3k p.a. Action ongoing.	<b>Lammie</b>
5.04	<u>Curriculum – List of planned school visits – Head to send to governors - item 6.02.4 refers:</u> This had been actioned.	

5.05	<u>External auditor required for the school fund – item 8.02 refers:</u> The peri-Bursar would be completing this. Action ongoing.	<b>Peri-Bursar</b>
5.06	<u>Position regarding processing of EHCP's – item 9.03.3 refers:</u> The Head had no progress to report on this. Applications had been split into two groups. The SENSAP team would be prioritising any Yr 6 pupils to ensure that their plan is in place before they move to high school.	
5.07	<u>Benchmarking of SLT time allowed – item 10.03 refers:</u> The Head had compared the leadership time given to staff in school with its three most comparable primary schools. School was in line with these schools, apart from one of the three, who received less ("mean beans".) HCPS leaders get a total of 2 days per week – 1.5 days leadership and 0.5 day for PPA time.	
5.08	<u>School staffing structure to be added to Teacher's Pay Policy – item 11.01 refers:</u> The Headteacher to action.	<b>Head</b>
5.09	<u>Appendix 4 to the Teacher's Pay Policy – item 11.02 refers -</u> This had been added.	
5.10	<u>Typos/formatting of the above document to be rectified – item 11.02 refers –</u> This had been actioned.	
<b>6.00</b>	<b>APPROVAL OF THE BUDGET</b>	
6.01	The Headteacher and SBM had met with the school's Finance Officer. The following reports had been circulated prior to the meeting: <i>Budget Setting 23-24</i> <i>Budget Report Commentary May 2023</i> <i>Staffing Plan for 2023-24 version 3</i>	
	The Chair commented that the format at the report was excellent especially the use of red and green.	
6.02	The Headteacher and Chair of Governors expressed their displeasure at the actions of the Sufficiency Team following the budget setting meeting. 42 children were expected for September 2023, with a likely maximum of 50. This meant that school would not be full next year and would have to run with two smaller classes of about 25 pupils. School could have had the option to downsize to a 1.5 form entry which would not have the same detrimental impact on the budget. A further meeting with the Sufficiency Team will be held at the end of the month with a view to reducing to a 45 place entry school in September 2024.	
6.03	<b>Income</b>	
6.03.1	School had received additional funding in 2022/23 as promised by the government.	

In 2022/23 the school received £1.865m. This will increase to £1.912m in 2023/24.

6.03.2 The government funding received for pupils with SEND for 2023/24 will increase from c. £274 (this year) to c.£344k.

#### 6.04 **Staffing – Pay Awards**

The budget had assumed a Teacher's pay increase of 4.5%. It was now likely to be at least 6%.

6.04.1 Officer's pay increase had been assumed at 3%. This is likely to be more.

6.04.2 The Headteacher told governors that this year's carry forward of £190k could be largely eaten up by pay rises if increases of 10% were agreed. The Finance Officer stated that most schools were now having to set a deficit budget for next year. Any school wishing to set a deficit budget must prepare a business case to identify areas where savings can be made. Only then could the budget be approved.

#### 6.05 **Premises**

The meeting was told that a report into the possible installation of a heat pump by the LA had never materialised.

#### 6.06 **Questions regarding the budget asked by MW**

##### **1. Does school rent out its facilities?**

It did in the past before the pandemic but is not at present. If school wanted to pursue this we would have to contact the LA Lettings team to find out if there was a demand.

##### **2. What financial system is used?**

The LA intra system is used and accessed via the Cloud.

##### **3. Does school have a list of contracts/SLA's?**

No. SLA's are entered into yearly with the LA and contracts are entered into for other organisations, i.e. for IT support. It was agreed that the SBM draw up a list and bring back to Resources committee.

##### **4. Does school have an asset list?**

Yes, this is an inventory (from 2020) which needs updating. An external company (Inventory) are contracted to deal with this.

##### **5. FSM – does school have a census day when numbers of meals taken are used for financial figures?**

Yes, there are three census days a year. All pupils are offered a free meal on these days. A strong uptake on these days can make £6k difference to the catering budget.

6.05 Any further queries or comments to the reports were invited. There were none. The budget was then put to a vote.

SBM

- **Resolved: The budget for 2023-24 was agreed.**

*M Woodcock left the meeting at this point as arranged.*

**7.00 STAFFING AND RECRUITMENT UPDATE INCLUDING PERFORMANCE MANAGEMENT AND WELLBEING**

7.01 A Year 4 teacher was moving away from the area. A nursery teacher was due to leave for personal reasons.

7.02 The Headteacher was hopeful that trainee teachers in school would be successful in obtaining a post.

7.03 A HLTA post may need to be recruited to for September. The SBM had drawn up an advert for two TA posts.

7.04 The member of the office staff who is usually on reception would be leaving following a promotion.

7.05 The mid-year performance management interviews were ongoing.

**8.00 HEALTH AND SAFETY AND PREMISES – Premises Report 04.05.23 circulated prior to the meeting.**

**8.01 List of planned premises work**

A list of planned work had been provided to governors from the Premises Manager.

**8.02 Near Misses**

There had been one near miss. The incident could not have been foreseen and involved a family who had attended breakfast club as a one-off.

Breakfast club staff now have a full list of all pupil allergies.

**9.00 EDUCATIONAL VISITS**

9.01 A Year 4 visit to Chester of 3 nights and 2 days required a risk assessment.

**10.00 ANNUAL REVIEW OF EFFECTIVENESS**

10.01 It was agreed to put this back to the next meeting due to the low number of governors present.

**11.00 DATE AND TIME OF NEXT MEETING**

11.01 Date to be confirmed as part of the meetings schedule for next academic year.

The Chair thanked governors for attending and closed the meeting at 18.05

**C  
Sharpe**

**Res  
Cttee  
agenda**