

4.06	<p>Policies - (minute 9.02 refers): Action closed</p> <p>Sarah Gardner, Chair of the Governing Board, explained the need to allocate one person from each committee to review policies, this was discussed and agreed at the FGB meeting.</p> <p>Sarah Gardner, Paul Wray and Clare Davidson would review policies due in July and the Head would forward existing/updated policies to the relevant governor.</p>	Head/SG/ PW/C
4.07	<p>Employee Assistance Programme (EAP) - (minute 10.01.4 refers): Action ongoing</p> <p>Several members of staff were accessing Fusion HR for support at a cost of £52.50 per session.</p> <p>Sarah Gardner stated as part of the package of EAP from LCC there should be a minimum of 6 counselling sessions available however this would be accessed anonymously but school would only need to show that they were providing the provision and not specific numbers.</p> <p>Hayley would question this.</p>	HS
4.08	<p>Rainbow Room – (minute 13.01.3 refers): Action ongoing:</p> <p>To be discussed under agenda item 5.01.6.</p>	
4.09	<p>Educational visits/in school – (minute 14.01.2/3 refers): Ongoing</p> <p>The Head would inform insurance and the fire brigade about the school being open until 8.00pm.</p>	Head
4.09.1	<p>The Head had discussed with Charlie Sharpe, Educational Visits Co-ordinator, and risk assessments would be completed.</p>	
4.10	<p>AOB/Minibus - (minute 15.01.1 refers): Action closed</p> <p>Information about the minibus lease had been sent to Matthew Woodcock to compare against other companies he is aware and this had been discussed with Hayley Stewart for contracts and SLAs.</p>	
4.11	<p>AOB/HR - (minute 15.01.2 refers): Action closed</p> <p>To continue with Fusion HR until February/March 2025.</p>	
4.12	<p>Governor review - (minute 15.02.1 refers): Ongoing</p> <p>The Clerk would ask GSS whether there were any templates for the Chairs.</p>	Clerk
4.13	<p>Next meeting - (minute 16.02 refers): Action closed</p> <p>The Head arranged a meeting with Sarah Gardner at the beginning of January 2024 via Zoom to discuss issues for this meeting.</p>	
5.00	<p>APPROVAL OF THE BUDGET</p>	
5.01	<p>'Budget Report for Resources Committee 9 June 2024' had previously been circulated to governors and was placed onscreen.</p>	
5.01.1	<p>The Finance Officer had reviewed the assumptions:</p> <ul style="list-style-type: none"> • 3.5% pay award for teachers • PE and Sport Grant would continue • Energy costs had stabilised • Pension Employer Contributions increase from 23.6% to 28.6% offset by a government grant – TPEC worth £41,000 	

5.01.2 **Data**

- Voluntary reduction of pupil numbers from September 2024 to PAN of 45 with actual reduction from September 2025

5.01.3 **SEND**

- Ensuring all pupils funded at the correct level

5.01.4 **Income**

- DSG early years predicted £149,000 actual £166,000, expected £188,000
- DSG Simple Formula predicted £1.912m actual £1.920m expected £1.962m
There was 20% mobility in school with children leaving but being replaced, the issue was low birth rate for nursery/reception.
- DSG High Needs SEND predicted £344,000 actual £296,000, expected £357,000
Funds received were less than predicted due to EHCPs being refused.
FFI funding due to change to EHCP funding with assurance that no school would be worse off but more clarification needed.
Funding refused for the 'Den' so reapplied.
- PP predicted £349,000 actual £297,000, expected £264,000
- Government grants predicted £113,000 actual £152,000, expected £132,000
- Other income predicted £32,000 actual £17,000, expected £30,000

- 5.01.5 **Q.** A governor questioned reliance on the new EHCP funding system replacing FFI considering the carry forward being lower than expected.
A. The Head explained that several PP pupils had left and although replaced they were not entitled to PP funding plus the drop in pupils paying for school meals and less contributions for school trips had impacted the budget.

5.01.6 **Expenditure**

- Teaching costs predicted £1.114m actual £1.102m, expected £1.200m
Savings due to teachers on maternity leave being covered by ECTs on lower salary
- Officers predicted £1.075m actual £1.043m, expected £1.011m
There had been some miscoding for support staff and unable to recruit Teaching Assistants (TAs) so supply used
- Training predicted £18,000 actual £21,000, expected £18,000
- Supply predicted £25,000 actual £121,000, expected £80,000
Supply costs now reduced due to recruiting five TAs so supply no longer needed
- Premises predicted £24,000 actual £75,000, expected £18,000
Promise of £75,000 funds by Julie Lewis, Access Coordinator at LCC, for Rainbow Room not received and no response from Dan Barton plus alterations to nursery and other one off projects
- Curriculum predicted £117,000 actual £173,000, expected £135,000

12 staff laptops, Office Desktops and two Smart Boards replaced at £28,000 plus equipment for nursery and Rainbow Room at £8,000

- Communication predicted £13,000 actual £28,000, expected £16,000
SIMS system changed to Arbor with £4,500 signup fee not factored into the budget
- Catering predicted £86,000 actual £98,000, expected £99,000
Charged more for meals than expected but not enough income
Other services predicted £122,000 actual £85,000, expected £98,000
Spent less than expected on supplies
- Overall income predicted £2.900m actual £2.848m, expected £2.932m

5.01.7 **Q.** A governor questioned whether there was an audit of assets.

A. Hayley informed them there was and that Primary ICT had stated the laptops needed replacing.

5.01.8 Governors discussed the need for reviewing life expectancy of items to be able to factor into the budget each year.

The Head explained that costings were in the budget but insufficient as the Smart Boards needed replacing but were not at the end of their life.

5.01.9 **Q.** A governor questioned whether there was insurance for breakages.

A. Governors were informed that they were bought on a five year lease with a warranty of two years but broken in four.

5.01.10 **Q.** A governor questioned whether IT items were bought or leased and whether from the same supplier.

A. Hayley explained that Smart Boards had been paid for last year and they would look at this again next year and laptops had been bought with lease option not offered by Primary ITC and they were the sole provider now.

5.01.11 **Balance**

Variance of £184,000, carry forward £90,000 from the previous year with deficit of £46,000 to carry forward.

In year surplus of £21,000 but that could change.

5.01.12 **Resolved:**

Governors approved the budget, as delegated by the FGB.

5.02

Governors discussed the budget being reviewed more regularly as presently there were only two Resources Committee meetings every academic year to set the budget and a review in December.

They were concerned that there had been a worst, medium and best scenario and presently the budget was at the worst.

The Clerk informed governors that there would usually be at least three meetings per year.

It was agreed that the governors would review the monthly reports and arrange further Resources Committee meetings if necessary.

Govs

6.00	HEADTEACHERS MID-YEAR PERFORMANCE MANAGEMENT	Head
6.01	Meeting to be arranged by the Head with Sarah Gardner, Jon Hairsine and Matthew Woodcock.	
7.00	STAFFING AND RECRUITMENT UPDATE	
7.01	Mid-year reviews Mid-year reviews would be held on Wednesday 12 June by the Assistant Heads who set the teacher targets that are all being met.	
7.02	Staffing structure 'Staffing Plan 2024-25' had previously been circulated to governors and would be circulated to staff this Friday. This was placed onscreen for governors.	
7.02.1	Vacancies The teacher vacancy had been advertised and the Premises Manager post.	
7.02.2	Three Teaching Assistants had been recruited last Wednesday so there would be no need for any more supply staff. Once recruited the school would be fully staffed.	
7.02.3	Early Career Teachers There had been five ECTs in school this year with five mentors and all necessary support was in place. From September 2024 there would be three ECTs and possibly four if the teacher vacancy was filled by an ECT.	
7.02.4	Q. A governor questioned the situation with the Attendance Officer. A. The Head explained that the member of staff had returned after maternity leave on reduced hours.	
8.00	HEALTH AND SAFETY AND FIRST AID	
8.01	First Aid More staff than needed were trained in paediatric first aid.	
8.01.1	All staff were trained in first aid.	
8.02	Near misses Governors were informed about an incident with an ice pack that split resulting in a pupil sustaining mild irritation. Staff had been informed that the liquid should have been washed off immediately and that ice packs should be taken back after use. The incident was investigated and the school had worked with the family. A CF50A was completed and LCC health and safety advisor contacted the school.	
8.02.1	Q. A governor questioned how new staff were briefed. A. The Head informed governors that they receive an induction pack that includes information about safeguarding, health and safety and SEND and have a meeting with Andy Hinchcliffe, Safeguarding Lead, to discuss CPOMS and policies.	

8.02.2 The Head would check with new staff after a week to ensure they were aware of the ice pack usage.

8.03 Premises

A heat pump and solar panels would be installed during the summer holidays and the gas boiler removed.

8.03.1 **Q.** A governor questioned whether a heat pump was the right solution as questioned at the FGB meeting.

A. Hayley Stewart explained that the boiler was in its 32nd year with a life scheme of 30 years.

The heat pump was the LCC scheme, being rolled out by the DfE, that had rigorous checks and other schemes were not suitable and would need to be funded by the school.

8.03.2 **Q.** A governor questioned whether there would be any cost to the school, a warranty or guarantee, insurance, breakdown cover etc.

A. Hayley Stewart would visit other schools where it was working well and be shown how the solar panels work.

She would inquire and pass the information to governors tomorrow.

HS

8.03.3 **Q.** A governor questioned whether there were assumed savings in the budget.

A. Hayley explained that there was and contingency costs of potential £30,000 and so far, no school had paid more than £5,000 - £10,000.

Q. A governor questioned what the £30,000 was for.

A. It was explained that it was a contribution for the heat pump under Capital/RCCO with the worst case scenario being £30,000.

There would be a saving of gas costs from £30,000 for heating the school and oven in the kitchen to £15,000 after the heat pump is installed and only the hob needing gas.

8.03.4 Governors discussed the efficiency of a heat pump and Hayley explained that the present heating in the school was inefficient. Governors suggested costs were not reduced in the budget until savings were confirmed.

8.03.5 The Decarbonisation Team would be visiting school and there would be a final meeting prior to installation that Jon Hairsine could attend and Cllr Paul Wray, governor, would be invited.

JH/PW

9.00 ANY OTHER URGENT BUSINESS

9.01 There was no other business.

10.00 DATE AND TIME OF NEXT MEETING

10.01 To be arranged.

The Chair closed the meeting at 6.40pm