WESTGATE PRIMARY SCHOOL

**MINUTES OF THE RESOURCES COMMITTEE MEETING**

**HELD ON MONDAY 24TH APRIL 2023:**

**Present:** Helen Carpenter (HC); Andrew Ross - Chair (AR); Neil Richardson; Collette Smith (CS); Susie Day (SD); Amy Bleasdale (AB)

**In attendance:**

**Minutes:** Amy Bleasdale

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| **Item** | **Minutes** | **Action** |
| **1** | **Apologies:**   * N/A |  |
| **2** | **Minutes & Matters Arising:**   * Queries over the nursery grant have been resolved. * Educational visits policy – HC confirmed local visits cannot be evaluated on the Evolve system and the ‘evaluation’ is to determine if the educational outcomes have been met. * SFVS on the agenda for this meeting. |  |
| **3** | **Finance:**  **(i) Budget Update**  **56/237 – Budget**   * Over-spending in some areas mainly due to rising costs; under-spends relate to some invoices due to come out in month 13. * £1600 remaining in capital budget; £14k additional capital allocation for energy efficiency (this can be used for other capital projects if energy efficiency measures are already in place).   **10/237 - Extended Schools Budget**   * No issues   **School Fund**   * Not available for this meeting.   **(ii)** **Approval of new school budget**  **Main School Budget:**   * £65k deficit at the point of budget setting, reduced to £58k at the point of the meeting (with a possible increase in income due). * Proposal of TA reduction focused on SEN need, not general classroom assistance; Spanish teaching to be removed from KS1 and the post of Spanish teacher to cease (HC to teach KS2); restructure of SLT to remove DHT post (protected salary for 3 years or possible redundancy); re-grade of Superintendent post from B3 to B1 (on reduced hours); reduction of admin assistant hours; 2 temporary TA posts will not continue in Sept 2023. * Governors agreed for extra-curricular clubs to be chargeable from September – initial pricing of £10 per half term / £20 per term. £4800 projected income to be added to the budget model. * The budget model includes an increased contribution from the extended budget (£12k from £10k).   **Extended Budget:**   * Deficit budget (with a healthy carry forward) - conservative estimate on income; staff costs based on higher numbers. * Price increases for September are proposed in line with staff pay costs (9%) - AB to benchmark costs against childminders / other schools.   **Deficit Action Plan**   * HR have confirmed any redundancy costs will be met by the LEA. Any redundancies would be effective from Christmas 2023. * Staffing assumptions have been made in the budget 3 year projections (e.g. natural wastage / promotion / recruitment on lower pay scales).   **(iii) Price of school meals / music lessons for next year**   * School to increase school meal costs in line with LCC increases. * Music lessons charges to remain the same next year. |  |
| **4** | **Educational Visits:**   * Y2 music trip – event cancelled due to coach booking error. To be rearranged in the form of a music visit in school (school were able to retain the coach bursary to cover the cost). * Residential trips do not reflect true balance yet as they are being paid in instalments; 2 trips have not generated any income as the information has not been sent home yet. |  |
| **5** | 1. Section C – Setting the School Budget   **Q9 Does the school set a well-informed and balanced 3-year budget and has this been submitted to the local authority?**  *The budget has been set using the best information available, in line with the LEA. School are unable to balance the budget this time around & a deficit action plan will be completed.*  **Q10 Does the budget setting process allow sufficient time for the governing body to scrutinise and challenge the information provided?**  *Governors have the budget information for consideration at committee level. This is discussed / challenged and sent to the FGB meeting for approval.*  **Q11 Is the school realistic in its pupil number projections and can it move quickly to recast the budget if the projections and the reality are materially different?**  *The budget model / staffing requirements would change in response to any changes in numbers.*  **Q12 Is end year out turn in line with budget projections, or if not, is the governing body alerted to significant variations in a timely manner, and do they result from explicitly planned changes or from genuinely unforeseeable circumstances?**  *The 2022/23 budget was adjusted at review and governors were aware of any planned changes. Unavoidable changes were discussed at committee e.g. unfunded pay increases.*  **Q13 Are balances at a reasonable level and does the school have clear plan for using the money it plans to hold in balance at the end of each year?**  *Deficit action plan to be drafted as the budget has not balanced this year.*   1. Annual Submission   Agreed – AB to submit to the LEA | AB |
| **6** | **Policies:**   1. Confidentiality – Approved (model policy from DPO) 2. Nursery charges – Approved (updated with new charges) 3. Whistleblowing – Approved (model is the latest from LEA) |  |
| **7** | **Staffing Update:**   1. General Updates  * Admin assistant remains on long term sick leave; HC has had regular wellbeing meetings; planned phased return for after Summer half term. * Proposed staff restructure discussed in line budget setting.  1. Mid-year Appraisals  * All mid-year appraisals completed; HC’s review due 28/04/23. |  |
| **8** | **Property – matters arising**   1. Maintenance / site security matters arising  * New back door fitted. * Drains & guttering cleared. * Damp, loose paint removed from KS2 classroom; issue identified with guttering / wall which is being remedied by a parent (cost free); Y2 wall to be treated & redecorated once it has dried.  1. Set date for next site inspection  * Mon 22nd June 2023 at 9am (AR; NR; SD) |  |
| **9** | **Health and safety – matters arising**   1. Report of any incidents and actions taken  * CF50a assault form completed – autistic Rec pupil assaulted a member of staff & physical restrictive measures were used. * The calm room has been used recently for Y6 pupil with autism (increasing dysregulation). |  |
| **10** | **AOB:**   * Pay360 to cease from 31/07/23 – AB to have a SchoolComms demo with a view to moving to a new provider before September. SchoolComms is comparable in price to Pay360 (ParentPay is more expensive and does not integrate with SIMS) – governors agreed for AB to arrange a suitable Pay360 alternative. * Agreement to enact ‘in-vacuation’ in the summer term as per the school emergency plan. | AB  HC |
| **11** | **Next Committee Meeting:**   * Monday 19th June 2023 @ 6pm |  |