WESTGATE PRIMARY SCHOOL

**MINUTES OF THE RESOURCES COMMITTEE MEETING**

**HELD ON MONDAY 6TH FEBRUARY 2023:**

**Present:** Helen Carpenter (HC); Andrew Ross - Chair (AR); Sharon Mistry (SM); Neil Richardson; Amy Bleasdale (AB)

**In attendance:**

**Minutes:** Amy Bleasdale

|  |  |  |
| --- | --- | --- |
| **Item** | **Minutes** | **Action** |
| **1** | **Apologies:**   * HC * SM has resigned as a governor. |  |
| **2** | **Minutes & Matters Arising:**   * Emergency plan has not been tested yet. * A School fund report in a more accessible format is still pending. * The drop in school visits income is to be covered under ‘visits & trips’ section of this meeting. |  |
| **3** | **Finance:**  **(i) Budget Update**  **56/237 - Budget**   * Governors queried some figures over 100% (swimming transport was £20 higher than initial budget; actual government grant funding was slightly higher than expected). No concerns. * Gas & electric charges are lower than expected – LCC billing is delayed by several months so the expectation is that this will be rectified by year end. * Nursery grant looks low – AB to check what has come through so far (only 45% received to month 9).   ***Update:*** *Summer FEEE funding was received in month 5; additional SENDIF funding was received in month 6 (it would be expected that we receive Autumn funding in month 10 and Spring funding by month 13. The addition of SENDIF funding accounts for the figure being nearly 45% for only 1 third of the year).*  **10/237 - Extended Schools Budget**   * Income levels as expected (approx. 2 thirds received so far). * Month 10 (Jan) should be the next large income deposit following Christmas term billing.   **School Fund**   * Music figures checked as particularly high – Summer term invoice paid in Aug, so income is currently higher than expenditure. Expected music cost / charges for next year to be available for the next meeting. * Trips income showing as negative due to invoices for Summer 22 being paid in Autumn (new school fund year).   **(ii)** **Reception numbers for Sept 2023**   * Currently 25 1st preferences for September; 32 2nd preferences - expecting full intake.   **(iii) School benchmarking report card (see DfE School financial benchmarking website)**   * NR & AR have reviewed benchmarking report card. | AB |
| **4** | **Educational Visits:**   1. Financial report on recent / planned visits  * Decrease in donations for school trips to be mentioned to FGB. * Continue to monitor income levels to see if subsidising trips remains sustainable.  1. Does school comply with educational visits policy?  * Deferred from last meeting. * Extended Learning Locality being used well for local area visits – an increase in these types of visits has been seen this year. * Most staff are remembering to complete evaluations – clarification required on the definition of ‘most staff’ and which trips are not being evaluated (e.g. local walks or larger residentials). * Governors queried if there is an annual ‘evaluation report’ that goes to FGB. | HC  HC |
| **5** | (i) Section E – Value for Money  **Q18 Does the school benchmark its income and expenditure annually against that of similar schools and investigate further where any category appears to be out of line?**  *Committee review benchmarking information annually.*  **Q19 Has the school leadership team considered the results of the self-assessment dashboard or other DfE benchmarking tools?**  *Yes – the return and self-evaluation is discussed at the committee on an annual basis*.  **Q20 Does the school have procedures for purchasing goods and services that both meet legal requirements and secure value for money?**  *School follow LCC / national financial procedures, including obtaining 3 quotes and demonstrating best value.*  **Q21 Is the governing body given the opportunity to challenge the school’s plans for replacing contracts for goods and services that are due to expire shortly?**  *Large procurement contracts are presented to committee for transparency and to evidence best value choices in respect of public monies.*  **Q22 Does the school consider collaboration with others, eg on sharing staff or joint purchasing, where that would improve value for money?**  *FOS are always consulted prior to large procurement exercises. Training and services are bought collaboratively where appropriate.*  **Q23 Do you compare your non-staff expenditure against the DfE recommended national approved frameworks to ensure you are achieving best value?**  *The DfE framework was recently consulted for laptop and photocopier projects.*  **Q24 Does the school maintain its premises and other assets to an adequate standard and make best use of capital monies for this purpose?**  *Remedial work is taken where necessary to preserve the building structure and long-term capital plans are discussed at committee.* |  |
| **6** | **Policies:**  (i) Educational Visits – Approved (pending discussions around reporting, as above).  (ii) Complaints – Approved. |  |
| **7** | **Pupil Premium Strategy:**   * Report provided - Governors agreed it read positively. * The new format makes intended outcomes clearer and provides a clear breakdown of how funds are spent. |  |
| **8** | **Staffing Update:**  Staffing updates   * Additional staffing (temporary) in Nursery – to be reviewed after half term. * Successful phased return of superintendent. * Continued long term absence in the office. * Mid-year appraisals due after half term. |  |
| **9** | **Property – matters arising**   1. Report on KS1 Site Inspection   Report provided – no significant concerns. HC has addressed remedial issues such as storage on radiators and loose wires.   1. Maintenance Matters Arising  * Plumbing issues in pupil toilets – remaining 22/23 capital monies earmarked for the replacement of the vanity unit in the KS2 girl's toilet. * Guttering and drains cleared – this is to be built into the budget on an annual basis as a preventative measure. * Pointing on KS1 building to be addressed prior to remedial decorating works. * Ongoing issues of the boiler house storage following asbestos works – not yet resolved (AB is discussion with LCC). * KS2 boiler permanent flue to be installed in Feb half term – date for new boiler house door not yet confirmed. * Kitchen fan heating element to be replaced during half term (pending the arrival of the part) & the KS2 boy’s cloakroom door is to be rehung opening the opposite way. * Additional grip strips have been applied to the EYFS decking and a quote has been agreed to replace the fence around the garden area. Awaiting a response from Otley Town Council to see if this work will be covered by a bid (due to be discussed 06/02/23). * AB exploring corporate volunteer services to cover outdoor works at a lower cost e.g. exterior decorating. |  |
| **10** | **Health and safety – matters arising**   1. Report of any incidents and actions taken  * 2x CF50s: 1x staff member accidentally headbutted by a child& 1x pupil choking incident during lunch. Reported to LCC and no further action required. * Two children have had a small amount of use of the calm room / restrictive physical interventions, in line with their individual pupil risk assessments. * Grip strips installed on a section of decking in the EYFS playground. |  |
| **11** | **Devolved Capital**   1. Forward look for the year   No devolved capital plans agreed, as yet.   1. Potential projects (longer term)  * The DfE condition survey undertaken in Jan 2023 was to recommend to the DfE renewal of all guttering and full site ground resurfacing. Awaiting further information on if / how these projects will be funded. * LCC survey has earmarked summer 2024 for possible KS2 roof repairs. |  |
| **13** | **AOB:**   * SFVS data due by 31/03/23 | AB / AR |
| **13** | **Next Committee Meeting:**   * To be confirmed via email |  |