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| **VENUE**  Via Microsoft Teams | **RESOURCE COMMITTEE** | | **DATE**  16th March 2023 |
| **Chair**  Mike Jones | **MINUTES** | | **TIME**  **3pm** |
| **Present**  Mike Jones, Emma Williams, Lee-Anne McCready-Foreman, Nigel Spencer and David Wright  **Minute Clerk**  Julie Iredale | | **Apologies**  Chloe Turnbull | |

| **ITEM** | **INFORMATION** | **ACTION** |
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| 1. **Welcome** | * MJ welcomed everyone to the meeting |  |
| 1. **Apologies** | * Apologies were received from CT |  |
| 1. **Declaration of Pecuniary Interests** | * Governors had no Pecuniary Interests to declare |  |
| 1. **Minutes**   **Matters Arising** | * Agreed as true record. Attached for ease of reference |  |
| * Kathryn Kearns was unable to give a presentation to the Committee on her role as Mental Health Lead. This will be re-arranged for the next meeting and will be delivered by Liz Bailey or Sarah Hopson who are covering the role during KK’s maternity leave * MJ reviewed the logs for the debit card and School Fund on 1st March 2023 * MJ to complete and return his Governor Skills Matrix * The Head’s Performance Management was completed in February 2023 * JI said that no updates were available on the Maintained Schools Condition Funding bids. They were still being considered by WBC * However, Felicity Wisken had confirmed that WBC wouldn’t agree to the decommissioning of School’s sprinkler system despite long term costs to maintain it * EW explained that no other Schools in the authority had such an intricate system and the costs were increasing as it aged * EW has spoken with the Galliford Try managers who completed the re-build. They confirmed that sprinkler systems weren’t a statutory requirement for Primary Schools when they were involved * **A Governor** asked for the cost to privately decommission the system and agreed to investigate how much authority the FGB have in making this decision * **A Governor** pointed out that the lack of a sprinkler system might have an impact on the building insurance and counteract any savings on the long term servicing costs | * **Mental Health Lead presentation at the next meeting** * **MJ to complete his Governor Skills Matrix** * **JI to obtain cost of decommissioning the sprinkler system** * **NS to investigate FGB’s authority in this decision** |
| 1. **Finance** | **Projected Outturn 2022-2023**   * The Committee were pleased to see that the Projected Carry Forward was £50,832 despite the huge financial pressures of the past year * **A Governor** said that there had been sound, pro-active management of School’s budget but EW emphasised that savings have also been made due to staff leavers who aren’t being replaced * MJ said that any savings made on the salaries of striking teachers would be accrued by WBC. This accrual will be used in the event of a pay settlement which may be backdated to September 2022 * **A Governor** said that Claire Massey was extremely thorough and offered analysis of key areas such as energy costs which allowed the Committee to make informed choices * Governors asked JI to thank Claire for her hard work   **Draft Budget 2023-2024**   * MJ had met with the Budget Officer recently and he gave the Committee an overview of decisions made to achieve a balanced Draft Budget 2023-2024 including:   + The proposed pay awards for teaching and support staff have been included in the draft budget but were dependant on the eventual settlement of the current pay dispute   + Increases in Electricity and Gas of 34% and 40% respectively had been built-in   + Estimates for income in 23-24 were always conservative when setting the budget. However, there was a potential for savings of £18,000 for teaching staff who may not opt-in to the pension scheme   + EW said further savings may be made if the teacher currently on secondment accepted a job at her new School in September 2023. At the moment, the teacher’s salary was included in the Draft Budget   + The budget officer had provided a Summary Position which the Committee questioned. It was agreed that JI would update Governors after asking Claire to clarify the figures   + Once the clarification was received, the Committee agreed that ratification of the Draft Budget 2023-2024 would be recommended to the FGB   **VB1 2023-2024**   * Governors had received a copy of the VB1 2023-2024. It was agreed that NS will sign this document when he was next in School   **WBC SLA Comparisons 2023-2024**   * The Committee reviewed a summary of WBC Service Level Agreements for the new financial year   **SFVS**   * The SFVS Dashboard 2022-2023 was reviewed by the Committee. This Dashboard uses a traffic light system and Governors noted the valid reasons for items highlighted in red * The Committee received the External Contracts Summary 2022-2023 and noted the contents * The Governor Skills Matrix Summary 2022-2023 would be reviewed at the next meeting when all individual matrices were returned * The Committee reviewed the Staff Skills Matrix Summary 2022-2023 * JI said that benchmarking of the number of staff in the Senior Leadership Team 2022-2023 was a requirement of the SFVS. This document is attached for ease of reference: | * **JI to thank Claire Massey on behalf of the Committee** * **JI to obtain clarification from Claire** * **Committee to recommend ratification of Draft Budget 23-24 upon clarification** * **NS to sign VB1 2023-2024** * **Review Summary of Governor Skills Matrix 22-23 at the next meeting** |
| 1. **Review of Policies** | * Governors reviewed the Drug, Alcohol and Substance Misuse Policy * It was agreed to adopt this Policy | * **To adopt this Policy** |
| 1. **Audit of Website** | * EW said that the School website had undergone a complete re-build * Staff training was pending and once the new content was complete a member of the FGB will be asked to undertake an audit to ensure all statutory elements are included | * **Member of the FGB to carry out audit of School website** |
| 1. **Local Benchmarking** | * WBC had provided a Report that benchmarked Bewsey Lodge expenditure and income against comparable local Schools * Governors noted the following:   + Total average funding per pupil was £5,695   + Total average spend per pupil was £5,735 * However, for Bewsey Lodge:   + Total funding per pupil was £6,493   + Total spend per pupil was £7,031 * It was also noted that some Schools spent less per pupil than they actually received |  |
| 1. **Any Other Business** | * EW informed the Committee that she was meeting managers from the WBC School Meals Service on 30th March. The purpose of the meeting was to clarify ongoing costs incurred by School despite the fact that Bewsey Lodge was one of the few Schools in the Authority who made a profit. It seemed that any profit was used to subsidise loss-making services in other Schools. EW to provide an update to the next meeting * EW said that 43 pupils will move into Year 6 in September. However, there weren’t enough classroom spaces to accommodate two classes evenly * EW proposed that the current Conservatory be extended so it was big enough for an average class size * She explained that local companies had offered to donate building resources free of charge that would normally cost approximately £7,000 * School also had £7,583 remaining in DFC which would be topped up by a similar amount with the new allocation in April * Finally, the DfE had allocated £16,812 to be used for energy efficiency improvements. This allocation could be used by School on other capital projects too * The Committee agreed that re-purposing the energy efficiency grant made sense. Savings would be made by not using the two wooden lodges * Therefore, there was a fund of approximately £38,000 including the value of donated supplies * EW had obtained one quote from a builder who had offered to complete the work for £16,000 (two more quotes would also be obtained). The internal fit out would be an additional expense but all the tables, chairs and furniture were currently stored in School ready to be used * EW was concerned that WBC may claw-back the DfE grant to fund part of the Maintained Schools Condition Funding Bid. She also said that local companies may lose patience and withdraw their offers of free building supplies * The Committee agreed that the proposed extension to the Conservatory should proceed as soon as possible * **A Governor** said that School will receive an email shortly from the DfE with details of the Connect to Classroom initiative. Funding of between £10,000 and £15,000 will be available to improve gigabit efficiency | * **EW to provide Schools Meals update at the next meeting** * **Agreed to proceed with the extension to the Conservatory** |
| **Date of Next Meeting** | * Summer Term meeting will be held on Thursday 22nd June 2023 at 3pm |  |