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| **VENUE**Via Teams | **RESOURCE COMMITTEE** | **DATE**Thursday 16th May 2024 |
| **Chair**Mike Jones | **MINUTES** | **TIME**2.30pm |
| **Present**Emma Williams, Matthew Boyle, Nigel Spencer, Mike Jones and David Wright**Minute Clerk**Julie Iredale | **Apologies**Lee-Anne McCready-Foreman |

| **ITEM** | **INFORMATION** | **ACTION** |
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| 1. **Welcome**
 | * MJ welcomed everyone to the meeting
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| 1. **Apologies**
 | * Apologies received from LMF
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| 1. **Declaration of Pecuniary Interests**
 | * Governors had no Pecuniary Interests to declare
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| 1. **Minutes**

**Matters Arising** | * The meeting that was due to be held on 21st March 2024 was cancelled. Therefore, the Minutes of the last meeting held on 1st February 2024 were reviewed and agreed as true record. Attached for ease of reference
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| * The Menopause at Work Policy has been shared with staff and posters were displayed on the H & S noticeboard in the staffroom
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| 1. **Finance**
 | **Financial Year 2023-2024*** MJ said that there had been significant in-year increases in SEN funding
* Staffing changes had included the secondment of the Deputy Headteacher plus the recruitment of additional Teaching Assistants
* Savings in Gas and Electricity were acheived by year end
* Learning Resources had overspent but this was off-set by savings in Text Books
* There was a shortfall in the anticipated income from Little Links
* In conclusion, there was a healthy carry forward
* The Final Outturn 2023-2024 was £124,406.65. The summary document was reviewed by the Committee
* NS to sign the document when he is next in School

**Financial Year 2024-2025*** The Indicative Budget 2024-2025 was reviewed by the Committee
* MJexplained that budget setting demonstrated a worst case scenario. There was a potential to make in-year economies along with savings from a number of teaching staff who normally opted out of the pension scheme
* EW said that 44 pupils were expected to join Reception in September and School was almost operating at two-form entry
* EW said that she was a Governor at a local School which was bigger than Bewsey Lodge. However, the costs for their Energy and Cleaning were significantly less. Alternatives will be investigated in the Autumn Term
* The cost of water was higher than expected. JI said United Utilities had identified various leaks which were being repaired
* There was an in-year deficit of £40,594. However, savings were anticipated as a Teacher was leaving at the end of the Summer Term
* **A Governor** asked why the Total Employee costs in the Draft Budget 2024-2025 had increased by £264,571 from the Original Budget to the Revised Budget
* JI to investigate and report back as soon as possible
* Before agreeing to the proposal by WBC, EW had spoken to NS to outline an offer for her to become Executive Headteacher at another Warrington School for three days per week in the Autumn Term
* She informed the Committee that this would entail income of approximately £35,000 to off-set additional salaries during this secondment
* EW said that the current Indicative Budget 2024-2025 included this income and staffing expenditure
* EW spoke of her proposal to make the DP1 classroom larger to accommodate an extra SEN pupil
* She was obtaining a quote for this work and said that even if it cost £5,000; this would be off-set by the far larger funding we would receive for one additional pupil
* **A Governor** asked if it was possible to use DFC to pay for this work
* EW said that this was possible but no decision to commit can be made until the quote had been received
* The VB1 2024-2025 was reviewed by the Committee
* NS to sign the document when he is next in School
* Governors reviewed termly expenditure to date on Learning Resources and Text Books

**SFVS 2023-2024*** SFVS 2023-2024 was pending as the last meeting in March was cancelled
* The final Consistent Financial Report (CFR) 2023-2024 was reviewed by the Committee which allowed them to then complete the Pre-Certification Checklist of the Statement of Internal Control 2023-2024
* It was agreed to adopt the SIC 2023-2024 and the document will be signed by NS and MJ when they are next in School
* Governors reviewed the Self-assessment dashboard which compared expenditure at Bewsey Lodge to similar Schools nationally
* It was noted that our spend on Energy costs were in the highest 10% of Schools
* The Committee received a copy of the SFVS Checklist 2023-2024 and NS confirmed that this document had been returned to WBC by the deadline of 31st March 2024
* This information will be Minuted at the Summer Term FGB too
* Governors reviewed a summary of External Contracts 2023-2024
* Governors reviewed the WBC SLA Comparison 2024-2025
* Governors noted benchmarking of the size of the Senior Leadership Team based on 2022-2023 which are the latest figures available
* The Committee received summaries of Governor Skills and Staff Skills matrices 2023-2024
 | * **NS to sign Final Outturn 23-24**
* **Alternative providers for Energy and Cleaning to be investigated in Autumn Term**
* **JI to investigate variance and report back**
* **NS to sign VB1 24-25**
* **NS and MJ to sign SIC 23-24**
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| 1. **Local Benchmarking**
 | * JI said the annual WBC Local Benchmarking Report 2023-2024 was pending
 | * **Local Benchmarking Report 23-24 pending**
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| 1. **Personnel**
 | * **A Governor** said that he understood the financial benefits of EW’s secondment. He asked how the leadership gap would be addressed and how this would impact on Bewsey Lodge
* EW explained that the Deputy Head will become Head of School. Additional SEN Support will be back-filled by existing staff
* EW had started working on the SDP 24-25 and the class and staffing structure were now in place for September
* EW said that the extra income from her secondment had allowed the luxury of splitting the Year 6 pupils into three classes in September
* This Year Group had been particularly affected by the pandemic and Writing Assessment was 35% at the moment
* As School moved to a Governor-Led Nursery in September, an internal advert will be placed to recruit a HLTA to lead in the Nursery and this cost has already been built into the budget
* Interviews will take place before the half term holiday to recruit a replacement for the promoted Teaching Assistant
* EW said that we are fortunate to have a Teaching Assistant in each Class in the new academic year. However, this wasn’t sustainable
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| 1. **Health & Safety**
 | * The Committee noted the Minutes of the H & S Working Group held on 19th March 2024
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| 1. **Policy Review**
 | * The Committee reviewed and agreed to adopt the following:
	+ Resources Committee TOR 2023-2024
	+ Managing Employee Performance (Teachers)
	+ Debit Card 2024-2025
	+ Summary of Card Holders and their Signature of Debit Card Agreement
	+ NS will sign these documents on his next visit to School
 | * **To adopt the documents**
* **NS to sign documents**
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| 1. **Audit of Website**
 | * It was agreed that EDAC Ltd will carry out an audit of the School Website
* JI to obtain list of statutory requirements and send this to NS
 | * **EDAC to carry out audit of School Website**
* **JI to send list of requirements to NS**
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| 1. **Any Other Business**
 | * There was no other business
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| **Date of Next Meeting** | * Date of Autumn Term 2024 is Thursday 17th October 2024 at 2.30pm
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