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| **VENUE**Via Teams | **RESOURCE COMMITTEE** | **DATE**Thursday 2nd February 2023 |
| **Chair**Mike Jones | **MINUTES** | **TIME**3pm |
| **Present**Emma Williams, David Wright, Mike Jones, Nigel Spencer, Lee-Anne McCready-Foreman and Chloe Turnbull**Guest**Claire Massey**Minute Clerk**Julie Iredale | **Apologies**There were no apologies |

| **ITEM** | **INFORMATION** | **ACTION** |
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| 1. **Welcome**
 | * MJ welcomed everyone to the meeting including Claire Massey, WBC Budget Officer
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| 1. **Apologies**
 | * There were no apologies
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| 1. **Declaration of Pecuniary Interests**
 | * No pecuniary interests were declared
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| 1. **Minutes**

**Matters Arising** | * Minutes of previous meeting agreed as true record
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| * NS had arranged for an independent energy adviser to contact JI to discuss options for the electricity contract starting in April 2023
* JI said that David Parry had been extremely helpful. In summary, his lowest quote was £78,524.92 and his highest was £99,782.09, both fixed for one year
* WBC said that only estimates were available at the moment based on what School had paid in the previous year:
	+ 60% increase would result in an annual charge of £78,398.44 (£126.48 less than the lowest quote from David Parry)
	+ 100% increase would result in an annual charge of £96,489.58
* EW had reviewed all options and came to the conclusion that although the WBC costs were estimates, we will be in a procurement cluster with 12 other Schools and will hopefully achieve economies of scale
* The Committee agreed that remaining with WBC was the safer option given the extreme volatility in the energy market
* Kelly Smith has been liaising with NS regarding implementing Papercut to achieve savings in photocopying charges
* As part of the transition to EDAC acting as support for the admin network, it was agreed that they will install the basic, free version of Papercut early in the Summer Term which will monitor usage up to the end of May
* A decision will then be made whether to proceed with Papercut Multiverse
* Kathryn Kearns is Mental Health Lead in School and she will give a presentation on her role to Governors at the next meeting
* At the last meeting, Governor’s had agreed to end the contract with WBC for SIMS and FMS Support and move to Pennine Education Ltd from 1st April 2023 as this would achieve a considerable saving
* JI contacted WBC to inform them of our plans. At that point, we were asked to allow WBC time to review their pricing structure
* Ultimately, WBC have virtually matched the quote from Pennine as they were keen to retain our business. They have also offered a two year fixed price deal
* After consideration, EW and JI decided to remain with WBC as the original intention was to save money
* Governors agreed that maintaining established relationships, saving money and business continuity had been achieved
 | * **KS to liaise with EDAC to arrange installation of the free monitoring version of Papercut for the first half of the Summer Term**
* **Review installation of Papercut Multiverse at the Summer Term meeting**
* **KK to give presentation at the next meeting**
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| 1. **Finance**
 | **Projected Outturn 22-23*** Governors reviewed the Projected Outturn 22-23 which showed a deficit of £8,883

**Expenditure*** CM confirmed that recent staff pay awards had been built in
* There was a saving of £3,977 in Teacher’s costs despite the unfunded pay rises. EW said this was due to creative ways to save money and increase income including two secondments as well as our Subject and Curriculum Leads supporting other Schools
* There was an overspend of £30,010 in Support Staff costs made up of the unfunded £25,000 pay award and honorariums paid in July 2022 following the longer School day to support Covid catch-up
* There was an overspend of £1,215 in Training costs due to supporting staff CPD and mental health training
* In summary, CM said that there was a total overspend of £40,092 in Employee costs as pay awards were significantly higher than expected when the budget was originally set despite savings with secondments, consultancy income and a Teaching Assistant leaving in February
* **A Governor** asked about the impact of secondments and staff leaving. EW said that Reception had been restructured but the pinch point would come once the second Teaching Assistant leaves in May as neither of them are being replaced. Also, two Teachers will begin maternity leave over the coming months. EW expected things to become tricky in May and her main priority was to support Teachers
* An over spend of £9,500 was expected in Electricity costs at the current run-rate along with an over spend of £8,100 for Gas. CM said this was dependent on the weather and guidance was still pending from the Government on help for non-domestic customers
* There was an overspend of £3,500 in Photocopier charges but this had been curtailed following the removal of general colour copying earlier in the year
* There was an overspend of £1,500 in Trade Refuse which was partially explained by the re-coding of Confidential Waste which had previously been paid via Servicing Contracts
* There was an overspend of £2,724 in ICT Software but **a Governor** said this included the purchase of CPOMs which wasn’t anticipated when the budget was set along with a 50% charge for re-building the School Website (the remainder will the paid in the new financial year

**Income*** £4,128 remained in Grants. EW said £2,000 of this was income from consultancy fees and this would be vired to ICT Software to offset the charge for re-building the School Website
* At budget setting, £35,000 income was anticipated from Extended Services Income. JI said that weekly income had fallen by £170 in Nursery and increased by £90 in Little Links compared to last year. The overall projection for Extended Services Income was £36,375
* CM explained that we will need to build anticipated income from Extended Services into Support Staff costs in the draft budget 2023-2024
* There was a shortfall of £7,765 in Early Years Funding due to lower than expected pupil numbers in Nursery
* Overall, the projected carry forward was minus £4,246
* However, EW said she was confident that savings could be made before the end of March in a number of areas including:
	+ Learning Resources
	+ Text Books
	+ Medical and Hygiene
* These savings would reverse the projected deficit creating a comfortable surplus of approximately £21,000

**Indicative Budget 23-24*** Governors reviewed the Indicative Budget 2023-2024 which showed a deficit of £35,057
* However, CM confirmed that savings from staff not opting into the pension scheme hadn’t been built in yet and this would result in a reduction of £18,000 to the deficit
* CM said that charges for Electricity and Gas were Projected Outturn 22-23 + 5% but there was a real possibility that this could be + 50%
* CM said that we are due to receive approximately £59,000 via the Maintained Schools Additional Grant to offset energy costs. This figure hasn’t been built in yet
* CM said changes to coding means that costs previously included in Stationary will now be part of the Learning Resources budget
* The budget for ICT Software had been increased to £16,903 to offset the remaining 50% cost of re-building the School Website along with charges for Maths No Problem software
* CM said that £18,540 was expected for the PE Grant but this hadn’t yet been confirmed
* £218,110 was expected for Pupil Premium based on the figures in the last Census
* CM said that although a deficit was predicated, this didn’t take into account pension savings, the energy grant and also a better than anticipated carry forward from 2022-23
* **A Governor** asked for information on the next round of staff pay rises. CM said pay rises had been built in but Trades Unions are requesting double digit rises for Support Staff
* The Teacher’s pay rise has been built into the draft budget with a sliding scale from M1 to M5 along with 5% for everything else
* The Committee agreed that much was still unknown in the new financial year and restraint needed to be shown in all areas of the budget

**Medium Term Plan*** Governors reviewed the Medium Term Plan 2022 – 2026

**Termly Expenditure Review*** Termly expenditure was reviewed for the current financial year to date:
	+ Learning Resources - £19,793 which was 60% of the initial budget
	+ Text Books - £12,478 which was 73% of the initial budget
* EW said she was confident savings could be achieve by the end of March

**Termly Review of Debit Card and School Fund Logs*** It was agreed that MJ will complete the review of these Logs prior to the next meeting

**SFVS*** The Governors Skills Matrix was discussed and it was agreed that each member of the Committee will complete and return to JI as soon as possible
* Governors received the Best Value Statement 22-23 and it was agreed that this will be adopted and signed by NS the next time he is in School
* Governors received the Statement of Internal Control 22-23 document. It was agreed that this will be populated and signed at the Summer Term meeting as Consistent Financial Report must be completed first
* Remaining SFVS discussions will be included in the Agenda of the Resources Committee in March
 | * **MJ to review the Logs prior to the next meeting**
* **Governors to complete and return their Skills Matrix**
* **To adopt the Best Value Statement 22-23 which will be signed by NS**
* **To complete and sign the SIC 22-23 at the Summer Term meeting**
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| 1. **Health & Safety**
 | * The Committee reviewed the Minutes of the H & S meetings held on 9th November 2022 and 11th January 2023
* CT confirmed that she had attended these meetings and every effort was being made to make savings while still maintaining H & S standards
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| 1. **Personnel**
 | * EW explained that two Teachers would be on maternity leave in September. There was also the possibility that a Teacher currently on secondment would move to her new School permanently. These changes may result in larger class sizes which would increase Teacher workload
* EW hoped to employ a new Teaching Assistant in the Autumn Term. **A Governor** said that we have always aimed to free up as much money as possible to employ as many staff as we could to achieve the best pupil outcomes
* EW said that Curriculum Review meetings will be held before February half-term and this will filter into Teachers’ Performance Management Targets
* EW also said that her Headteacher’s Performance Management still needed to be completed
 | * **To complete Head’s PM before the end of the Summer Term**
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| 1. **Review of Statutory Policies**
 | * Governors reviewed:
	+ Charging & Remissions Policy
	+ Teachers’ Appraisal Policy
 | * **To adopt both documents**
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| 1. **Premises**
 | * Governors reviewed the Decorating Schedule
* JI said that WBC invited applications to access Maintained School Condition Funding. Ivan Hilditch sent comprehensive applications for five different areas of the School building that require investment prior to the deadline in November 2022
* Three members of WBC’s School Organisation and Buildings Team completed a survey on 2nd February and we are hopeful that some of the applications will be successful
* JI to provide an update at the next meeting
* Governor’s asked JI to thank IH for his hard work
 | * **JI to provide an update at the next meeting and thank IH for his hard work**
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| 1. **AOB**
 | * JI will be attending a DfE Roundtable event in March where good practice will be shared in all areas of procurement and financial efficiency
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| **Date of Next Meeting** | * Thursday 16th March 2023 at 3pm via Teams
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