

Resources Committee Meeting

held by Teams on Wednesday 6th March at 6pm



Governors:

Sarah Cheriton-Jones - Chair
 Laura Hall (EHT) Executive Headteacher
 Ammar Ahmed
 Mother Carol Barrett Ford

Attended:

Andrew Bloomer – SBM
 Emma Inglis – Head of School
 Ben Williams – Head of School
 Flossie Del Santo - Clerk to the Governing Body

Minutes	
1.	<p>Welcome, introductions and apologies for absence Apologies were received from Mother CBF</p>
2.	<p>Declarations of any conflicts of interest There were no declaration of interests for items on the agenda</p>
3.	<p>Review and approval of the minutes of the meeting of 13th November</p> <p>The actions were reviewed</p> <p>Action Item 3a: Completed on agenda The numbers of signatories on the Governor Account Bank Madate to be reviewed.</p> <p>Action Item 3b: Carried over to July FGB Meeting when final 2023-24 Budget figures are confirmed . 3-Year Budget Plan 2024-2027 would be developed and presented at the February Committee Meeting.</p> <p>Action Item 4: Completed The Committee recommended the SFVS be approved at the December FGB Meeting.</p> <p>Action Item 5: Completed Governors would be at the School on 11th December and would be at the gates at 3pm to speak to parents and answer any questions they may have.</p> <p>Action Item 10: Completed LH to review whether to use the LDBS or the LA Teacher Pay Policy.</p> <p>Q A governor asked about the foxes in the playground, and it was confirmed they had vacated away from the school themselves, so no action had to be taken.</p> <p>The Committee approved the minutes as an accurate record of the meeting. They would be noted as approved by the Chair on Governor Hub.</p>
4.	<p>Finance Reports</p> <p>a) 2023-24 Budget to Q3 The 2023-24 Budget report was reviewed, and the highlights noted</p> <p>The predicted in-year surplus had been £60,000. The reported figures were now expected to be a deficit of -£18,000. This deficit at year end when added to the cumulative deficit of -£60,000 would be -£78,000 carried over to 2024-25.</p> <p>AB reported the key areas impacting the 2023-24 budget included the expected income of £30,000 to be raised by the Regular Giving program. The program however was less</p>

successful than initially anticipated with only 19 direct debits set up of only £6,200, many very small monthly amounts.

Other variances from the budget set in May 2023 were noted as

- An expected decrease of 1 TA had not happened due to operational needs
- Absence insurance was taken out but not budgeted for.
- School lettings income was £9,000 under budget. It was hoped to reach £30,000 next year if a regular weekend hall hire was secured.
- Higher than expected teacher pay rise of £5,000

The Committee noted if income didn't increase to expected levels there could be an increased year end deficit of -£105,000 to -£115,000. A budget deficit at this level would raise concern with the LA Finance team who would want to review this more closely with the school.

b) Presentation of draft 2024-25 budget

The first draft 2024-25 Budget was reviewed, and highlights noted

A big increase in expenditure for teaching staff of the expected 4% pay increase of an additional £21,000, incremental rises of £22,000 and 5% pension contribution increase from April of £30,000. Only £19,000 of extra income was expected from the DfE.

Increases in the cost of support staff was expected including a 4% pay rise and incremental increases assumed from April of £20,000. The SBM hours increased to full time £6,500.

Savings included

- The seconded SENDCo role will finish at the end of the Summer term and would be filled with current staff.
- The sports coach role will end in April 2024 and PE will be taught by teachers.
- Expected to negotiate a significant saving on the cleaning contract.
- Repairs and maintenance costs should reduce
- Current contracts and agreements would be reviewed for greater efficiencies

The Committee noted there was a predicted deficit at the end of 2024-25 of -£29,000.

Areas to reduce the deficit included

- current staffing levels would be reviewed and a focus on impact.
- Secure at least one long-term let for the hall this year by increasing marketing and placing letting details on the website
- Maximise savings on SLAs and contracts
- the school should aim to have no vacancies at the October 2024 Census. The 2024 Budget had been impacted by 8 vacancies at the 2023 October census.

Q The governors asked about the waiting list and why places were not filled more quickly. LH noted some children were moving from private schools and parents asked that they join at the end of term as fees were already paid.

The Committee discussed and agreed the process of offering places to children on the Waiting List should now include:

- Offers of places for the Autumn term must include the deadline that the child joined the school by 1st October. This would ensure the child was in place at the October Census and pupil place funding secured for the following year.
- Places offered in the Spring and Summer Terms would have a more flexible deadline.

The Committee discussed the purpose of Regular Giving and how this could be clearly communicated to all stakeholders. Ongoing reminders should be in newsletters, on Parent

	<p>Hub and the PTA Whatts App group. Parents should understand additional resources were needed to continue the high standard of education and extracurricular activities on offer.</p> <p>Action: LH and SCJ would meet on 8th March to review a further communication about Regular Giving to be sent to parents by the end of term</p> <p>The school was eligible to set up a charity bank account that would include claiming Gift Aid. Until that time the PTA account would be used, and monies transferred to the Governor Fund.</p> <p>Q In response to a governor's question £12,000 had been donated by the church and could be used at the schools discretion. AB confirmed it had been included in the budget figures.</p> <p>c) Financial Benchmarking report The report noted comparisons to similar schools</p> <ul style="list-style-type: none"> • expenditure was fairly consistent in line with the size of the school, compared to other similar schools in Camden. Apart from an additional SLT post at the school • Pupil Premium Funding and SEND funding was very low compared to other schools • self-generated income was comparatively high but still not enough to significantly improve the overall income position. • Due to the current in-year balance and overall deficit position, the school was near the bottom of the table and in a very challenging position. <p>d) Governors' Account update (Capitation Acct) The balance of the Governors 'Capitation' account was now just over £2,000.</p> <p>Autumn Term 2023, £30,000 was transferred into the main disbursement account and used as additional income. Residual historic income was likely to continue to flow into the account, which will be transferred on a termly basis.</p>
5.	<p>Staffing Report There were no staffing changes reported. The final resignation date was at the end of May, To date no staff had come forward to say they were leaving.</p>
6.	<p>Premises and Health & Safety Report</p> <p>Statutory testing and maintenance was up to date.</p> <p>Due to pressure on the budget no refurbishment projects could be funded by the school so grants or PTA funding would have to be secured. The PTA had recently voted to fund the installation of air conditioning across the school. In future the PTA could be asked to support targeted fundraising agreed by the school.</p> <p>A Community Infrastructure Levy Grant application was in process and potential refurbishment areas were being identified. There was a high level of funding available for the local area, and the school was optimistic in a successful bid.</p> <p>LH confirmed a large Noticeboard would be placed in the playground this would support better communication and transparency with the parents Governor information and fundraising would also be included.</p>
7.	<p>Policies for approval All policies were up to date</p>
8.	<p>Any other business There were none.</p>

9.	<p>Dates of next meetings</p> <p>A short FGB Meeting would need to be held before the end May to approve the 2024-25 Budget and submit to the LA.</p> <p>Action: An FGB meeting would be held by Teams on 2nd May at 11 am to approve the 2024-25 Budget.</p> <p>Resources Committee – an additional meeting would be held on 25th April at 2pm to review the second draft of the 2024-25 Budget</p> <p>The Summer Term meeting would be held on 20th June (moved from 3rd June)</p> <p>11th March - Governors' Day – to be held in person, starting at 4:00pm (till 7:30pm) 4:00pm – Vision and Strategy Meeting 5:00pm – Long-term School Strategy Discussion 6:00pm – Full Governing Body Meeting</p>
10.	<p>Confidential Items There were none</p>