

ST MATTHEW'S PRIMARY SCHOOL
Resources Committee – Meeting Held at The School - WEDNESDAY 19th October 2022 at 17.30

PRESENT: R Herbane - Chair
 J Murphy
 C Jagger (CJ)
 A Grieve (AG)
 C Bates
 D Lucarelli
 L Jones
 T Davies Headteacher

MINUTES: R Herbane

Item	Agenda Item	Action
1.	<p>APOLOGIES FOR ABSENCE</p> <p>The Chair welcomed everyone to the meeting and thanked the governors for attending. Apologies were received from R Warwick and P Waldeman. It was noted that the meeting was quorate.</p>	
2.	<p>DECLARATIONS OF DIRECT/INDIRECT PECUNIARY INTERESTS</p> <p>No declarations of direct/indirect pecuniary interests were made.</p>	
3.	<p>AGREE TERMS OF REFERENNCE FOR THE RESOURCE COMMITTEE</p> <p>A governor asked about the how mechanism for any spend over 3% of school budget was implemented. The Chair and Headteacher confirmed that this would be reported by the School Business Manager (SBM) and would be referred to the Chair of the committee. The current Chair confirmed that a referral had not been required during his tenure (4 years).</p> <p>The Terms of Reference were unanimously approved by the Committee.</p>	
4.	<p>ELECTION OF CHAIR AND VICE CHAIR</p> <p>The Chair announced his intention to stand down in order to focus on Link Governor responsibilities. A Governor suggested that the system of having Co-Chairs of the Full Governing Body had worked well for several years and the Committee agreed that this structure would also work for the Resource Committee. A Grieve and C Jagger nominated themselves and were unanimously voted in as Co-Chairs of the Resources Committee. The previous Chair remains a member of the Committee.</p>	
5.	<p>MINUTES OF THE RESOURCES COMMITTEE – 27th APRIL 2022</p> <p>A Governor noted that A. Grieve attended the meeting and the minutes should be updated to reflect this. There were no other comments on the minutes.</p>	
6.	<p>FINANCE UPDATES</p> <p>The Headteacher shared the revised budget for 2023. He states that the School will be at the minimum funding level and this will hit the school hard. With the energy crisis, macroeconomic uncertainty, the school could be in deficit around £130,000.</p> <p>The Headteacher has sought guidance from the Local Authority as well as other headteachers (Cambridgeshire Primary Headteachers) and this position is shared with most other schools in the region. The Headteacher said that the advice from Local Authority was to “hold your nerve”.</p> <p>The Governors discussed the budgets and agreed that financial planning would be extremely difficult in this climate, but to continue with rigorous and regular scrutiny. Both Co-Chairs have agreed to have regular meetings with the SBM.</p> <p>A Governor asked about increasing rentals income (from renting the sports pitch “The Cage” and classrooms) from external organisations. Although rentals have improved towards 2019 levels, some tenants have not returned.</p>	

	<p>A Governor asked if there was a possibility to increase class sizes (number of children) in order to improve the funding position. The Headteacher explained that there are restrictions to this due to Infant Class Size legislation. In KS2 there is no legal cap but the physical constraint of classrooms would make this unfeasible.</p> <p>The Headteacher said that the Local Authority would potentially be apply for a “Safety Valve” regarding High Needs Funding.</p> <p>Governors also discussed were spending cuts might have to made at the school. The Headteacher said that some costs are operationally essential and there is a legal obligation to spend allocated funds for vulnerable children.</p>	
7.	<p>UPDATES TO FINANCIAL PROCEDURES</p> <p>Governors reviewed the School’s Financial Procedures before and during the meeting. One of the Chairs said that they look in very good order. The other Co-Chair asked the Headteacher to provide information on data and information security. There was also a discussion around financial controls for Purchase Orders raised by teachers. The Committee agreed that the procedures were robust.</p> <p>Governors agreed that the documentation should mention job roles, not names.</p>	
8.	<p>INFORMATION RE UPCOMING AUDIT</p> <p>Cambridgeshire Local Authority Auditors will be visiting the School on 9th November. Governors have reviewed the Audit Checklist and viewed progress as satisfactory. In addition, the Co-Chairs of the Full Governing Body have shared best practice (“FAQs from Auditors”) with the Headteacher.</p>	
9.	<p>UPDATES TO PERSONNEL POLICIES</p> <p>Governors scrutinised the Personnel Policies before and during the meeting. A Governor asked for clarification on the Bullying & Harassment Policy and how the policy handles grievances about the policy itself. A Governor asked about the Code of Conduct regarding gifts of “significant value”. Governors scrutinised the technical, operational and ethical implications and no changes were made.</p>	
10.	<p>ANY OTHER BUSINESS</p> <p>A Governor asked if there should be more regular meetings for the Committee. Currently, the Committee meets three times each year, which is legally compliant. It was agreed that (given the current financial situation) Extraordinary Meetings may need to be held, possibly in person and remote (hybrid meeting).</p> <p>The Co Chair (CJ) thanked the previous Chair for his service on the Committee and also AJ for his support in the new role.</p> <p>J. Murphy is standing down as Governor (end of tenure) and this is her final attendance at the Committee. She was thanked by Governors for her contribution and insight.</p> <p>R. Herbane will share the Schools Financial Value Statement (SFVS) report with the Co-Chairs. This is typically submitted to the Local Authority in the Spring Term</p>	RH
11.	<p>DATES OF FUTURE MEETINGS</p> <p>The Salary Committee will meet at the School on 17th November 2022 at 5.30pm. The composition of the meeting is Committee Members, excluding Staff Governors but including the Head Teacher.</p> <p>Future Committee meetings will be agreed at the next Full Governing Body Meeting, which is due to take place in December 2022.</p>	

The meeting ended at 7.24pm

Signed:..... Date:.....