** MEETING oF The resources committee on March 15th 2022 at 8.30am in the school**

*“We are a community with a lifelong passion for learning.”*

**Present:** Hilary Priest (HP), Head, Mike Waterson (MW), Ian Stewart (IS), Rob Hill (RH) Chair

**In attendance**: Debbie Horton (Clerk), Sandie Lovell, (SL) Business Manager

**Minutes**

|  |  |
| --- | --- |
|  |  |
| **1** | **Welcome & apologies for absence**  There were no apologies for absence. |
| **2** | **Attendance & declaration of interest**  The governors signed the attendance form.  There was no declaration of interest. |
| **3** | **Minutes of the last meeting 15.2.22**  They were approved as a correct record. |
| **4** | **Matters arising from the last meeting**  IS to do financial skills matrix. Done. |
| **5** | **Benchmarking**  Feedback and report (attached)  Points of note:   1. The school spends about 84% of its budget on staff, whereas other schools spent less than 80%. This is a theme which has shown up in previous benchmarking exercises. 2. The school has a low level of self-generated income: 2-2.5% as opposed to about 5% in other schools. 3. The school’s spending on premises is lower than in other schools.   Point 2 – Some schools make money out of their breakfast and after-school clubs, whereas this school has outsourced both clubs to a private provider. The school doesn’t have large numbers of children in those clubs every day. It was agreed that consideration would be given to charging the private provider a rent based on the current lettings fee of £15 an hour.  **ACTION: Consideration of whether rent should be charged to before and after school clubs - Head and SL.** |
| **6**  **6.1**  **6.2** | **Year-end budget**  The governors received the latest FRS.   * There has been little change since the last FRS. SL is waiting for a small payout from the mutual fund, and the tree issue hasn’t been decided yet. The carry-forward has increased. * RH thanked SL for her efficient management of the budget. * The CFR was approved in December. * Plan for spending surplus. To be used for meeting the projected budget deficit in the next two years.   **2022-23 Budget**  **The governors had received the income and expenditure plan for the next 5 years, a comparison to previous years, and the school budget share calculator**  **.**   * Governors noted that there is a projected deficit of £6000 for next year. DCC will accept a deficit budget for two years, if the third is solvent. The carry–forward will be used to make up for the deficit. There is a supplementary grant, which is not included in the budget, and which SL has worked out manually   **Q: Is there any income that the school is uncertain about?**  **A: No, though the supplementary grant figures are not confirmed and are not included in the budget.**  **Q: Why is there is no self-generated income?**  **A: There has only been a small amount of letting income and this has gone to another cost centre.**  **Q: What does the budget adjustment line refer to?**  **A: SL had explained this in an accompanying email. It is a balancing figure based on the tutor fund and Covid funds.**  **Q: Pupil Premium funds have increased significantly.**  **A: There are more free school meals now.**  **Q: Staff expenditure is a large proportion of the budget, can that be reduced?**  **A: Only through redundancy and natural wastage. There are many teachers on the upper end of the pay scale and a low turnover of staff. Most is spent on teaching staff, rather than support staff.**  **Q: Has the increase in SEND staff hours been included in the budget?**  **A: Yes.**  **Q: The PE fund is high.**  **A: This hasn’t been fully spent this year, because of Covid, so it has rolled over to next year. There is a deadline to spend it by, and a report on the school website which outlines how it has been spent.**  **Q: Why has the maternity cover cost centre gone up?**  **A: DCC have decided on this figure and it isn’t in the control of the school.**  **Q: Given the increase in mental health issues, is there enough money in the Educational Psychologist cost centre?**  **A: Yes, this is sufficient for our needs.**  **Q: The maintenance cost centre of £3000 is less than last year.**  **A: The school overspent the £6000 allocated last year, so it was reduced this year.**  **Q: Given the increasing cost of energy, is £25, 000 going to be enough for gas and electricity?**  **A: This has been taken into account and the budget for energy has increased from £17, 000.**  The governors discussed the maintenance and premises budget and agreed that £3000 was not realistic. It was agreed that the carry-forward of £10, 000 for Year 4 of the budget would be divided up and allocated to this cost centre, to bring it back up to £6000.  .  The committee agreed to recommend the budget to the FGB, with the increase to the maintenance and premises budget.  **Bought-in services 2022-23**  **For approval**  The committee noted that the total amount for bought –in services had decreased.  SL made the following points:   * HR services had increased the most because of increased payroll costs. This is due to the increased number of staff. * The trade waste arrangement has been cancelled because it was not good value for money. * The mutual fund has been restored and has been used. * EAS, for the mental health of staff and their families, has been bought out of the general curriculum cost-centre and is not a part of this package.   **The bought-in services were approved under delegated authority.**  IS raised the issue of online payment for parents, which had been raised at an FGB meeting. The governors asked SL to research the costs involved, which are thought to be roughly £2,500. They discussed whether parents might be able to absorb some of the costs involved. They will have to be consulted.  **ACTION: SL to research costs of online payment system.** |
| **7** | **Business brought forward by the Chair**  None. |
| **8** | **Date & time of next meeting**  Resources Committee 10th May 2022 at 8.30am |

The meeting ended at 9.30am.

Summary of Actions

|  |  |  |  |
| --- | --- | --- | --- |
| **5** | **Consideration of whether rent should be charged to before and after school clubs** | HP/SL | By next FGB meeting |
| **6** | **SL to research costs of online payment system** | HP | By next Resources meeting |