

MINUTES OF MEETING



**Nottinghamshire
County Council**

Name of organisation Trent-Rylands Federation
Trent Vale Infant and Nursery School *and* Beeston Rylands Junior School

Meeting title: Resources Committee

Date and time: Monday 23rd May 2022 4.30pm

Location: Virtual – Zoom

Membership

'A' denotes absence

	Mr S Williams(chair)
	Mr C Jones
	Mrs L Shepherd – joined the meeting at 4.57pm
	Mrs L Sharples
	Ms L Griffiths
	Ms J Barrett (co-head teacher)
	Mrs S Osborne (co-head teacher)
	Mr J McPherson
A	Ms K Foyle

In attendance Minute Clerk: Mrs R Beech

R/25/21

APOLOGIES FOR ABSENCE

Action

Apologies for absence were received from:

Kate Foyle – work commitments

Lisa Shepherd sent notice she would be arriving late

It was agreed that all apologies would be accepted.

R/26/21

DECLARATION OF INTEREST

Mr C Jones made a declaration of interest. Mr Jones partner is a teacher at Beeston Rylands Junior school.

Mrs L Shepherd made a declaration of interest, which was sent with her apology for late arrival. Mrs Shepherd's sister is a teacher at Trent Vale Infant and Nursery School.

R/27/21 AGREEMENT OF MINUTES FROM PREVIOUS MEETING – 31st January 2022

The minutes of the summer term meeting held on 31/01/22 had been available to committee members on Governor Hub.

These were agreed by the chair and agreed as signed, due to the meeting not being in person.

The chair asked whether it was still acceptable to agree the minutes as being signed as there were no longer any social distancing restrictions.
Mrs Beech agreed to contact the Clerk regarding the query.

RB

R/28/21 MATTERS ARISING

- Beeston Football Club for BRJS Field - their groundsman has visited to carry out a survey, emailed a request for an update from the club – no response received
- Question of surplus budget at BRJS - see below R/30/21
- School financial standard has been completed– This has now been completed & submitted to finance
- Role description for health and safety governor to be sent out – this has been done and sent to the Health and Safety Governor
- Dates for future resources committees tied into after budget meeting with office managers – Referred to Full Govs so that the calendar of meetings and committees can be arranged appropriately around advisory meetings.

Full Govs

A governor asked what a suitable timeframe would be following visits to enable the appropriate staff to prepare for committees

The head teachers felt 2 weeks would be a suitable time frame.

R/29/21**FINANCE**

Completion of 2021-22 budget - The following points were recommended for the committee's approval:

i) Trent Vale –Year End Financial Statement - £2233.66 deficit including £2018.81 DFC carry forward.

A committed balances return has been completed had been available to committee members on Governor Hub.

ii)BRJS - Governor Year End Financial Statement £103,802.70 surplus.

A committed balances return has been completed had been available to committee members on Governor Hub.

A governor asked a question regarding the review of staffing structure at BRJS: BRJS has a carry forward of £103,203. £78,518 of this is allocated to an item described as 'Review of staffing structures; School Federation'. What does this actually mean in terms of what the money has been allocated for?

The Headteachers assumed this was due to staffing restructure but would ask for confirmation from office managers.

All points noted above were unanimously approved by the committee.

R/30/21

2022-23 budget plan – documents containing financial illustrations of the budget plan have been available to committee members on Governor Hub.

i) Trent Vale- There is a predicted surplus £4056 with a continued small surplus over the following 3 years. This is based on the interim SLT structure approved by governors on 19th May 2022 and an additional class teacher (6 classes instead of 5).

The budget has been set very prudently it includes increases in national insurance and minimum ECT salaries but does not assume any funding increase.

DFC money to be spent on replacing 2 classroom smartboards.

Sports Development Fund – It has been assumed £16790 will be received

ii) BRJS – There is a predicted surplus £42,241 with a deficit predicted by 24/25 of -£8222 falling to -£27,260 in 25/26. It is then predicted to return to surplus by 26/27.

The budget has been set very prudently: it includes increases in national insurance and increased main scale teacher salaries but does not assume any funding increase. This is based on the interim SLT structure approved by governors on 19th May 2022.

DFC money has been allocated to property improvements for a room division to make a small meeting room along with work to make a secure entrance gate (dependant on cost).

£15,000 has been allocated from the school budget for a trim trail.

Sports Development Funding – It has been assumed £17,840 which will mainly be used to fund Premier Sport provision. There was also a £4516 carry forward which has been spent on top up swimming taking place during the spring term.

The copier contract expires in July. The office manager is currently researching new contacts and will choose one that represents the best service for value for money that suits the needs of the school.

The chair asked for comments and questions.

A governor commented that this was a much better outcome that predicted at the start of the year for Trent Vale.

A governor asked whether a debt recovery plan was still needed as the amount of debt had fallen so far below that predicted, A Headteacher responded that as Vickie Lievesley had not mentioned a debt recovery plan we could assume that one was not needed.

A governor asked whether the cost of the additional teacher at Trent Vale had been factored into this budget.

A Headteacher confirmed that it had.

It was agreed to recommend the Budget Plans to full Governors.

R/31/21 iii) Approval of virements

There were none as this was a new budget.

R/32/21 iv) Pupil Premium and Catch Up Funding Plan

HT

This is available to view on the schools' websites.

School Led Tutoring and NTP are proceeding well and staff are reporting that they can see progress from pupils receiving tutoring.

Additional funding been secured for in house tutoring. A suitable teacher is currently being sought to deliver this starting after half term.

Going forward: consideration will need to be given to the timetabling of the tutoring sessions to fit in more successfully with PE provision by Premier Sports so that hall time is distributed successfully between the two providers.

R/33/21 v) BRJS Trim Trail

£15,000 has been set aside for this. Staff were currently investigating possible designs and providers. They were taking into account value for money whilst also listening to pupil voice when choosing designs and location within the school grounds.

HT/CB

R/34/21 vi) School Fund

Trent Vale balance as at 31st March is £732.45 and is currently being externally audited by Janet Humpherson.

BRJS balance as at 31st March is £1006.15 and some of these funds will be used to subsidise planned trips. It is due to be externally audited.

JH

A Headteacher pointed out the increasing cost of trips and how important it was that school were able to subsidise them from the school fund.

There followed discussion as to how future fundraising could be encouraged and the reintroduction of a parent group across the federation.

R/35/21 INVENTORY

Items to be disposed of

TV- 1 x laptop and 1 x printer , both of which no longer work.

These disposals were approved by the committee.

BRJS – none

Items to be devalued - None from either school

GDPR

R/36/21

The Annual Report to the Governing Body had been available to committee members on Governor Hub.
There were no incidents or requests to report across the federation.

R/37/21

PERSONNEL ISSUES

The Interim Leadership Structure was agreed at Resources committee on 19/05/22 after examining the SLT organisation and financial commitment of the change.

The retirement of a part time teacher at TV and the retirement of a full time T.A at TV has given the opportunity for small scale staffing restructure, which was approved by Pupil Outcomes Committee on 19/05/22 after examining the class organisation and financial commitment of the change.

As a result of this restructure there are 2 full time teaching vacancies at TV. This has been advertised and 22 applications have been received. Of those 8 had been invited to interview on Weds 25th May 2022

Staffing structure for 2022-23 will to be presented at full govs once finalised following successful appointments.

Full Govs

R/38/21

APPRAISAL

All headteachers appraisals had been reviewed with positive outcomes. Mr Jones confirmed this.

Teachers and TAs were now coming towards the end of their appraisal cycles. Pay referrals would be made once all evidence had been collated.

SLT

R/39/21

HEALTH AND SAFETY

Summer term Health and Safety Visit scheduled for 20/05/22 had to be postponed. This will be rearranged ASAP.

H and S Gov

A tree survey at TV has been carried out and all recommended work has been completed.

R/40/21

POLICIES TO BE RATIFIED

Pupil off-Site Visits Policy

Lettings Policy

A governor asked for clarification as to whether ‘caretaking cost’ was just for caretaker services or whether it included heating as it was unclear within the policy.

HT

A Headteacher said they would seek clarification

Recruitment and Selection Policy

Job-Share Practice Policy

A governor asked for clarification of ‘1265 hrs’, which was provided

It was **resolved** that all policies named above be recommended to Full Governors for ratification.

R/41/21

Determination of confidentiality of business

It was

resolved

that all matters pertaining to personnel be deemed as confidential until 26/05/22 by which time SLT will have informed the relevant staff of changes for 2022-23

R/42/21

Confirmation of date for next meeting

Full Govs

Meeting dates to be discussed at full Govs (see R/28/21)

The meeting closed at 5.31pm.

Signed(chair) Date.....