

MINUTES OF MEETING

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 27 February 4.30pm

Location: Virtual – Teams

Membership

'A' denotes absence

	Mr S Williams (chair) joined meeting at 5pm
	Mrs C Turner (Headteacher BRJS)
	Mr C Jones
	Mrs L Shepherd – joined the meeting at 4.57pm
A	Mrs L Sharples
A	Ms L Griffiths
	Ms J Barrett (Head teacher TV)
A	Mrs S Osborne (Deputy head teacher TRF)
	Mr J McPherson
	Ms K Foyle
	Mrs S Kaye

In attendance Minute Clerk: Mrs J Gibson

R/56/21 APOLOGIES FOR ABSENCE

Action

Apologies for absence were received from Mrs S Osborne and Emma Truman declined the meeting

R/57/21 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. Mrs Shepherd's sister is a teacher at Trent Vale Infant and Nursery School.

R/58/21 AGREEMENT OF MINUTES FROM PREVIOUS MEETING – 31 October 2022

The minutes of the autumn term meeting held on 31/10/22 had been available to committee members on Governor Hub.
These were agreed as signed, due to the meeting not being in person.

R/59/21 MATTERS ARISING

- Head teacher and teaching staff appraisals completed
- Staff handbook ongoing. This is a large task and MG at Trent Vale has this in hand
- School motto's, visions and values etc to be simplified
- New curriculum drivers and strap lines, looking at where they fit now and would like to simplify. The opinions of the governors were invited. Discussions took place around this and it was determined that the governors understanding around vision and values was the individual strap lines would be replaced. It was agreed that CT & JB will look at joining areas together and present this to the governors. **Governors agreed.**

CT & JB

R/60/21 FINANCE

- 2022-23 budget update

i. TV

Things are looking up at the Infants. The reforecast is predicting a surplus of £20,892 by year end which is really good news. There are a few things which have gone in their favour:

- Approx £10,000 more profit than predicted on UIFSM. This is the difference between the funding received (based on the take up of meals on census day) and the average meals taken each day, so the policy of having a 'try a dinner' day for everyone on census day is having a positive impact on the budget.
- There has been a long running dispute with Waterplus which has resulted in a refund of nearly £5000 received recently
- Gas bills have risen by around 86% this year, which was built into the original budget, saving of £4500 have been made by reducing the amount of time the heating is on and turning down the thermostats
- Photocopy charges have been monitored and a reduction made in the amount of colour copying, which is 10x more expensive. This saved £2000 on the predicted spend.

Governors commented on the positive turn around and the good financial management shown. **A governor commented** on the new pay proposal recently released and the impact it may have. It was queried how many staff were on the NJC scale and it was confirmed all midday supervisors, TAs and office staff were on this scale. **A governor queried** if this would be in the funding, this has not yet been released.

ii. BRJS

Predicting £19k in budget reforecast (Oct 22) and £42K in the end of year reforecast

- £8k additional SEN funding
- £6K saving NCC supply staff and TA contracted staff
- £3K building maintenance moved to DFC for replacement pump on boiler
- £1.5K water saving
- £1K electricity saving
- £5K pellets saving
- Agency teachers increased by £2.5K

An energy survey has been completed and reports are available showing energy usage comparison. Staff have been actively switching lights, screens etc off to save money and the usage chart shows that consumption has either dropped or remained the same over the last 12 months. The survey also recommended that lighting should be changed to LED as this will save a substantial amount of energy. NCC have a loan scheme whereby they pay for the work, estimate the monthly savings and a repayment plan based on this. **A governor advised** this had made a huge difference at County Hall. The boiler has been looked into and operating in a more cost effective way using different/lower settings for holidays/weekends.

- **Approval of virements**

Trent Vale moved £3698 from the budget to DFC funding for repairs to pipework and flooring in Lilac classroom.

BRJS moved £3k from the budget to DFC funding for a replacement pump in the boiler room.

Governors approved

- **School Fund – funds available and audit**

i. **TV**

Trent Vale School Fund currently stands at £1475.30. There is a new active parent group in place who have held various fundraising activities. Geography equipment such as atlases and globes have been purchased It has been independently audited by Janet Humpherson.

ii. **BRJS**

The school fund currently stands at £1248.14 although £500 of this is for Sycamore class from a competition they won ran by The Big Issue. The account will be audited along with the 2022/23 school fund account in the summer term.

- **Finance Policy**

The policy is almost identical to the previous one, the sample policy was followed with the tweaks identified. **A governor advised** CT and JB are in the appendix as associate governors when they are full governors, also their roles on the governor hub need amending, these will be amended. **A governor advised** that we also need to be mindful that if the resource and pupils outcome committees are reorganised the appendix and other associated documents would need to be amended. **A governor queried** why the Federation deputy only had a spending limit at BRJS and would it be beneficial to have one at TV. Also why there is a difference between schools regarding spend values on cards. It was agreed the federation deputy could have a spend limit in place as they will be spending more time at TV from September. The difference in card limit is historic and down to how each school operates.

SK

SK

- **School Financial Value Standard (SFVS)**

Similar to last year, lots of questions have the same answer, the budget specific ones differ. School have checked the register of business interests have been completed in school, the governor registers need to be checked. A report is to be ran on the governor hub to check all complete. The SFVS needs approval at the full govs meeting on 9th March and signing by the chair of govs for submission to Finance by 31st March.

JG

CT/JB

SW has carried out the benchmarking and his findings were sent yesterday, these need discussing at the full govs meeting on 9th March. His findings showed no significant change against last year. TV shows some points around support staff costs and BRJS lower numbers than typical staffing. Discussion was had around what could impact these; differences across counties, comparing infant to primary where early years ratio is higher, comparing junior to primary etc. It was clarified that the findings were not indicative that something was wrong it was pointing to areas to look at. **A governor queried** if this was an area Ofsted would be looking at – JB to check. **A governor advised** there should be clear links between SIP and the budget with, where practical and necessary, purchases made to support the achievement of SIP. This will be looked at again following the budget update

CT/JB

JB

CT

- **Services to School 2022-23**

This is looking at the annual contracts bought back from NCC and privately going back over 3 years. These need approving at the full govs meeting on 9th March. The cleaning contract has gone up substantially and TV are going to query the service they get for this. The catering contract will also have a clause in it next year to allow catering to claw back any deficit they go into from individual schools. Catering are trying to pass costs on to individual schools this year for their deficit, this is currently under dispute by schools as all are currently under a fixed price contract. **A governor asked** if they could be copied into any future emails sent by BRJS to catering regarding this. **A governor queried** if catering has to be purchased through NCC. The benefit for TV is the ability to make a profit from universal FSM funding which wouldn't be possible with an outside provider. A local school has changed provider so there is a local contact if school starts looking at alternatives. **A governor queried** the cleaning contract and what it included. It includes a full time caretaker, cleaners, cleaning and caretaking products and PAT testing for their electrical items. School purchases hand towels, hand soap and toilet roll. Following further discussions **Governors decided** to challenge the council via the corporate director on costs with information provided by school.

CT

JG

SK

- **PP discussion**

Currently school use some of this funding to pay for trips and after school clubs and would like to consider a contribution be made by parents towards this. Other heads within the family of schools and wider afield already ask for this from parents. This would enable more PP funding to be directed towards TA wages which in turn support pp children in school. **Governors asked** a wide range of questions for information gathering and a lengthy discussion was held as to the advantages and disadvantages, how this can be measured, not only financially but in terms of the impact on pupil outcome, and differentiation of FSM and Ever6 pupils. It was agreed this had a wider reach than the resources committee and would involve all governors. This was an opening discussion and will be carried forward to the summer term.

CT/JB

Items to be disposed of

There were no disposals from either school

Items to be devalued - None from either school

R/62/21

GDPR

There were no incidents or requests to report across the federation.

R/63/21

PERSONNEL ISSUES

See confidential items.

R/64/21

APPRAISAL

- **Headteacher – objective setting**

All up to date

- **Teaching staff annual reviews**

All up to date

- **Teaching staff objectives**

All up to date

R/65/21

HEALTH AND SAFETY

Jon Wynn was booked in for a visit in November but has resigned, Emma is taking over so some time will be booked in with her. BRJS have had their H&S audit which went really well.

CT

R/66/21

POLICIES TO BE RATIFIED

- Annual review of the Finance Policy
- School Financial Value Standard
- Services to Schools
- Local Asbestos Management Plan
- Annual review of the Health and Safety Policy
- Annual review of the Emergency Plan
- Annual review of the School Smoke Free Policy
- Annual review of the Admissions Arrangements
- Three year review of Governor Allowances
- Annual review of the Continuing Professional Development Policy
- Three year review of the Induction Policy – due 2023
- First Aid Policy
- NQT Induction Policy
- Annual review of the Governor Induction and Development Policy

A summary sheet regarding the policies had been provided to all governors prior to the meeting. **Governors expressed their thanks** for this which was very helpful. There were no questions or queries on basis of the summary notes apart from the one around the Finance policy which had been raised earlier for amendment.

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

R/67/21

Determination of confidentiality of business

It was

resolved

that all matters pertaining to personnel be deemed as confidential

R/68/21

Confirmation of date for next meeting

Monday 27th February 2023 at 4.30pm

The meeting closed at 6.10pm.

Signed(chair) Date.....

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