

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 22nd May 2023 4.30pm

Location: Virtual – Zoom

Membership

'A' denotes absence

	Mr S Williams (chair)
	Mrs C Turner (Headteacher BRJS)
	Mr C Jones
	Mrs L Shepherd
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
	Councillor K Foale

In attendance Minute Clerk: Mrs J Gibson

R/01/23 APOLOGIES FOR ABSENCE

Action

Apologies for absence were received from Mrs S Osborne and Mrs S Kaye

R/02/23 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/03/23 AGREEMENT OF MINUTES FROM PREVIOUS MEETING – 27th February 2023

The minutes of the autumn term meeting held on 27/02/23 had been available to committee members on Governor Hub. KF advised there was a spelling error on her name in the previous minutes – to be amended before adding to gov hub. These were agreed as signed, with the above amendment, due to the meeting not being in person.

R/04/23 MATTERS ARISING

- New curriculum drivers and strap lines
The drivers, values TR way and strapline have been drawn together and put into a poster. Each school will display this and it will feature in a lot of assemblies. The governors agreed it looked good and contained clear messages. **A governor queried** if children would appreciate the language used and be able to act on it. When referring to this in assembly, PSHE etc talk will be on values for example co-operation and explained further. Language would be age appropriate and younger children would build their knowledge up over time. Picture books have also been purchased to help visually explain values. **A governor asked** if the document could be placed on governor hub for all governors to explore and comment on. This was agreed. **A governor queried** where the values were taken from. These are summarised from the shared values and visions document. Other schools have also been looked at to ensure nothing important had been missed. **A governor queried** if the word ‘drivers’ is a word that would make sense to the children. The drivers sit behind this, for example community, therefore the children will understand it. **A governor queried the next step.** Staff are aware and in agreement with the document put forward. If governors are happy it will be printed onto a large board for display in each school hall. There will be a big launch in September but would like to implement it in Summer term 2. **All governors at the meeting agreed** with the understanding this would be put onto governor hub, with a date for comments, for all governors.
- Finance policy – amendments made
- Register of business interests – completed
- SFVS – signed by chair of governors. Benchmarking – query if this is an area OFSTED would look at. It was confirmed the understanding is this would only be looked at if there were serious concerns. There is nothing detailed in the OFSTED guidance or reports.
- Links between SIP and budget – due to be updated in the summer term
- Annual NCC contracts – approved at full govts. Catering contract discussed, LA budget really tight. Cleaning contract discussed, JC School have moved to a private contract.

CT

- PP discussion was an opening discussion – need to collate data for take up, drop out etc. **A governor queried** the timeline, this needs to be carried forward to the Autumn term.
- H & S - new H&S governor taken forward at full govs. BRJS have had a full NCC H&S visit, TV will arrange governor H&S visit for next term.

CT

R/05/23

FINANCE

- **Completion of 2022-23 budget update**

- i. **TV**

Governor Year End Financial Statement - £41,773.40 surplus including £9991.00 DFC carry forward. The Revenue carry forward of £31,782.40 includes £3369 ring-fenced Sports Funding and £1796 ring-fenced Tutoring funds. The tutoring money is being spent this term which is allowed under the agreement.

The Committed balances return has been put onto governor hub

The Governors Year End Financial Statement and the Committed Balances Return must be recorded as separate items in the minutes of Full Govs as being approved.

CT

- ii. **BRJS**

Governor Year End Financial Statement - £60,567 including £10,122 DFC. The Revenue carry forward of £57,439 includes £3128 ring-fenced sports funding.

The Committed balances return has been put onto governor hub

A governor queried the dates on the governor summary document. This was issued from NCC Finance and cannot be amended. They have no plans to reissue and have advised to minute there are some date errors on Page 1 and the balances approved are carried forward into the 2023-24 financial year.

- **2023-24 Budget Plan**

- i. **TV**

Predicted surplus £26,419. This is based on the existing SLT structure and point scales. It also assumes the continuation of the additional class teacher (6 classes instead of 5). F2 numbers for September are lower than predicted (this is the same across other schools in the area and is more significant for some of these schools).

DFC money to be spent on replacing 1 classroom smartboard, Health and Safety work to the automatic front door and LED lighting in the hall and all corridors.

Sports Development Fund – we have assumed £16790 will be received (in line with previous years) and allocated it accordingly (document attached)

The Governors' budget plan is attached. Deficits are predicted in the following 2 years, although extra funding is expected but not entered in the budget as we have no details at present. If pupil numbers continue to fall, we may have to consider alternatives to having the extra teacher.

Governors queried

- **the numbers, they must have been predicted to come down**
- **is this demographically driven**
- **are calculations shown for the predicted numbers**

A full discussion took place around the above including the new housing estate, lower birth rate and demographic trends inside and outside the county and consideration of a nursery EYFS unit in the future for part/full school year. The methodology for predicting numbers was shared at a recent presentation attended by a governor and member of staff. **A governor queried** that the trend doesn't seem a big move away from requests for places at TV and BRJS. This was confirmed as correct; there is more choice of schools for parents/carers. TV/BRJS thinking of having a publicised open day to showcase the schools as there is competition to fill school places. **A governor queried** if there was any more news on the potential additional funding. No update currently.

ii BRJS

Predicted surplus £26,419 *update this should state £22,549*. This is based on the existing SLT structure and point scales.

DFC money of £6070 has been allocated to refurbishment of the boys' washroom, along with an additional £10,000 allocation from revenue funds. The DFC carry forward of £10,122 will be spent on LED lighting. Quotes need to be obtained.

Sports Development Fund – we have assumed £17,840 (in line with previous years) with a carry forward of £3128 (document attached) We currently have Premier Sports in 3 times a week, this may reduce to 2 days per week from September. If it does the savings will be allocated to other areas ie new indoor PE equipment and the Sports Development Fund document updated accordingly.

The Governors' budget plan is attached. There is a projected falling surplus over the following 2 years, due to lower than anticipated pupil numbers, but this picks back up again in 2026/27.

Governors approved the budgets and recommended for approval at full Govs

- **Approval of virements**

Trent Vale – none new budget.

BRJS – none new budget.

Governors approved

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

- i. **TV**

The balance as at 31st March is £1295.46 and this is currently being externally audited by Janet Humpherson. We have an additional £370 (commission from School Photo sales) and £250 (cash takings from Easter events organised by the Parent Group) plus over £1000 cash from Raffle Sales ready to be banked. All money from the various Parent Group events is paid into School and will be used to refurbish an area of school to create a new library.

- ii. **BRJS**

The balance as at 31st March is £1248.16 and will be externally audited. £500 (Sycamore competition prize money) is to be transferred to cover the recent graffiti art work shop. Funds not yet banked: Parent group have recently raised £247 running a film night and £579.45 for a disco, moving forward we are going to make payment direct into the school fund (same as TV) and not into a separate parent group bank account. Y6 recently held a cake sale raising £344 which will be used for new library books.

INVENTORY

Items to be disposed of

TV - 1 staff laptop (broken). Replaced with laptop from school stock (retired teacher)

BRJS – 1 Lenova laptop

Items to be devalued - None from either school

R/06/23

GDPR

Annual report to Governing Body

Governor queries

- why the staff training for TV had a query next to it
- what the 3 FOI requests were – advised of 2 and will email details of 3rd
- the high GB storage at BRJS compared to TV

JB
JG
JG

R/07/23

PERSONNEL ISSUES

See confidential items.

R/08/23

APPRAISAL

- **Headteacher**

Wendy Wheldon booked for 12/6 – could do team meet with governors afterwards on the day or another time to suit. Governor to liaise on date.

CJ

- **Teaching staff**

To be started after half term – currently doing observations which will help with the appraisal.

R/09/23 HEALTH AND SAFETY

TV in contact with Emma Truman, H&S Governor, to arrange a date.

R/10/23 POLICIES TO BE RATIFIED

- Review of the Pupil off-Site Visits Policy
- Review of the Lettings Policy
- Review of the Recruitment and Selection Policy
- Review of the Job-Share Practice Policy
- GDPR
- Annual leave and leave of absence policy

A governor queried why the GDPR policy had not been loaded onto Governor hub with the other policies. The GDPR policy is a large toolkit and it required the updates adding to it, there had not been enough time to complete this.

CT

A governor advised there were a couple of incorrect dates on policies.

The PP and catch up funding plan will be rewritten ready for September.

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

R/11/23 Determination of confidentiality of business

It was

resolved

that all matters pertaining to personnel be deemed as confidential

R/12/23 Confirmation of date for next meeting

To be confirmed

The meeting closed at 5.50pm.

Signed(chair) Date.....

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