

**Minutes of the Resources Sub-Committee Meeting held via Zoom on Thursday 18<sup>th</sup> March 2021 at 5.30pm**

**Present:** Mr B Legrove, Mr J Arrowsmith

**In attendance:** Miss J Davenport (Headteacher), Mrs R Curtis (Clerk).

No	Agenda item	By date	By whom
1	<p><b>Consideration of apologies sent</b> Late apologies – Cllr Smith</p>		
2	<p><b>Minutes of previous meeting</b> The minutes of the meeting held on 28<sup>th</sup> January 2021 were agreed and signed. Acceptance was proposed by Mr Legrove, seconded by Mr Arrowsmith and carried unanimously.</p>		
3	<p><b>Matters arising –</b></p> <ul style="list-style-type: none"> <li>○ <b>ACTION: Governors to complete online finance training – Headteacher to send a link to the training forum.</b></li> <li>○ <b>ACTION: Follow up with Cllr Smith regarding reporting the flooding situation in the front car park when there is heavy rain.</b></li> </ul>	ASAP	H/T, BL, JA, TS
4	<p><b>Finance</b></p> <p><b>a) Budget Control Report</b> The Headteacher presented the Budget Control Report and reasons for variances noted and the following points were discussed by Governors.</p> <ul style="list-style-type: none"> <li>· Supply teaching line is a little high and the teaching line lower, due to coding of extra hours worked by teaching staff.</li> <li>· Car allowances remain unspent as training is being done online with no claims being submitted.</li> <li>· Admin line low, Clerks salary due to be coded there for work completed to March.</li> <li>· Utilities look to be underspent, but there are some invoices to be coded before year end.</li> <li>· The calculation for infant free school meals was carried out by the finance officer, which has left a surplus on this line.</li> <li>· Pupil premium, sports premium and the covid catch up funding can be carried forward. After school clubs have not taken place, therefore no spend allocated.</li> </ul> <p>Governors were happy with the accurate budget and felt the figures looked on track and had no cause for concern.</p> <p><b>b) Year End Projection 20/21</b></p> <ul style="list-style-type: none"> <li>· £58,933 = 8% is projected to be carried forward at the end of the year. Governors wanted to note their</li> </ul>		

	<p>thanks to the School Secretary for her work on the finances. They are happy to continue with the reduced financial assistance package from NCC.</p> <p><b>c) Budget Plan 2021-22</b></p> <ul style="list-style-type: none"> <li>· Budgets have been based on pupil forecaster for 22/23 showing that YrR will be at full capacity = 60 children with this trend continuing for 23/24. Therefore currently surpluses are projected moving forward.</li> <li>· Mr Legrove asked if the pension grant had been received, as previously 2 versions of the budget were prepared. The Headteacher confirmed that yes, it had been received in funds delegated by the Local Authority and now incorporated into the figures.</li> <li>· The breakfast club budget has been calculated on the assumption that school will be fully open all year.</li> <li>· Teaching staff costs will be increasing as more staff are progressing to the upper pay scale. This was evident when the Headteacher carried out the staff mid year appraisals.</li> <li>· There will be an increase in staff time needed for additional needs.</li> <li>· Despite a negative inflation figure being given by NCC for utilities, caution has been shown and budgets have been kept at the same level. Mr Arrowsmith asked how the utilities are procured – this is done through ESPO by NCC.</li> <li>· <b>ACTION: The Headteacher is working to get a quote to create a sensory area around the outside classroom.</b></li> <li>· There will be a reduction in telecom costs as there are currently 4 lines going into the school, investigation shows that 2 lines are unused and could be cancelled.</li> <li>· Photocopy budget can be reduced as newsletters are sent out electronically to parents.</li> <li>· Budgeting and coding for teaching resources is being carefully considered after being noted on the SFVS.</li> </ul> <p><b>d) Contract to Services</b></p> <ul style="list-style-type: none"> <li>· Governors were happy with the list of bought in services for the school being the same as last year.</li> <li>· Mr Arrowsmith asked when the school meals contract ends and if it is worth looking at alternatives, the Headteacher said there was one year left and it is dependent on what is available locally, but would look at quotes next year.</li> </ul> <p>Mr Legrove proposed acceptance of the budget and this was seconded by Mr Arrowsmith. Approval is recommended to be taken to full Governors on 25<sup>th</sup> March 21.</p>	ASAP	H/T
6	<p><b>AOB</b></p> <p>The Headteacher is considering moving teachers into different classes next year, to allow them to have teaching experience of other year groups. Further thought to be given to this, but staff are initially happy with the idea.</p>		

The meeting closed at 6.40pm.