



Forsbrook C.E. (C) Primary School
Resources Committee Minutes
Monday 8th February at 9.30 am via ZOOM

Present	Mrs C Bratt, Mrs S Herbert, Mrs K Minor, Mrs G Hampton, Mr K Reid	
Apologies	Rev J Roberts	
Absent		
In Attendance	Mrs S Dawson, Mrs N Mitton (Clerk part)	
Item	Action/Comment	Owner
168	Opening Prayer Colleague governors were welcomed to the meeting with an opening prayer.	
169	Apologies Apologies were received and accepted from Rev. J Roberts Mrs G Hampton and Mr K Reid had been invited to the meeting.	
170	Declaration of interest There were no declarations of interest for any items appearing on the agenda	
171	Minutes of the last meeting Minutes from the meeting on 26 th November 2020 were made available on the governor portal and accepted as a true and accurate copy.	
172	Matters arising not on agenda Item 125, carried forward to carry out a photocopying benchmarking exercise to be carried forward. There has been a significant decline in photocopying due to school closure and different ways of working to remain as Covid secure as possible when re-opening but an audit will take place when school returns to normal. Item 162 a. the charge of £16,350 spent in formula capital was explained as committed for Y1 outdoor area. Dropped curve not yet been charged may be paid for by LA emergency funding. Therefore, with reserves held budget will not be overspent. b. Outstanding debt most are pupil premium children therefore will have to use this fund. No nursery debts. c. Item 166 Employment law changes – the headteacher will confirm with the payroll provider that contract requirements have been actioned. This has been confirmed and HR Payroll are dealing. e. Bereavement Policy LA policy not yet updated.	HT
173	Budget update Nursery: Staffing roughly in line with forecast. We have received Furlough money £35000. Nursery entrance been paid. Budget shows an estimated figure for nursery grant. The third lockdown	

	<p>has had an impact on the outturn of the nursery Budget but taking this into consideration and having also funded the improvements to the Pre School entrance the outcome is not too significant. It is anticipated that there will be an overall overspend on the current year of around £10.000, approximately £130000 reserves will be held at the end of the financial year. Hopefully nursery numbers will pick up again when lockdown ends. A detailed expenditure report is held in the governor documents area of the website.</p> <p>School</p> <p>A detailed budget expenditure report is held in the governor documents area of the school website. The head teacher explained the significant variations. Underspend on salaries due to not replacing TA vacancy, £6000 additional teaching grant has been received. Building maintenance overspent due to some extra unexpected work that had to be completed. Main underspend on resources due to not spending on curriculum development as a result of Covid. Some money to come in for Maths hub work. Educational visits should balance out next year. Been charged twice for Ipads and this £6000 will be refunded. The anticipated carry forward will be around £25000, approximately another £10000 to come in so this could be higher. Some of this could be used in next years budget to fund areas deferred from this year depending on the budget allocation. A plan for the use of reserves will be reviewed at the next meeting.</p> <p>Governors had a detailed discussion with the head teacher and were satisfied that funding was being spent in an acceptable manor especially with all the additional work and expense due to COVID 19. Governors noted that it was a better picture than originally thought.</p> <p>Covid19 Catch up funding update</p> <p>Information relating to COVID 19 is on the school website. Governors discussed how this was having an impact and it was agreed that the additional teacher working remotely with individual pupils seemed to be working well and parents and pupils were pleased. Covid funding can be used to support any area where we felt it was needed to enrich children's education that they have missed. For example taking the children on a visit say to space museum which would benefit social emotional and curriculum learning.</p> <p>Building Inspection/Health & Safety: due to restrictions it had not been possible for governors to carry this out. KM/SD would make a check to see what needs to be done. It was reported that items detailed on the last report had been completed along with additional works currently being funded by the LA with a contribution from the school.</p>	
174	<p>SFVS</p> <p>Thank you to Mrs Dawson for completing the forms which has been difficult as it is an old form.</p> <p>The completed checklist and dashboard are detailed on the governor secure area of the website.</p> <p>Governors discussed the areas showing a red rating which included Senior Leaders as a %age of the workforce. It was agreed that this would be included in discussions when staffing structure was reviewed but it was a structure we had chosen to support our school at the time. Other areas could not really change as it is unlikely that pupil numbers would increase significantly. We have a temporary extra teacher which affects our ratio.</p> <p>Benchmarking – the head and Office Manager along with the chair of governors had looked at the DfE benchmarking report and were satisfied that this reflected well against similar schools. It had not been possible to do a more detailed report as the figures had only just become</p>	

	<p>available. The DfE Report will be shared with full governors.</p> <p>Scheme of Delegation – it was noted that the agreed scheme may need amending as a result in updated LA Financial and Procurement Regulations. It was agreed that CB would look at these and amend where appropriate and the updated Scheme taken to the FBG in March along with the signed SFVS.</p> <p>The business continuity plan was discussed, the headteacher has asked County H&S for support and WK from the high school is also looking at it but still awaiting the outcome. KM to contact them again.</p> <p>It was agreed that the SFVS statement could be sent to the LA with the following comments included that virtual meetings via ZOOM had taken place and finances strategically monitored and to record that it had been a difficult year due to COVID19.</p> <p>GH left the meeting.</p>	<p>CB</p> <p>KM</p> <p>Chair /SD</p>
175	<p>Pupil Premium</p> <p>SH is the nominated Pupil Premium and Sports Premium Governor. KM explained to SH what pupil premium funding is. The pupil premium impact statement is now on the website. Plan on what we spend the funding on is there. Majority of our funding goes on teaching support to support children in classes. Not necessarily all intervention support some is nurture for example. Last year was difficult to monitor the impact with Covid as music for example and residential didn't go ahead and it will be similar this year. We also subsidise before and after school club, music tuition and some activities during school holidays for children who are regarded as disadvantaged.</p> <p>There is a section on how we supported our PP children during Covid 19. Unable to do a data summary and there is a statement on where we are at in terms of recovery data which are really quite low. A quarter of our PP children have returned 2 years behind where they should be. This will be closely monitored.</p> <p>To summarise a good proportion of PP children are in school now which means hopefully the gap will not widen.</p> <p>Sports Premium to be added to Resources for next meeting.</p>	Clerk
175	<p>Policies</p> <p>Health & Safety – approved</p> <p>Safer Recruitment -query if updated in line with Brexit possibly affects procedures not policy. – Approved</p> <p>Support Staff Performance Review – could be approved as a school procedure to LA Whole School Appraisal Policy which has been agreed by Unions. Therefore, this needs to be adopted by governors as well.</p> <p>As a committee we are recommending we adopt LA Whole School Appraisal Policy and take to FGB. (KM to check this).</p>	KM/ Chair
176	<p>Any other business</p> <p>Governors considered Items in the Spring Term Booklet and agreed they had been covered in the main body of the meeting.</p>	

	Thank you to Kevin & Gill for joining us as it adds a different perspective. KR appointed as Community Governor.	
177	<p>Date and time of the next meeting</p> <p>To be agreed at FGB. Budget to be agreed at a FGB meeting in the Summer Term rather than holding a separate meeting.</p> <p>There was no further business and the meeting closed.</p>	

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