

THE GOVERNING BODY OF EASTBOROUGH JUNIOR INFANT AND NURSERY SCHOOL

Resources Committee

Minutes of a meeting of the Resources Committee held virtually at 3.30 pm on Monday, 12 October 2020.

PRESENT

Mr S Robertshaw, Mrs N Munir (Committee Chair), Ms T Mahmood (Head Teacher) and Mr CN Lockwood.

In Attendance

Wolfgang Schonenberg (Minute Clerk)
Ms Alyson Carter (School Business Manager)

1. COMMITTEE TERMS OF REFERENCE

These had been agreed at the AGM meeting on 31 August.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Mr K Ahmad was absent without an apology.

No declarations were made.

3. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

The following items were notified to be brought under Any Other Business:

- Catch-up Fund
- The 3-year budget projection.

4. MINUTES OF THE MEETING HELD ON 28 JANUARY 2020

Governors checked the minutes page by page. The minutes were then agreed and the Chair was authorised to sign them in due course.

5. MATTERS ARISING

It was agreed that all matters had been dealt with.

6. SFVS

The School Business Manager spoke to this item. A draft document had initially been sent the Head Teacher for review and the revised draft sent on to the Chair. It had then been shared with governors but no responses had come back. It would be reviewed and agreed at the next Resources meeting on 14 December before being ratified in

January at a Governing Body meeting. It would then be passed to Kirklees in good time before the March deadline.

7. BUDGET UPDATE

(a) Second Quarter's Budget Update

This had been sent out from the School prior to the meeting so that governors could prepare. The budget was proportionally in line with the timeline. Two lines appear overspent. These were Catering and ICT. Both were easily explained. Each year catering appeared overspent as the income for free school meals arrived on a different code and needed to be offset by a transfer to catering. Additionally, the school was also waiting for the £2k reimbursement for the summer meal voucher scheme to be repaid. The ICT related to a technician's contract that was budgeted for elsewhere and needed adjusting, as well as some laptops that were not planned for.

The school was also showing a £92k underspend at the half-year point. This breaks down into £16k catch-up grant (not yet apportioned), £32k sports premium and the 2019-20 carry-over of £23k. Regarding catch-up SLT was looking at how this could be best put to use. For example, 2 hrs/week extra ETA time would cost £4k, 2 hrs extra teaching time £4k, a full time ETA £19k, etc. For the sports premium the school was looking at a number of equipment items, gym equipment, bikes, etc. Movement on placing orders here was affected by the lock down. Currently, the prediction was a not ring-fenced underspend of £45K at the year end.

The school had some smaller repair work (plastering followed by redecoration) outstanding.

Q. Are there any budget areas of concern?

A. Yes, the expenditure on PPE and Covid measures in general. We do not know much this will all cost and how much we will get back.

(b) School Fund

This small fund was largely untouched to date due to the lock down and the school's inability to take children anywhere. The school hoped to be able to lay on a treat at Christmas. The fund stood at £9k.

8. STAFFING MATTERS

1 TA left over the summer. 1 temporary TA contract ended and another was extended. 1 temporary teacher contract had ended and another was extended. The Head Teacher had declined an extended leave request. 1 support member was on long-term sickness absence and had been referred to employee health care. There were no other staffing issues reported.

9. AOB(a) Catch-Up Funding

As reported, just under £16k would come through in tranches. This was approximately £80 per child. The Government was pushing for a national tuition programme but as of yet there was little detail available on this. The Government was speaking of having a large number of volunteers acting as mentors to boost the numbers involved in this scheme.

The school was waiting to evaluate the precise need at the end of half-term. What this could “buy” was recorded under budget update (Minute 7 refers). One option was to employ a single extra person and isolate them in a room. With laptops and headphones this individual could work through the cohorts on a 1:1 basis safely.

Q. Could we top up this fund with some of the underspend?

A. Yes, this would probably be a good use for a slice of the underspend.

(b) 3 Year Budget Projection

The School Business Manager informed that she updated this every year from sporadic information made available to schools. She had last sent out an update to governors on 7 May but received no feedback.

Q. Does the School receive updates on this?

A. Once a year from Kirklees Finance. As such it is only a best guess.

10. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meetings of the Resources Committee be held virtually on Zoom at 3.30 pm on:

Monday, 14 December 2020
Monday, 22 February 2021
Monday, 17 May 2021
Monday, 12 July 2021

11. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.

The meeting ended at 16.15.