

**ST MATTHEW'S PRIMARY SCHOOL**  
**Resources Committee – Meeting Held at The School - Thursday 4<sup>th</sup> May at 18.00hrs**

**PRESENT:** C Jagger (CJ) -Chair  
 A Grieve (AG)  
 C Bates  
 S Ingersent  
 D Lucarelli-Stockwell  
 R Herbane  
 A Aguilar  
 L Jones  
 T Davies

Headteacher (HT)

**MINUTES:** D Lucarelli

Item	Agenda Item
1.	Apologies for absence.  All present
2.	Declaration of direct or indirect pecuniary interests relevant to any of the Agenda items  No declarations of direct/indirect pecuniary interests were made
3.	Minutes of the Resources Committee Meeting of 11 <sup>th</sup> October 2023  ACTION Change the date ACTION Change the chair was Andrew  Minutes are approved
4.	Matters arising and agreed actions update  ACTION For all documents and policies if changes are introduced, it was agreed to keep track-changes on.
5.	Terms of Reference – Suggested Update  Within the circulated documents there were 3 highlighted areas for which the school had received feedback in the Finance Audit last year, suggesting that the remit of the resources committee in these areas be noted in the terms of reference.  A governor asked about the H&S, environmental policies, in particular about the author and governor responsibilities.  Tony said the school did have a health and safety policy. The school did not have an environmental policy. Governors propose to identify model policies to review and discuss and bring back for everyone to consider for introduction.  ACTION: Ricardo Herbane volunteers to investigate and will report back to the committee.

	<p>ACTION: The committee agrees to remove from the terms of reference the bullet point about an environmental policy and add the points highlighted green to the terms of reference. This will be taken to the full governing body for agreement.</p> <p>ACTION: Tony will ask other schools if they have an environmental policy.</p>
6.	<p>Review latest budget monitoring report, January 2024</p> <p>The HT pointed the attention to the in-year budget line and informed that committed that the budget is indicating about £40k overspent by the end of the year. This is confounded by the fact that the rates have increased by £20 and the local authority hasn't transferred the funding this year but will do so next year. HT advised that today the budget was overspent of £20K. It may be difficult to keep it at this level giving current levels of sickness absence and the need for additional teaching assistant support.</p> <p>Governors asked about sickness and well-being of staff. HT explained that current levels of sickness absence were in line with previous years. Additional teaching assistant support plus difficulties recruiting teaching assistants meaning greater use of agency staff was having the biggest impact on agency costs.</p> <p>ACTION governor asked for the following reporting to bring together the various staff related costs that are separated out in different cost centres in the CFR reporting format. This will make it easier to see specific underspends and overspends in the different staffing relating cost centres.</p>
7.	<p>Challenges for the Financial Year Ahead</p> <p>On the plus side, the cost reductions due to the changes in the senior leadership team made this financial year will be in place for the full financial year in 2024-25. Prediction is that 1 in 8 schools are going to be in deficit. Minimum per pupil funding is going to be reduced by the government by £45 per child. It is unclear if COVID grants are going to continue. There is not clarify is the increases in pension are going to be funded. October census is high and therefore there is more costs to the school. There is a large increase in children with special educational needs needing an EHCP. There are 18 children with EHCP statement, and the school is going to apply for further 17 over the next 12 months. Schools are expected to fund the initial £6000 costs and if the child needs the full time TA, this recruitment will cost the school £27000 and the school would receive just £10,000 from the EHCP funding to pay for this.</p> <p>A way to upfront the costs is to provide only for the costs that the school is going to be refunded and spend £16000 instead of £27000. Christina explained how the school is implementing the program but some children need full time teaching assistant support to keep themselves or peers safe.</p> <p>A governor asked why the school is accepting the children from neighbouring school catchment areas. The HT and Christina replied that it is a statutory requirement – if there is a vacancy in a school then that school has to take the pupil who is at the top of the waiting list for that year group whatever their need and whether or not they are in catchment.</p> <p>ACTION: Linda and Neil are about to meet with the SEND (Christina) and will prepare a report for the full governing body.</p> <p>11 children had no funding in place and needed full time 1:1 support. 3 additional TA have been recruited who were not planned on the budget. HT reported that all 11</p>

	<p>children are benefitting of the support and some of them will start receiving the funding, but the amount received is not going to cover the incurred costs.</p> <p>A governor has asked to provide some background on how the numbers are growing. Christina and Linda have agreed to investigate this.</p> <p>ACTION: Tony and Adrian will meet with Ray Byford on the 6<sup>th</sup> of March to discuss some initial budget figures and ensure some basic assumptions about income and expenditure are correct. From this more detailed planning, particularly regarding how to meet the needs of the children with EHCPs and the implications of doing this on other areas of the budget, will be worked on. Two governors (Chris and Andrew) will join this meeting and the group will report back to governors at the Full Governing Body Meeting that evening.</p>
8.	<p>St Matthew's DfE Financial Benchmarking Exercise</p> <p>With the caveat that benchmarking is approximate, it was acknowledged that expenditure in most areas is broadly in line with that of the comparator schools.</p> <p>There is a mistake in the DfE figures as expenditure for a PFI contract has been included in St Matthew's figures. This is incorrect as St Matthew's is not a PFI school.</p>
9.	<p>Governor Financial Skills Matrix - Outcomes</p> <p>The matrix was shared and most of the skills and requirements are met but it is useful to repeat the exercise annually.</p>
10.	<p>Schools Financial Value Standard, 2023-2024</p> <p>A new management information system is required over the next 12 months. This could save the school some money. This would aim to replace SIMS, FMS (the school payment system), SONAR and eschools. This would allow to bring all the systems in only one.</p> <p>Governors asked how the tendering process is regulated within the school – Tony said that the school is currently exploring a range of options to see which best meet the school requirements.</p> <p>A new MIS would require an update to financial procedures. The above have been included in the action plan for the SFVS, though precise timescales for a changeover are not yet certain.</p> <p>The SFVS is approved. Chris will sign and Tony send it off.</p>
11.	<p>Any Other Business</p> <p>Nothing to report</p>
12.	<p>Dates of future meetings and agreed agenda items</p> <p>Resources Committee - 1<sup>st</sup> May 2023, 6:00pm</p>

The meeting ended at 19:54hrs