

**Finance & Resources Committee Meeting**  
**Monday 24<sup>th</sup> January 2023, 5.30pm**  
**MINUTES**

Present:	Catherine Monument	Richard Wilson
	Gabriele Corliano	Sarah Jarman (EHT)
	Hannah Lewis	Stanley Wilson
	Harriet Phillips (Chair)	Toby Allebon
	Julia Neal	Zoe Vassiliou (Clerk)

Item	Notes	Actions
1	<b>Apologies received and accepted from</b> Fenella Chesterfield.	
2	<b>Declaration of Interest</b> None	
3	<b>Agree Minutes of the last meeting</b> Minutes for 28.11.2022 were accepted.	
4	<b>Matters Arising</b> Industrial action to be discussed later in the meeting.	
5	<p><b>Personnel Update</b></p> <p><i>Queen Emma</i></p> <ul style="list-style-type: none"> <li>• KG has joined the office team and is settling in well, working five afternoons per week.</li> <li>• RH has not gone on maternity leave. EM is covering the Y6 teaching post 4 days per week and the phase leader post full-time. AMC is covering the Y6 teaching post 1 day per week.</li> <li>• Following TH's resignation as a Y4 teacher, we appointed an experienced supply teacher to this post. Unfortunately this appointment has not worked out and we are meeting with two candidates during the course of this week.</li> <li>• <b>Gov Q: Who is covering the class currently?</b> The class is being covered by another supply teacher this week.</li> </ul>	

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	<p><i>Queen Edith</i></p> <ul style="list-style-type: none"> <li>• YX has joined the office team 3 mornings per week and is settling in well.</li> <li>• JG has joined us as Y2 class teacher and KS1 phase leader, full-time, replacing AC.</li> </ul> <p><i>Industrial action</i></p> <ul style="list-style-type: none"> <li>• We have received guidance from the DfE with regard to industrial action. The first day of industrial action by the NEU is due to take place on 1<sup>st</sup> February. EHT has contacted teaching staff to ask if they intend to take action; staff are not required to let school know until the day of action, but most staff have responded.</li> <li>• Under new guidance schools are permitted to put some cover in place in the form of remote learning, amalgamation of classes, support for vulnerable children, provision of school meals for FSM pupils, or providing other staff to cover classes. Work cannot be set by teachers who will be taking industrial action and other teachers can refuse to set work which makes it difficult to be clear on who would be providing remote learning or setting work. We are expecting guidance from the local authority which will hopefully provide some clarity.</li> <li>• We have received a query from parents at each school asking for as much notice as possible so they can arrange child-care, but also saying they support the teachers action.</li> <li>• We are expecting a template letter for parents from the local authority tomorrow, which we will adapt. We aim to inform parents as soon as possible.</li> </ul>	
6	<p><b>Budget Overview</b></p> <ol style="list-style-type: none"> <li>I. Capital budget at Queen Edith, balance as at December 2022 was £9984 and there is more work to be done than we have funding for.</li> <li>II. Capital budget at Queen Emma balance as at December 2022 was £32781; however we are waiting to hear whether the water tank will need repairing or replacing.</li> <li>III. We will receive a further capital grant at each school (QEd £18479, QEm £18698); this is to be spent on meeting specific terms, prioritising energy saving. At Queen Emma we are considering replacing lights with LED lights which would reduce our energy use by 90%. At Queen Edith we are</li> </ol>	

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	<p>considering replacing the main entrance doors with electric doors and also providing the office with a new hatch window to insulate against cold.</p> <p>IV. We will look further at improvements that can be made to prioritise energy saving on a site walk with PCM and will bring suggestions to this committee.</p> <p>V. <b>Gov Q: When does this extra money have to be spent by?</b> It should be spent before the end of this financial year, but a commitment to have the work done and a decision agreed by the committee detailed in the minutes by the end of the financial year would also be acceptable.</p> <p>VI. By the close of the 2022/23 financial year we expect to receive £4,900,183 and to spend £5,013,971, which results in an overspend of £113,788 by the end of March. We brought forward £405,939 from 21/22 into the 22/23 budget. We plan to carry forward £292,151 into the 23/24 budget.</p> <p>VII. <b>Gov Q: Was the overspend estimated? Is it due to extra staffing costs – supply cover etc?</b> We don't have exact answers although these can be provided in more details once the budget is closed. The 5% increase for teaching staff was not funded; only 2% was funded in last year's budget. If, following industrial action, pay for teaching staff increases further this will further impact the budget and our carry forward. The support staff pay increase was not provided for in the budget either.</p> <p>VIII. Fuel costs are not as high as we had feared; we allowed for a substantial increase and whilst there is currently a clear underspend this cannot be confirmed until we close the financial year.</p> <p>IX. With regard to supply costs; these are more costly per hour, but we don't have on-costs of pension and NI contributions, so these costs should level out against the staffing budget.</p> <p>X. <b>Gov Q: What is the time-scale for setting this year's budget?</b> Business Manager has had an initial meeting with Ray Byford. Meeting again after half term to put staffing costs in place. Each school has an increased budget, but unfortunately out goings have increased more and therefore we will need to be cautious in setting the budget.</p> <p>XI. Governors were provided with the draft budget figures for 2023/24, which can be compared with previous years funding.</p>	<p><u>Update committee</u></p>

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7	<p><b>Tendering for school meals</b></p> <ul style="list-style-type: none"> <li>I. Peter Sulston, the auditor for our school meal provision, has offered to run the tendering process for an external school meal supplier at a cost of £2,940.</li> <li>II. <b>Gov Q: What would he provide?</b> Agree the processes, fact finding, prepare the tender document and speak with suppliers, provide tender scoring and prepare recommendations for governors and senior managers.</li> <li>III. Gov Q: Would he TUPE over staff? We think so but will check this with PS to make sure.</li> <li>IV. <b>Gov Q: When would you hope to have a company in place by?</b> PS has suggested, and we would hope, to have a provider in place by September 2023.</li> <li>V. We need to ensure that the quality of provision is maintained as currently the quality of our school meals is very high and we wouldn't want this to change.</li> <li>VI. <b><u>Committee agreed the cost for the tendering process.</u></b></li> <li>VII. <b>Gov Q: Is there a conflict of interest in his being our auditor and now managing the tendering process?</b> No as he is not tendering for the work himself and will actually put himself out of a job as the provider would arrange for inspection of kitchens and quality of school meals.</li> </ul>	
8	<p><b>PP spending report</b></p> <ul style="list-style-type: none"> <li>I. Our pupil premium strategy statements are on our school websites and are statutory.</li> <li>II. Focus is on supporting staff to develop their knowledge and skills in how to address educational disadvantage.</li> <li>III. We aim to ensure funding streams are allocated to make sure that teaching and learning opportunities meet the needs of all pupils.</li> <li>IV. We will continue to use targeted 1:1 support and small group support and encourage wider curriculum opportunities.</li> <li>V. Our family support workers continue to provide support and we have therapeutic approaches available for children that need them e.g. art therapy.</li> <li>VI. <b>Gov Q: Why is take up at clubs lower for PP children?</b> Clubs often have a cap on the number of participants and pupil premium children may not return slips, or parents may not be able to book</li> </ul>	

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	<p>online. To address this we allocated clubs to PP children first and advised their parents, saying that if they wished to opt-out then they could contact the school to do so. We hope this might raise attendance.</p> <p>VII. The Perse are running an enrichment programme focused on English. Parents of pupils in receipt of PP funding have been informed that their child is attending this programme and asked to contact the EHT if their child wishes to opt out.</p>	
9	<p><b>Premises update</b></p> <p>I. We have received a further complaint with regard to a tree blocking light. Having looked briefly this tree is very tall (taller than the school building) and does block the residents light. It would be costly to remove the tree.</p> <p>II. We continue to receive contradictory advice about the water tank at Queen Emma and whether it should be repaired or replaced.</p> <p>III. Waiting for quotes from PCT for the hatch window to the school office, which could be funded from the extra capital budget.</p> <p><b>IV. Costs continue to escalate for removal of the old mobile at Queen Edith, which will have to be planned for in the next budget. It is something we are reluctant to spend money on as there is no tangible benefit for anyone. Dawid has stopped the plumbing. Gov: check that he has isolated electric supply.</b></p> <p>V. A pupil in Reception has managed to scale a large gate from the KS1 playground into the car park. The LA H&amp;S advisor has said that we should put netting on top of fencing to make this more difficult. We have also been advised to keep the car-park gate locked, with staff unlocking and locking the gate as they enter / exit the site. The local authority said that this would have put sufficient barriers in place to stop children leaving the site.</p> <p>VI. In nursery at Queen Emma a child had an accident, resulting in a nasty laceration to their face, which needed stiches. They were running inside an fell hitting their face on the corner of a table. We have fitted corner guards on all tables. However, today another child was running inside and has fallen</p>	<p><u>CM to check DR has isolated electricity supply</u></p>

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	and cut the inside of their mouth on a book box. Both these accidents have been reported to the local authority.	
10	<p><b>Health and Safety</b>  <i>Queen Edith – 19<sup>th</sup> December 2022</i></p> <ul style="list-style-type: none"> <li>I. We have received a quote to widen the fire door in the small hall.</li> <li>II. Our site managers are booked in for a pool carer's course in Spring term 2023.</li> <li>III. We are looking into the cost of replacing our CCTV.</li> <li>IV. Invacuation drill (bringing children in from outside) was successful.</li> <li>V. Uneven slabs in Nursery have been reported to PCM but we have only received one quote which was high; The site manager at Queen Edith has removed the tree roots that were lifting slabs</li> <li>VI. <b>Gov Q: Would it be possible for a group of parents to help with straight forward jobs around the school site?</b> We would need to look further into insurance status but this would be incredibly helpful. Toby Allebon and Gab Corliano would both be happy to help relay some slabs and cut back tree roots and remove an old post. They could ask other parents to help with this too.</li> </ul>	<p><u>CM to review work that could be covered by parents</u></p>
11	<p><b>Correspondence circulated</b>  None</p>	
12	<p><b>Items to be reported to parents</b>  Once further guidance is received we will inform parents about the impact of industrial action.</p>	
13	<p><b>Any other business</b>  None</p>	
14	<p><b>Date of next meeting: 13<sup>th</sup> March 2023, 5.30 pm</b></p>	



Signed: \_\_\_\_\_ Dated: 24.01.2023  
(Harriet Phillips, Chair, Finance & Resources Committee)