

**Finance & Resources Committee Meeting**  
**Queen Edith School**  
**Monday 24<sup>th</sup> June 2024, 6.00 p.m.**  
**Minutes**

Governors Present:

Fran Hughes  
 Sarah Jarman (EHT)  
 Harriet Philips  
 Nicole Wilson  
 Richard Wilson  
 Stanley Wilson

Others Present:

Julia Neal  
 Catherine Monument  
 Cath Stubbs  
 Zoe Vassiliou (Clerk)

	Item	Supporting Paperwork and further information	Notes	Actions
1	Apologies for absence (Clerk)		No apologies were received. The meeting was quorate.	
2	Declaration of Interest (Chair)		None declared.	
3	Agree Minutes of the last meeting (All)	Minutes 29.04.2024, for approval	Minutes were agreed subject to amendment about the Flexible Working Policy.	
4	Matters Arising (All)		<ul style="list-style-type: none"> <li>Item (7) – the PSFA have approved the cost of the outdoor classroom. Unfortunately we have since been advised that the wooden structure has to be 10m from our school building. We are now considering re-locating the outdoor classroom to the Forest School classroom and will discuss this further.</li> <li>Item (8) – the Flexible Working Policy was not ratified and will be reviewed at this meeting. Clerk to amend the minutes.</li> <li>Item (9) The leaking roof in the mobile classrooms has been repaired at Queen Edith. We have been advised that we should continue to repair the roof as necessary as it will be extremely expensive to replace; however, it will eventually become irreparable. PCM will review the condition of the mobile and their report will be submitted to the local authority.</li> <li>The leaky roof in the Studio at Queen Emma has been temporarily repaired and should last at least 1 year. We will need to keep this under review and plan for replacing this roof in</li> </ul>	<u>Clerk to amend minutes</u>

			future years.	
5	Personnel Update (SJ and CM)		<p><u>Queen Emma School</u></p> <ol style="list-style-type: none"> <li>1. DHT at Queen Emma has still not received confirmation about ill-health retirement.</li> <li>2. One full time teacher has resigned and this post has been advertised.</li> <li>3. One full time teacher is going on maternity leave and her post will be covered by the DHTs (2.5 days per week each).</li> <li>4. The teacher going on maternity leave is also the Upper KS2 Phase Leader; we have considered whether this post can be covered by the EHT or the DHTs. However due to their increased teaching commitments we did not consider this viable. We have considered this role being added to the existing work-load of another phase leader in order to save money but this was not considered viable either.</li> <li>5. <b>Challenge: What does the role of Phase Leader involve?</b> They are the first port of call for staff, pupils and parents in their phase. They organise work, look at SDP priorities, conduct work scrutiny, ensure well-being of their team, organise extra-curricular events, meet with parents and many other responsibilities.</li> <li>6. <b>Challenge: What is the TLR?</b> £5333k per annum.</li> <li>7. <b>Finance and Resources Committee approved the cost of maternity leave cover for the Upper KS2 Phase Leader.</b> EHT to advise the Local Authority.</li> <li>8. The EYFS Phase Leader will return to work in early July and wishes to relinquish this post; she will take up a 40% class teacher post. The EYFS Phase Leader role is being covered in the interim and we will internally advertise the substantive post in early July to be taken up in September 2024.</li> </ol> <p><u>Queen Edith School</u></p> <ol style="list-style-type: none"> <li>1. One full time teacher is retiring and this post has been filled internally.</li> <li>2. One full time teacher is moving out of Cambridge and this post has been advertised but we have had only one applicant.</li> <li>3. One full time teacher is leaving the profession and we have appointed an M6 teacher on a temporary contract.</li> <li>4. <b>Challenge: Why has this been advertised as a temporary contract?</b> The local authority has advised us to do this; we have also paid an agency fee to have this teacher at Queen Edith during this school year so there will be no further cost to have them move onto another temporary contract for a further year.</li> <li>5. A teacher is returning from maternity leave in December. To cover from September to December we have set up a job-share using an internal agency teacher 2 days per week and a</li> </ol>	<p><u>EHT to advise the LA</u></p>

			<p>PPA teacher who will cover 3 days per week.</p> <ol style="list-style-type: none"> <li>6. 2 L3 nursery assistants have resigned and one has been replaced by a level 2 nursery assistant.</li> <li>7. We have advertised a vacancy for an unqualified teacher to work one day per week as part of a job-share and interviews will take place next week.</li> <li>8. We would like to recruit a L3 nursery assistant on a 50% contract and a room leader also on a 50% contract.</li> <li>9. <b>The finance and resources committee agreed to recruitment of L3 nursery assistant (50%) and a room leader (50%), as it is a statutory requirement.</b></li> </ol> <p><u>Current Pupils with EHCP at Queen Emma</u>  Y1 – 3 pupils in one class who will share a TA; 2 pupils in the other class who will share a TA  Y2 – 2 pupils in one class who will share a TA; 2 pupils in the other class who will share a TA  Y3 – new pupil joining Y3 with complex needs and no TA available to meet our statutory obligation; 1 pupil with provision.  Y4 – 1 pupil with provision  Y5 – 1 pupil with provision (apart from on two afternoons)</p> <p><u>Current pupils with EHCNA at Queen Emma</u> (pupils who are unable to function in school without adult support). All pupils with an EHCNA have already had applications made for an EHCP. These are with the Statutory Assessment Team.  Cubs – 1 pupil joining with an EHCP  R – 4 pupils covered by 3 TAs  Foxes – 1 pupil with EHCNA</p> <ul style="list-style-type: none"> <li>• In order to meet our statutory obligations at Queen Emma we are short of 6 F/T Teaching Assistants. This has not been accounted for in our current budget planning.</li> <li>• <b>Challenge: What is the cost of a F/T teaching assistant?</b> A F/T teaching assistant, term time only = £24850k and EHCP funding contributes £10k towards the costs so school has to find £15k per teaching assistant, based on 2023 salary scale.</li> <li>• SIA advised EHT to explore this short-fall with the governors.</li> <li>• <b><u>Governors: The school cannot meet their statutory duty without recruiting further support staff so the committee supports further necessary recruitment.</u></b></li> <li>• EHT will write to Martin Wade, Sue Bowman and the Bank Account Team at the Local Authority to advise them..</li> </ul>	
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			<ul style="list-style-type: none"> <li>• <b>Challenge: What will he advise?</b> We have to notify the local authority of any further spending over £5k.</li> </ul>	
6	Budget Update (SJ and CM)	CFR Queens' Federation Budget	<p>Ray Byford met with Marlene Auberger to pull together the CFR Budget Monitoring Report.</p> <ol style="list-style-type: none"> <li>1. Work-place nursery funding shows £0 as allocated budget. We are expecting £100k so MA has checked that this has not been put elsewhere. RB now needs to check the budget to see where this allocated budget has been put.</li> <li>2. Parental contributions need to be transferred to a different ledger code so will be up-dated once June has been reconciled.</li> <li>3. The total % spend for Teaching Staff at Queen Emma by year end is 95.65%. We believe this short-fall is due to a teacher at Queen Emma taking unpaid leave.</li> <li>4. <b>Challenge: The variance amount of £274.90 is not 4% of the budget unless is this is current NOT year end?</b> Variance amounts are inaccurate and it is not clear whether these are current figures or year-end figures – we have been told that for staffing these should be year-end figures – so we will ask for further information from our financial advisor.</li> <li>5. <b>Challenge: INSET supply pay is showing that 60% of the budget has already been spent unless this is showing as Year End instead of year to date?</b> Again, we have been advised that staffing shows as year-end not current so we will seek advice from our financial advisor.</li> <li>6. Further investigations are being made into the overspend in the education support staff budget and the admin and clerical staff budget; we will report further at our next committee meeting.</li> </ol>	<p><u>FBM to seek further advice from Ray Byford</u></p>
7	Review Aspens contract (Committee)		<p>This item has been carried forward from the last meeting and was originally raised in response to the complaints received about lack of variety. Meal options have increased significantly since then and Aspens meet with staff, including the EHT, half termly.</p>	
8	Virements		<p>The finance manager has made an £800 saving on paper at each school by using a new supplier. This saving has covered the cost of a new battery changed in the fire alarm system at Queen Edith.</p>	
9	Policies for Review	<ul style="list-style-type: none"> <li>• Critical and Major Incidents Policy and Plan</li> <li>• Flexible Working Policy</li> <li>• Leave of absence Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Local Authority up-dated contacted details and the Clerk up-dated staff contact details.</li> <li>• <b>Ratification: The finance and resources committee ratified the Critical and Major Incidents Policy and Plan.</b></li> <li>• This has been up-dated to reflect that two formal flexible working requests can be made during one school year.</li> <li>• <b>Ratification: The finance and resources committee ratified the Flexible Working Policy.</b></li> <li>• Committee agreed that Trade Union and facilities time should be allowed, compassionate leave remains at 5 days, dependent care remains at not more than 1 day on each occasion, all new</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

		<ul style="list-style-type: none"> <li>Lettings Policy</li> </ul>	<p>categories for leave of absence for public duties were agreed and the committee further agreed that parental bereavement pay should be covered (under option 2).</p> <ul style="list-style-type: none"> <li><b>Ratification: The finance and resources committee ratified the Leave of Absence Policy.</b></li> <li>We have strengthened safeguarding requirements with schools obliged to check that external providers have safeguarding policies and procedures in place, or that they adopt our safeguarding policies and procedures.</li> <li><b>Ratification: The finance and resources committee ratified the Lettings Policy.</b></li> </ul>	
10	Premises up-date (CM)		<ol style="list-style-type: none"> <li>The installation of our cloud based server is being planned.</li> <li>The bottom of the swimming pool will be painted at a cost of £2k, as opposed to £20k for a pool lining. AZ have agreed to remove the old paint layers for us first.</li> <li>Trees and bushes at Queen Edith are imposing on a residents garden, blocking their light and damaging their fence. We have contacted Richard Rice.</li> <li>The coating on the hall floor at Queen Emma is wearing off and will be re-surfaced in October half term; this has been delayed from the Summer to stagger the spending of our capital budget.</li> </ol>	
11	Health and Safety Report (CM)	H&S Minutes 17.06.2024 – Queen Edith	<ol style="list-style-type: none"> <li>The HDD is full on the Queen Edith CCTV which means that staff are unable to over-ride the system and delete items from the hard drive. Disk recording is no longer available and this has been the case for a while. The cost of replacing the CCTV is in the capital budget.</li> <li>FBM will investigate whether the zones have been reset on the fire alarm with DR.</li> <li>There has been a leak in the Queen Edith Nursery and we will raise this with PCM this week.</li> </ol>	
12	Safeguarding	Amendments to arrangements at Cambridge Kids Club	<ul style="list-style-type: none"> <li>On occasion CKC use the dining hall. When this happens parents come through the school building to collect their children, or access the school via the KS2 playground which is left open.</li> <li>CKC have agreed that they will keep the gate locked and have now been given a fob to open the gate. A member of staff will go to get the children.</li> </ul>	
13	What is the impact of decisions made during this meeting upon the standards and improvement of the Federation?		<ul style="list-style-type: none"> <li>Supporting the recruitment of teaching assistants to ensure the schools meet their statutory duties.</li> <li>Scrutinised the budget report and request clarity about variance columns. Format of the report used in the financial training was different to the report provided by Ray Byford so this clarity is necessary for governors to do their job.</li> </ul>	
14	Correspondence Circulated		None	
15	Items to be reported to parents		Chair will write a letter thanking parents for all their donations of stationary and other provisions;	

			this will be included in the Summer term newsletter.	
16	Any other business		None raised.	
17	<b>Date of next meeting:</b>		<b>Monday 30<sup>th</sup> September 2024, 5.30pm</b>	



Signature: \_\_\_\_\_ Dated: 30<sup>th</sup> September 2024  
 (Harriet Phillips, Chair, Finance & Resources Committee)