

St Mark's C of E Primary School

Resources Committee Minutes- May 3rd 2024.

St Mark's Resources committee:

Foundation governors: Sebastian Dawson-Bowling (SDB), Amanda Healey (AH), Allistare Smedley (AS), Christine Bartley (CB).

Parent governors: Sophie Brinkworth (SB)

Staff governors: Jane Fendley (Head) (JF)

Associate Governor: Joanne Browning (SBM) (JB), Phil Davis (PD)

Clerk: John Parr (JP).

Governor Business	
1	Welcome. a. To consider apologies for absence. Meeting attended by AH, CB, JF and JB. This meeting was quorate. Apologies were accepted from PD- who had also shared questions and suggestions based on the paperwork for this meeting. Action: Attendance log to be updated.
2	Minutes of last meeting These were shared with attendees immediately after the last meeting for accuracy to be checked. a. To formally agree a minutes of last meeting. Minutes were formally agreed as being accurate. b. To discuss matters arising and action points not appearing elsewhere on this agenda: Actions from previous Resources meeting: - School to make a bid to the Community of the Blessed Virgin Mary for targeted areas. Contact has been made- school is waiting to hear back from the trustees/ clerk. - Update on Council led site surveys to be shared by the school. See buildings section.
A: Staff Wellbeing and staffing information	
1	Staffing Information update. See A2.
2	Wellbeing. Actions from previous Resources meeting: Well-being process to be developed for staff, signposting support. The committee took some time to address this previous action point. They were told that staff morale was generally low, that this had manifested in the organisation of a union meeting this week. That feedback from the meeting and working with the union was welcomed- that suggestions were reasonable, that issues were to do with the pressures of work, that staff were feeling stretched. That they were committed to the community, and had personally invested in the school, and were trying to be solution focused. Governors discussed that the issues were about capacity that

sometimes staff need to work on understanding that their actions can impact the well-being of colleagues. That their frustration at situations can have a knock-on effect. The school shared that joint union meetings could be a way of staff with different roles gaining an understanding of pressures faced by colleagues (teaching staff understanding pressures of admin staff for example).

Is anyone not in a union?

Governors were informed that new members of staff may not be- and were to be encouraged to join one.

What triggered the union meeting?

Governors were told that this was because of the high levels of need in the school and challenges with behaviour- that because of the high levels of need, children who would be SEND at other settings did not receive additional support, that their issues were at the heart of behaviour challenges. The school reiterated that having the union in was a positive step- that there was something concrete to work with after the meeting. That the introduction of more formal, extended parallel provision would support staff to meet the challenge of behaviour.

Has the well-being working party met yet?

Governors discussed that this had not happened, that it had been difficult to agree a convenient time for the group to meet (in the school day), and for who was going to lead the group. Governors agreed that communication was key- that there was always room for improvement, that dialogue was healthy- and that staff benefitted from being heard, as well as hearing a consistent message. Governors discussed who was best to lead this working party.

- Training report to be prepared and added to, illustrating how training linked to whole school priorities and the impact it had on standards.
See B1.
- Well-being working party to be scheduled to meet each half term.

Action:

Well-being working party to meet as a matter of urgency.

B: Financial information

1

Budget discussion:

a. Budget Monitoring Report/ most recent outturn.

Actions from previous Resources meeting:

- Parallel budget to be developed for the Resources committee to compare costs.
See B1C.

- CCTV system replacement to be costed.

This has been removed from the budget as it is not affordable.

- Ideas for support from Roedean to be raised at next Charitable board meeting (including facilities support, shared purchase arrangements).

Governors were informed that the next Charitable board meeting was in June- that the school has contacted Roedean to start to discuss areas of support that would be welcomed in the next academic year. That the support was not just about financial support, but about providing resources that the school can no longer afford to fund (e.g. sports support, re-stocking the library etc.).

- Contact NHS 'Care without Carbon' scheme for possible replacement IT equipment.

Replacing outdated IT is still a priority. School shared that the CEO of Fonthill Trust has been contacted about this already.

Should governors start to brainstorm ideas for support?

The committee agreed that action was necessary, that support would be welcomed to complete grant applications that were current. They discussed that the school would provide contextual information to support grants being applied for.

- £5K additional funding offered at the Strategy Board meeting to be chased up.

Completed- £8K received and included in the budget plan.

- **Overtime claim to acknowledge additional hours needed to prepare the draft budget to be made by the finance officer.**
Completed- governors encouraged the SBM to put in a further claim for any additional hours worked to prepare the budget.
- **Further contact should be made by the GB pushing for a meeting with the Diocese, sharing possible dates to discuss funding matter in person.**
The committee were informed that funding for previous projects from the Diocese had been released and any outstanding debts had been paid; that 10% funding from the diocese for the next project (upgrade of water system) had been discussed- that now the final cost had been agreed, the diocese would be contacted again. Governors discussed how the Trust fund was in the process of being updated, that there would be three trustees instead of two in the future. They discussed whether there was any way that a governor representative could be made a trustee.
- **Sports Premium - new guidance for 23/24- update to be shared.**
Ongoing- to be shared at FGB in July.

b. Virements/ write offs to approve.

N/A.

c. Actual end of year position for 2023-24. Budget implications for 2024-25.

Governors discussed budget issues very thoroughly. That because of unfunded pay rises, per pupil funding only rising by 1.6%, and low pupil numbers last year, finances were difficult. The school shared with governors discussions with HR and Finance- that restructuring staffing was the only way to work towards a spend that was within funding received- that this potentially could impact on staff well-being.

What are the projected numbers for 2024-25?

From October census, funding will be based on 156 pupils. That currently there were 160 pupils on roll, with an increase of another 10 on last funding round. Reception class for September 2024 is projected to have 20 children- an increase of 6 from September 2023.

Has the school seen any applications from families using the schools earmarked for closure?

The school shared that only one visit had taken place. That the one closure was being appealed against, that families may be holding out for the outcome of the appeal.

Have staffing costs been benchmarked?

The school shared that the LA school at a glance document was used as a marker of staff costs- but that the school's context was important to remember, that the levels of support needed meant staffing costs were necessarily going to be high. That staff at the school were experienced- that this benefitted the pupils, but also had a cost implication.

Is the new parallel provision role costed into the budget?

Governors were reminded that this model had been in place at the school for over 6 years (Ocean provision)- that the model had now been adopted by the LA, that other schools were being funded to trial it, but no additional funding was available for St Mark's. That the development of the parallel provision would mean that support could be rolled out to more children throughout the school, accessing teacher led provision.

Do staff understand the dire financial situation? Have training costs and capitation costs been cut?

The school shared that staff only were able to attend training that was free/ funded. That any cover that wasn't funded was provided in-house. That all training had to relate to whole school priorities.

Governors discussed in depth how the licensed deficit of -£60 683 had been cut to -£34 950. That through looking at a staffing restructure, including a possible cut in hours, that predictions were that the school would be able to produce a balanced budget in Year 2 and Year 3 of the budget cycle.

Agency costs are high- but reduce dramatically- how is this being achieved?

Governors were informed that the agency figure (£21 800) included long term sickness/ maternity cover. That reductions had been made due to 1st day cover of teacher absence being organised through splitting classes, that PPA release would be covered by SLT.

When do staff return from maternity?

The school shared that staff currently on maternity would all return by the end of this academic year.

	The committee discussed restructuring- what this process would look like, where savings could be made. That a consultation process would start soon (acting on advice from HR), with changes taking place in the Autumn term. Governors discussed ongoing capability issues- how these were being addressed. Are staff surveys still happening? The school shared that surveys were still happening- that these could act as an important evidence base for the well-being working party to pick up on. Governors agreed the draft budget should be shared with the LA- and be timetabled for discussion at the FGB on 13/5. Governors expressed thanks to JF and JB for their hard work in very difficult circumstances to produce a budget with a clear plan for the school to address its deficit- and wanted this noted specifically in the minutes for this meeting. Action: Ongoing support from Roedean to be reported to governors at last FGB of the year. Contextual information about the school to be supplied to support governors making grant applications on its behalf. Draft communication with the Diocese to be agreed with the school before being sent. Sports Premium - update to be shared at FGB in July. Training report to be prepared and added to, illustrating how training linked to whole school priorities and the impact it had on standards. Headlines to be shared in next HT report. Draft budget to be shared with LA and included for discussion and agreement by the FGB.
2	Voluntary Funds (School Fund, Governors' Fund) discussion. Governors were informed that accounts for the last 2 years were with the auditor- that these would be chased up. Action: Voluntary fund accounts to be shared when available.
3	Lettings – update. The school shared that income from lettings was increasing. Governors discussed whether advertising space on the school fence could be sold to companies- that other schools were doing this. Action: To investigate by contacting other B&H schools whether space on the boundary fence could be used for advertising by 3rd parties.
C: Premises, Health, and Safety	
1	Health and Safety. a. H&S Link Governor visit-if applicable. Actions from previous Resources meeting: • H&S Link governor visit to be arranged. Ongoing. b. To receive updates on: 1. H&S Incidents. Governors were informed that 3 incidents involving pupils had taken place, linked to challenging behaviours- that these were to be reported to the LAH&S team. 2. Fire Drill Report. Governors were told that the PO fire safety training has been completed. 1st fire drill to be arranged this half term. 3. Fire Risk Assessment. See above- SBM and HT to receive training in the Summer/ Autumn terms.

	It was reported that the LA fire risk assessment officer was back in post- that they had started reviewing fire risk assessments again. Governors were reminded that the last LA fire risk assessment carried out at St Mark's was all 'green'- the school did not expect a review imminently because of this.
2	Buildings and school site discussion. To receive updates on: a. Any work scheduled for this term/ by Site Manager or Contractors. The school shared the water system upgrade and landscaping work by the PO would take place this summer. b. Site surveys or Inspections. The school shared that Southern water had been in to survey water usage. c. Security. N/A. d. Contracts N/A. e. Next SCA bid. Governors discussed that future bids would focus on lintel replacement.
3	Road Safety update. N/A. Action: H&S Link governor visit to be arranged.
D: Data Protection.	
1	Update of any data protection issues, freedom of information requests, training etc. N/A.
E: Policies and statutory documentation	
1	Policies for approval/review- Summer Term - to be circulated prior to the meeting: Governor allowance and expenses- to be reviewed at next Resources meeting. Premises management docs- in train, to be shared when completed. Special leave- policy agreed. Action: Special leave- agreed policy to be added to school website and policy planner. Governor allowance and expenses- to be reviewed at next Resources meeting. Premises management docs- to be shared when completed.

Minutes prepared by John Parr- May 3rd 2024.

Action Log- Resources Committee – May 3rd 2024.



Governor business		
1	Attendance log to be updated.	JP
2	Minutes to be shared with GB and published on the website.	JP/ School
A: Staff Wellbeing and staffing information		
1	Well-being working party to meet as a matter of urgency.	?
B: Financial information		
1	Ongoing support from Roedean to be reported to governors at last FGB of the year.	JF
2	Contextual information about the school to be supplied to support governors making grant applications on its behalf.	JF
3	Draft communication with the Diocese to be agreed with the school before being sent.	AH
4	Sports Premium - update to be shared at FGB in July.	JF
5	Training report to be prepared and added to, illustrating how training linked to whole school priorities and the impact it had on standards. Headlines to be shared in next HT report.	JF
6	Draft budget to be shared with LA.	JB
7	Draft budget to be included for discussion and agreement by the FGB.	JP
8	Voluntary fund accounts to be shared when available.	JB
9	To investigate by contacting other B&H schools whether space on the boundary fence could be used for advertising by 3 rd parties.	JB
C: Premises, Health, and Safety		
1	H&S Link governor visit to be arranged.	AS
D: Data Protection.		
1	N/A.	N/A
E: Policies and statutory documentation		
1	Special leave- agreed policy to be added to school website and policy planner.	School
2	Governor allowance and expenses- to be reviewed at next Resources meeting.	JF/AH/ JP
3	Premises management docs- to be shared when completed.	JF/JB

Action Log compiled by John Parr – May 4th 2024.