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- Present: Katie Blood (HT), Stephen Berry (Chair/Resources Chair),  
Nikki Harper
- In attendance: Tom Way - Clerk to Governors, Sarah Foster (School Business  
Manager)
- Apologies: Fr Ben Eadon, Jane Gray
- Quorum: 3 out of 5 governors were present. The meeting was quorate (at least  
50% attending).

Questions from the governors to the HT and DHT are highlighted in **bold**.

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## **1. Welcome / apologies for absence and declarations of interest**

*[The Resources Committee was held online via Microsoft Teams]*

Governors acknowledged that BE and JG had given apologies in advance of the meeting,

The HT informed governors that MM has resigned upon the expiration of their term as a governor.

There were no declarations of interest for this meeting.

## **2. Minutes of Resources committee meeting held on 12.11.20 accuracy / matters arising**

The Resources committee agreed that the minutes were an accurate representation of the meeting.

The following actions have been met:

- The Clerk has sent the list of previous outstanding actions to the Chair/HT for review and they have confirmed that these are not to be carried forward
- The Clerk has followed up the debit card transactions statement with the SBM
- The Clerk has updated the Terms of Reference and Scheme of Delegation documents
- The Clerk has updated the records with the Teacher's Pay policy



- The Clerk circulated the GB code of conduct and Governors' allowances/expenses policies to governors to check and agree/raise issues before this committee meeting

Matters arising, not otherwise on the agenda:

N/A

### **3. Finance**

#### **A) Current Outturn**

The SBM confirmed that they had circulated the outturn prior to this meeting.

The SBM confirmed that the school has received an additional £20,000 from the LA, and that the £22,000 spent on Covid-19 expenses can be claimed back, and there was a discussion around the formatting and categories within the outturn spreadsheet.

The SBM further advised on the following:

- There is a Pupil Premium loss of £14,800 where it was believed that the school would be eligible for this at the beginning of the year which turned out to not be the case.
- Between August and December teaching costs have gone up by £20,000 partly due to increased pension payments and that some money has been received from the government for this but it doesn't cover it in full and the contribution was a lot this year
- The Gas, Electricity and Water costs have been staggered in an unusual manner and it has been difficult getting replies from the suppliers about this

The HT clarified the extra grants received this year concerning teacher's pay and pension payments and advised that the school will receive them again next year.

The HT thanked the SBM for the additional notes contained in the outturn and the SBM and Chair confirmed that they are pleased with the outturn this month.

#### **B) Budget predictions**

The HT advised that they are not sure if the school will continue to receive the free school's meals payments next year, and that if the school can reduce the deficit to £70,000 this would be good and it might be possible.

The SBM advised that there were currently no other budget predictions of significance and that no other changes are expected until next year.



#### **4. Policy reviews**

##### **A) Complaints Policy**

Governors confirmed that they have read the Complaints policy that the HT circulated and the HT advised that it is a slightly edited version of the model LA policy.

*All governors agreed to the updated version of the Complaints policy.*

#### **5. Standing Items**

##### **A) Consistent Financial Reporting**

The SBM advised that they have not had a chance to send the documents for items A and B here as there have been problems with the school's IT system and additional pressures currently and that they will try to send these next Monday. The Chair confirmed that they will authorise these electronically.

##### **B) Debit Card Transactions Statement**

*[As above]*

##### **C) Info on Accidents**

The HT advised that there is nothing to report regarding accidents, although there has been an issue with the school's sewage system and that this may require more work at some point. There was a further discussion around this.

#### **ACTIONS**

**5.1** SBM to send the Consistent Financial Reporting and Debit Card Transactions documents to the Chair

#### **6. Urgent business not on agenda**

There was a broader discussion around the budget and reception numbers/admissions.

NH advised that their company is planning a teambuilding exercise in the community and suggested that this could involve painting work at the school. The HT advised that the school building works are expected to have been mostly completed by mid-February.

There was a discussion around changing the format of governor meetings during the current circumstances with possibly more FGB meetings and less committees and the HT advised that they will contact governors about this soon.

St Bartholomew's CE Primary School  
Resources Committee Meeting  
Thursday 21 January 2021 at 5.45pm



The meeting closed at 6:26pm.

Signed .....[*Signed copy kept in school office*]..... Chair of Resources Committee

Date.....

The next Resources committee meeting will be on Thursday 22<sup>nd</sup> April 2021 at 5.45pm.