

EASINGWOLD COMMUNITY PRIMARY SCHOOL MINUTES OF RESOURCES COMMITTEE HELD VIRTUALLY ON TUESDAY 6 MAY 2025 AT 5.30PM	
Governors Present: Becky Cooper (BC) Edward Fenning (EF) Chair Becca Floyd (BF) Alison Parratt (AP) Head Toni Potter (TP)	In Attendance: Lesley Barber (clerk) Angela Ratcliffe (Bursar)

No.	Item	Action/ Date						
Edward Fenning in the Chair								
1/5/25	<p><u>APOLOGIES</u></p> <p>There were no absences.</p>							
2/5/25	<p><u>DECLARATION OF INTERESTS AND REMINDER OF CONFIDENTIALITY</u></p> <p>No declarations were made. Governors were reminded of the need to maintain confidentiality at all times. The Chair reminded Governors to declare any interests in items as they arose during the meeting.</p>							
3/5/25	<p><u>CONFIDENTIAL ITEMS</u></p> <p><i>The following items were agreed to be confidential and would be excluded from the public minutes: Staffing Update</i></p> <p><i>Governors were reminded not to discuss any business from the Board meetings with family members or friends.</i></p>							
4/5/25	<p><u>NOTIFICATION OF URGENT BUSINESS</u></p> <p>None</p>							
5/5/25	<p><u>MINUTES OF MEETING HELD ON 18 MARCH 2025</u></p> <p><i>Agreed:</i> <i>That</i> <i>a) the Public minutes of the meeting held on 18 March_2025 were agreed to be a correct record with one correction to the date of the previous minutes to 25 November 2024; and</i> <i>b) the Confidential minutes of the meeting held on 18 March_2025 were agreed to be a correct record.</i></p>							
6/5/25	<p><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></p> <p>The list of action points which were not dealt with elsewhere on the agenda were updated as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Reference</th> <th style="width: 50%;">Action</th> <th style="width: 30%;">Update</th> </tr> </thead> <tbody> <tr> <td>7/3/25</td> <td>PTA item on FGB Agenda and impact assessment of the potential loss of the PTA</td> <td>Discussed at March meeting</td> </tr> </tbody> </table>	Reference	Action	Update	7/3/25	PTA item on FGB Agenda and impact assessment of the potential loss of the PTA	Discussed at March meeting	Clerk to mark forward issues not dealt with – set out in the table at the end of the minutes
Reference	Action	Update						
7/3/25	PTA item on FGB Agenda and impact assessment of the potential loss of the PTA	Discussed at March meeting						

No.	Item			Action/ Date
	8/3/25	The Head would communicate an increase in the price of a School meal to Parents.	Done	
	11/3/25	Review Contracts - To be added as a standard agenda item.	On agenda	
7/5/25	<p><u>2024/25 OUTTURN REPORT</u></p> <p>The Detailed and Summary Outturn Reports for 2024/25 had been circulated to Governors.</p> <p>The Bursar highlighted the main points:</p> <ul style="list-style-type: none"> • The report set out variances against the Revised Budget agreed in November 2024. • The carry forward position had improved since the Revised Budget was prepared and was healthy. This was due to a number of factors including: <ul style="list-style-type: none"> 1) contingency funds which were held for Catering equipment repairs/replacement had to be released (these were then included in the budget for the following year). 2) the energy charges had been below those estimated due to a change in supplier and some credit notes 3) Income had increased due to changes in SEN (Special Educational Needs) funding via the EHCP (Education and Health Care Plan) system. 4) The catering contractors had been late submitting an invoice so the last month in the financial year would be charged to the next financial year. <p>Governors had the following questions:</p> <ul style="list-style-type: none"> • How much of the surplus was committed funds? The Bursar explained that the £27k contingency fund would roll forward and the 12th month of the catering contract would fall into the following year's budget. <p>The Head noted that at least some of the contingency funding for catering equipment would be needed as one of the machines had broken down and couldn't be repaired due to the lack of availability of the parts due to its age.</p> <p><i>Agreed: That the Outturn Report 2024/25 was recommended for approval by the FGB.</i></p>			
8/5/25	<p><u>CONSISTENT FINANCIAL REPORT</u></p> <p>Governors considered the Consistent Financial Report. She explained that it related to Government financial reporting rules and was used to compare spending across schools.</p>			

No.	Item	Action/ Date
	<p>In response to a query the Bursar explained that the report was checked by the Local Authority to ensure it balanced.</p> <p><i>Agreed: That the CFR was noted and should be reported to FGB.</i></p>	
9/5/25	<p><u>STATEMENT OF RECONCILIATION</u></p> <p>The Statement of Reconciliation was considered by Governors.</p> <p><i>Agreed: That the Statement of Reconciliation was noted and should be reported to FGB</i></p>	
10/5/25	<p><u>2025/26 START BUDGET</u></p> <p>The Detailed and Summary Start Budget for 2025/26 was considered by Governors.</p> <p>The Bursar highlighted the following:</p> <ul style="list-style-type: none"> • Pupil numbers were highlighted and the fact that funding lagged each academic year. There was a drop in pupil numbers this year and this would impact on income next financial year (due to the funding lag). The Head noted that this would also coincide with a projected increase in pupil numbers next year due to increased birth rates; two Reception classes were anticipated. If the Nursery was approved then it would probably need to move to the room currently known as “The Nest”. • The decision on Nursery and Wraparound care would impact on the Budget; the Budget had been prepared on the basis that these would go ahead. She also highlighted that this would relate to two terms only and was a lot of uncertainty about the financial impact of this issue. There was a discussion about the potential impact of currently predicted reception numbers of 29 with an additional three possible. As the School’s Pupil Admission Numbers (PAN) was 45 any additional new starters during the year would need to be accommodated. The Head noted that it was not possible to have more than 30 children in Reception and provision must be made to allow for additional children to start later. The decision on whether the School would have Nursery and wraparound care provision would be made on 12 May. The decision would have financial and staffing impact; it was hard to predict with any certainty the number of children who would be in the Nursery and whether they would be full time from September. There would be more certainty around this when the Revised Budget was considered at the end of the calendar year. • Nursery funding was complex, some came from Government and additional hours was paid for by parents. • There were some current staffing issues which impacted on Supply and Teaching staff budgets; it was likely that this would be resolved in September by a permanent appointment. • A large proportion of the expected surplus for the 2025/26 financial year was made up by wraparound care; this funding stream was not confirmed at this stage. 	

No.	Item	Action/ Date
	<ul style="list-style-type: none"> The Capital fund had been boosted the previous year by receipt of PTA (Parent Teacher Association) funding. The Head highlighted a number of Premises related issues which may require Capital Funding allocations in the coming years. These included: possible safety work on a Tree (surveys currently being carried out), Playground resurfacing, improvements to a canopy and fencing. There was also still a need for a MUGA (Multi Use Games Area) and suggested this be discussed at the next meeting. <p>Governors asked questions as follows:</p> <ul style="list-style-type: none"> There was a question about the funding received from Livewires. <p><i>Agreed: That the 2025/26 Start Budget was recommended to the FGB for approval.</i></p>	<p>Discuss a MUGA at the next meeting – Head to obtain an estimate of cost.</p>
11/5/25	<p><u>REVIEW CONTRACTS FOR SERVICES PROVIDED TO SCHOOL</u></p> <p>The updated contracts document wasn't available for this meeting. The Bursar noted that the majority of contracts with NYC would need notice to be given in November if they were to be cancelled (six months required). The Head said that the catering contract had been renewed and ICT was up for renewal soon. The Cleaning contract would go out to tender; she discussed using Red Box procurement company as in previous years. Although this incurred a fee it had proven useful Governors supported the use of Red Box for the Cleaning contract depending on the cost.</p>	<p>Head to find out cost of Red Box conducting procurement for Cleaning Services.</p>
12/5/25	<p><u>REPORT ON SPENDING AND ITS EFFECTIVENESS FOR SPORTS PREMIUM</u></p> <p>The Head gave an update:</p> <ul style="list-style-type: none"> There was currently no PE Leader in post, TP was helping lead in the interim. The use of the York Sports Partnership would be scaled back after this academic year to the mid-level, which gave access to competitions in York area. Alternative uses of the Fund would be considered; this may include leadership time out of class to enable staff to arrange competition attendance as risk assessments were time consuming. Competitions in the Thirsk area would also be accessed, but this would be up to staff to make the arrangements. Access to Olympic legacy funding would be considered. Staff skills in PE were at a good level following the involvement of York Sports Partnership. The Sports Funding budget would be considered at the next meeting; it was understood that it wasn't possible to carry this forward to the next year. 	<p>Sports Funding budget to be considered at the next meeting.</p>
13/5/25	<p><u>STAFFING UPDATE</u></p> <p>The items considered were confidential.</p>	

No.	Item	Action/ Date
	TP was not present for part of this discussion.	
14/5/25	<p><u>HEALTH AND SAFETY – PAPERWORK CHECK</u></p> <p>Governors considered the Premises Inspection report dated 30 April 2025.</p> <p>The Head reported a number of “near misses” which had resulted in some changes to the main door mechanisms to include a bolt which could be used by staff quickly to prevent children trying to flee.</p> <p>Mr Major would be cleaning the flagging around the site with a jet wash. A new sound system had been installed in School, funded by the PTA.</p> <p><i>Agreed: That the report was noted.</i></p>	Update on actions in Premises Inspection at the next meeting.
15/5/25	<p><u>DATES OF MEETINGS</u> (all virtual)</p> <p>Monday 30 June 2025 at 5.30pm – AR would be unable to attend, but questions could be submitted to her for an emailed response in advance.</p>	
16/5/25	<p><u>URGENT BUSINESS</u></p> <p>None</p>	

Meeting finished 6.50pm

ACTIONS from this meeting:

Reference	Action	Responsible	Date
10/5/25	Discuss a MUGA at the next meeting – Head to obtain an estimate of cost	HT	June 25
11/5/25	Head to find out cost of Red Box conducting procurement for Cleaning Services.	HT	June 25
12/5/25	Sports Funding budget to be considered at the next meeting.	Bursar/HT	June 25
14/5/25	Update on actions in Premises Inspection report at the next meeting.	HT	June 25