

**EASINGWOLD COMMUNITY PRIMARY SCHOOL MINUTES OF RESOURCES COMMITTEE HELD  
VIRTUALLY ON MONDAY 1 JULY 2024 AT 6.00PM**

<p>Governors Present: Bethany-Rose Cadell (BRC) Becky Cooper (BC) Alison Cottrell (AC) Head Edward Fenning (EF) Kirsteen Parkes (KP) Toni Potter (TP)</p>	<p>In Attendance: Lesley Barber (clerk) Jill Stockdale (Bursar)</p>
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No.	Item	Action/ Date
<b>Edward Fenning in the Chair</b>		
1/7/24	<b><u>WELCOME AND APOLOGIES</u></b> There were no apologies	
2/7/24	<b><u>DECLARATION OF INTERESTS AND REMINDER OF CONFIDENTIALITY</u></b> 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.	
3/7/24	<b><u>CONFIDENTIAL ITEMS</u></b> <i>The following items were agreed to be confidential and would be excluded from the public minutes: Items 7, 8, 9,10,14 and 15 due to disclosure of financial, contract and staffing information.</i>  <i>Governors were reminded not to discuss any business from the Board meetings with family members or friends.</i>	
4/7/24	<b><u>NOTIFICATION OF URGENT BUSINESS</u></b>  An item suggested at the last meeting, S106 Agreement update, had been omitted from the Agenda. The Head said that there still wasn't much information available about this, although the Chair had sent her an update. She would ask for an update and report back to the next meeting.	S106 Agreement Update on next agenda.
5/7/24	<b><u>MINUTES OF MEETING HELD ON 11 MARCH 2024</u></b>  <i>Agreed: That a) the Public minutes of the meeting held on 11 March 2024 were agreed to be a correct record; and b) the Confidential minutes of the meeting held on 11 March 2024 were agreed to be a correct record.</i>	
6/7/24	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b>  The list of action points which were not dealt with elsewhere on the agenda were updated as follows:	Clerk to mark forward issues not dealt with – set out in the

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	<p>Update from last meeting:</p> <table border="1" data-bbox="347 300 1275 1485"> <thead> <tr> <th data-bbox="347 300 517 338">Reference</th> <th data-bbox="517 300 879 338">Action</th> <th data-bbox="879 300 1275 338">Responsible</th> </tr> </thead> <tbody> <tr> <td data-bbox="347 338 517 622">16/3/24</td> <td data-bbox="517 338 879 622">Asset Management Plan: That the Head would meet with the Caretaker who had compiled a list of maintenance tasks; she would update Governors at the next meeting.</td> <td data-bbox="879 338 1275 622">The Head reported that the Asset Management Plan had been circulated to Governors. This had been compiled by the Caretaker. It would be reviewed annually.</td> </tr> <tr> <td data-bbox="347 622 517 1485">18/3/24</td> <td data-bbox="517 622 879 1485">Clerk to note items for the next agenda: 1. Pupil numbers for September 2. Update on S106 funding 3. Staffing Structure and flexible working request</td> <td data-bbox="879 622 1275 1485">1. Pupil Numbers – the Head reported that currently numbers were 297 – there had been a few more new starters in Reception than anticipated. There had been another six enquiries for places outside of Reception so this number may rise. The figure used for preparation of budget figures for the next academic year was 291 so the financial position going forward would be an improved one to that reported previously. <b>In response to a query, the Head reported that Years 3 and 4 were getting full, but there was still some capacity.</b> 2. S106 dealt with under Urgent Business 3. Staffing Structure – on the agenda</td> </tr> </tbody> </table> <p>Previous actions marked forward: none</p>	Reference	Action	Responsible	16/3/24	Asset Management Plan: That the Head would meet with the Caretaker who had compiled a list of maintenance tasks; she would update Governors at the next meeting.	The Head reported that the Asset Management Plan had been circulated to Governors. This had been compiled by the Caretaker. It would be reviewed annually.	18/3/24	Clerk to note items for the next agenda: 1. Pupil numbers for September 2. Update on S106 funding 3. Staffing Structure and flexible working request	1. Pupil Numbers – the Head reported that currently numbers were 297 – there had been a few more new starters in Reception than anticipated. There had been another six enquiries for places outside of Reception so this number may rise. The figure used for preparation of budget figures for the next academic year was 291 so the financial position going forward would be an improved one to that reported previously. <b>In response to a query, the Head reported that Years 3 and 4 were getting full, but there was still some capacity.</b> 2. S106 dealt with under Urgent Business 3. Staffing Structure – on the agenda	table at the end of the minutes
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7/7/24	<p><b><u>CONSISTENT FINANCIAL REPORT AND STATEMENT OF RECONCILIATION</u></b> Some of the discussion was agreed to be confidential.</p> <p>The previous Committee meeting had been cancelled due to the Ofsted visit. The Outturn and Start Budgets had been discussed and approved at the FGB meeting in May. The CFR and Statement of Reconciliation were Government documents (CFR) and Local Authority reporting documents (Statement of Reconciliation). Both were confidential reports and would not be available to the public.</p> <p>The Chair noted that some of the cells in the Statement of Reconciliation were unreadable; the Bursar noted that the document was prepared by NYC</p>										

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	<p>and there were some difficulties with the formulae set up. She confirmed that the documents all balanced.</p> <p>Governors had asked the Bursar all their questions prior to the documents being considered at the FGB meeting.</p> <p><i>Agreed: That the reports were noted.</i></p>	
8/7/24	<p><b><u>BUDGET MONITORING REPORT INCLUDING PREMISES/CAPITAL SPEND.</u></b></p> <p>The Budget Monitoring Report to 31 May 2024 was circulated to Governors; it was confidential.</p> <p>The discussions were confidential.</p>	
9/7/24	<p><b><u>CATERING CONTRACT RENEWAL</u></b></p> <p>This item was confidential.</p>	
10/7/24	<p><b><u>PLAYGROUND QUOTE</u></b></p> <p>This item was confidential.</p>	
11/7/24	<p><b><u>SPORTS CLUB LETTINGS</u></b></p> <p>This item was confidential.</p>	
12/7/24	<p><b><u>REPORT ON SPENDING AND ITS EFFECTIVENESS FOR PUPIL PREMIUM</u></b></p> <p>The Deputy Head and PP Lead explained that a full report would be given in September; external data was not yet available. The three year Pupil Premium Plan would be written and shared in September.</p>	Report in September on PP. TP
13/7/24	<p><b><u>REPORT ON SPENDING AND ITS EFFECTIVENESS FOR SPORTS PREMIUM</u></b></p> <p>The Head noted that due to the resignation of the Sports Premium Leader earlier in the year there was no formal report. She gave a verbal update:</p> <ul style="list-style-type: none"> <li>• Mrs Wass would take over PE leadership.</li> <li>• Miss Potter had taken over the PE leadership in the interim following Mrs Portwine’s departure.</li> <li>• The Sports Partnership contract would be continued in September; there had been some requests from School to improve the communication of events and tournaments and this had been taken on board.</li> </ul> <p><b>The Chair was keen to have a report on Sports Premium spending soon.</b></p> <p>The Head explained that only planned spending had taken place which was largely the contract with the Sports Partnership. In addition, funds had been spent on swimming. She noted that a new provider was being looked at as the current provision wasn’t proving effective. She thought there was approximately £11k left. TP suggested funding could be used to purchase PE kit for tournaments as these were expensive.</p>	Financial update on Sports Premium at the next meeting. AC

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	<i>Agreed: That the report was noted.</i>	
14/7/24	<b><u>STAFFING UPDATE</u></b>  This report was confidential.	
15/7/24	<b><u>SOLAR PANELS</u></b>  This item was confidential, quotations discussed.	
16/7/24	<b><u>HEALTH AND SAFETY</u></b>  The Head reported that the new H and S Advisor was excellent; efficient and thorough. The most recent inspection was a Fire Inspection; only minor issues had been raised and the majority had already been actioned by the Caretaker. The report would be shared with Governors when it was provided. <i>Agreed: That the report was noted.</i>	Fire Safety Report shared at next Committee. HT
17/7/24	<b><u>DATES OF FUTURE MEETINGS</u></b>  To be agreed at the next FGB meeting.	
18/7/24	<b><u>URGENT BUSINESS</u></b>  None.	

Meeting finished 7.30pm

ACTIONS from this meeting:

Reference	Action	Responsible	Date
4/7/24	S106 Agreement Update on next agenda.	Head/Chair	September
12/7/24	Report in September on PP.	TP	September
13/7/24	Financial update on Sports Premium spending at the next meeting.	AC	September
16/7/24	Fire Safety Report shared at next Committee. HT	Head	September

Actions from previous meetings to mark forward:

None