

**EASINGWOLD COMMUNITY PRIMARY SCHOOL MINUTES OF RESOURCES COMMITTEE HELD
VIRTUALLY ON MONDAY 24 NOVEMBER 2025 AT 5.30PM**

Governors Present: Becky Cooper (BC) arrived during item 9 Alison Parratt (AP) Head Edward Fenning (EF) Chair Jen Hodgson (JH) left during item 8 Toni Potter (TP) Deputy Head	In Attendance: Lesley Barber (clerk) Angela Ratcliffe (Bursar)
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No.	Item	Action/ Date
Edward Fenning in the Chair		
1/11/25	<u>WELCOME AND APOLOGIES</u> There were no apologies; however, Rebecca Cooper had notified the Chair she would be late arriving and Jen Hodgson had to leave early.	
2/11/25	<u>DECLARATION OF INTERESTS AND REMINDER OF CONFIDENTIALITY</u> 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.	
3/11/25	<u>CONFIDENTIAL ITEMS</u> <i>The following items were agreed to be confidential and would be excluded from the public minutes: Cleaning Contract, Staffing update Governors were reminded not to discuss any business from the Board meetings with family members or friends.</i>	
4/11/25	<u>NOTIFICATION OF URGENT BUSINESS</u> An additional item of business was requested by the Head, it related to staffing and was confidential.	
5/11/25	<u>MINUTES OF MEETING HELD ON 6 OCTOBER 2025</u> <i>Agreed: That a) the Public minutes of the meeting held on 6 October 2025 were agreed to be a correct record; and b) the Confidential minutes of the meeting held on 6 October 2025 were agreed to be a correct record. The Clerk would arrange for a copy to be available for the chair to sign in School.</i>	
6/11/25	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> 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 table at the end of the minutes

No.	Item	Action/ Date
	<p>The Deputy Head had provided the Pupil Premium attendance figures, which had not been available at the last meeting: Attendance gap end of 2021 - 22 = 2.18% Attendance gap end of 2022 - 23 = 1.33% Attendance gap end of 2023 - 24 = 1.52% Attendance gap end of 2024 - 25 = 5.61%</p> <p>Figures for attendance from 2.9.25 - 13.11.25 All 96.8 % PP 91.2% Non PP 96.9% Current attendance gap = 5.7%</p> <p>Governors noted that actions were being taken to address issues with attendance for all pupils. TP explained that some of the persistent absentees had moved to a different school. She was pleased with the improvement in attendance since the Attendance Awards had been implemented; the improvement in attendance was noticeable. She was hopeful that the gap would start to close soon.</p> <p>There were some confidential matters arising which are reported in the confidential minutes.</p>	
7/11/25	<p><u>REVISED BUDGET INCLUDING PREMISES/CAPITAL SPEND UPDATE</u></p> <p>The Revised Budget and September Monitoring Report had been circulated to Governors (Detailed and Summary versions of both). The Bursar highlighted the following:</p> <ul style="list-style-type: none"> • She had worked closely with the Head and Deputy Head to produce the Revised Budget. • Pupil Numbers had been updated. • Nursery and Wraparound Care had been removed from the Budget. • There could still be changes before the end of the financial year, but the carry forward balances were looking positive. • Year three currently was in deficit; but changes were possible before that date which could address this, such as increased pupil numbers, staff changes, nursery and wraparound care in place. • There were currently 32 in roll in Reception. The prediction of 40 joining next year was felt to be pessimistic; the Head felt that it could be nearer 50 given the level of interest shown so far. • Capital funding was around £7k per annum; additional monies from the PTA (Parent Teachers Association) and the Co-op funding was expected. <p>In response to a Governor’s query about pupil numbers the Bursar explained that this year’s pupil numbers 282 were certain (based on the October 25 Census); this related to next year’s funding due to the time lag. The projected figures for next year of 285 were less certain, but a good estimate.</p> <p>The Head asked Governors for their support for going over the Pupil Admission Number of 45 if this was required for the next academic year.</p>	

No.	Item	Action/ Date
	<p>Governors were supportive; there was a discussion about the potential impacts of having an intake of 50 and whether this would have a negative impact later on the cohort's journey through School. The Head explained that from the data it seemed likely that there was a spike in birth rates next year and this was followed by more usual rates going forward. She felt that there was a long enough timespan before it became a problem for space and she was optimistic that more accommodation would be in place should it be required.</p> <p>Agreed:</p> <ol style="list-style-type: none"> a) That the Revised Budget was recommended for approval b) That it was recommended to the FGB to agree that the PAN of 45 should be exceeded next year, allowing 50 children to join in Reception; c) The September Monitoring Report was noted. 	<p>Request confirmation from FGB to go over PAN next academic year.</p>
8/11/25	<p><u>CONSIDER FINANCIAL BENCHMARKING DATA</u></p> <p>The Bursar presented North Yorkshire Benchmarking Data and DfE Benchmarking Data. The North Yorkshire data compared the School with three other Schools in the County with similar characteristics.</p> <p>She noted that where there were differences these could be explained: North Yorkshire benchmarking:</p> <ul style="list-style-type: none"> • All staff costs as a % of revenue income shows to be slightly lower than the average. • Teacher FTE is low at 12.7 FTE however this did not include agency staff who were covering vacancies. From September 2025 the FTE is 14.1 more in line with the average for this group. • Leadership % slightly higher (however not all teaching staff are shown in this comparison). • Pupil ratios look high but could be due to not including supply staff as above. <p>DfE comparisons</p> <ul style="list-style-type: none"> • The three cost categories with the greatest differential, highlighted in the DfE insights tool are: ICT, Premises staff and services. Educational supplies and should be investigated to determine whether any efficiencies or savings can be achieved. • Note the above may relate to ICT being leased rather than purchased, residentials for the resources and caretaking & cleaning for premises. <p>The Bursar highlighted that figures were not always comparable between the Schools chosen. In response to a query from the Chair, the Bursar noted that Residential visits costs could be higher in this School than elsewhere, which could skew the figures for Educational supplies.</p> <p><i>Agreed: That the report was noted and that Governors were satisfied with the explanations for the variations highlighted.</i></p> <p>JH left during this item.</p>	

No.	Item	Action/ Date
9/11/25	<p><u>REVIEW CONTRACTS FOR SERVICES PROVIDED TO SCHOOL CLEANING CONTRACT</u></p> <p>This item was confidential</p>	
10/11/25	<p><u>REPORT ON SPENDING AND ITS EFFECTIVENESS FOR SPORTS PREMIUM</u></p> <p>A report had been circulated to Governors, Miss Potter highlighted the following:</p> <ul style="list-style-type: none"> • Our Sports Premium budget for 2024/2025 was £18500 • Expenditure: £18500 (Published on school website) Sports Premium Budget 2025/2026 £18500 • The budget for the Sports Premium was based on the Financial rather than the academic year (April 2025/April 2026) • TOTAL SPEND SO FAR = £8339.68 for 2025/2026 financial year expenditure to date. • ESTIMATED Spring and Summer term 2026 PE budget (to be confirmed) = £10160.32 • Funds had been spent on: Equipment including playground equipment. The Head noted that this had improved safety and reduced accidents in the playground. TP highlighted the benefits of the improved equipment; children were more engaged in physical activities at playtime as well as improving PE lessons. The trampoline was used for PE lessons and also as sensory equipment for children with SEND. In addition the number of competitions entered was increasing and this was supported by the Sports Premium funding and new sports kit had been purchased. There were a number of new activities planned for the academic year; these included orienteering and dance. The focus was on encouraging all children to be involved in PE, not just the children who were high achieving in sports, an inclusive programme was being planned. After school clubs were being planned including netball and football, these would be delivered by teaching staff. There were plans to “take-over” the Park-Run with School Ambassadors being used to provide help with the organisation. HLTA staff would receive training to support their delivery of PE lessons. <p><i>Agreed: That the report was noted</i></p>	
11/11/25	<p><u>STAFFING UPDATE</u></p> <p>The Head confirmed that the Teacher appraisal process had been completed and pay decisions had been confirmed for them. The Support staff appraisals were due to be completed by the end of the year and this was on schedule.</p> <p>A confidential verbal report on staffing was received by Governors.</p>	
12/11/25	<p><u>POLICIES:</u></p> <p>Governors were asked to consider the reports below:</p> <ul style="list-style-type: none"> • Pay Policy (already approved by the Chair) 	

No.	Item	Action/ Date
	<ul style="list-style-type: none"> • Local Government Pension Scheme Early Retirement Policy • Providing and Obtaining Employment References Policy & Procedure • Recruitment and Selection Policy & Procedure • Reorganisation, Redundancy and Redeployment Policy & Procedure • Smoke Free Workplace Policy & Procedure <p>It was noted that since the Head and Deputy Head would have to declare an interest in the policies above, there were insufficient Governors present for a quorum.</p> <p><i>The two Governors present recommended that the FGB approve the policies listed above.</i></p> <p>Delegation of decision on Non-Statutory Policies</p> <ul style="list-style-type: none"> • <i>Governors also discussed the Head's suggestion, which had been raised at the last FGB, that non-statutory policies are delegated to the Headteacher – Governors will be notified when they are to be reviewed and all will be available on the Drive for consultation. This would be referred to the FGB for formal approval.</i> 	
14/11/25	<p><u>HEALTH AND SAFETY –</u></p> <p>The Fire Risk Assessment report which had been circulated at an earlier meeting was discussed. The Head noted that the Fire and Manual Handling training still hadn't taken place due to staffing changes; she was working with the new Advisor to identify a date for this as soon as possible.</p> <p>The Paperwork Evaluation Checklist report had been circulated. The Head noted that there were a number of actions, which were different to those highlighted in past evaluations. None were serious and she and her team were working through them.</p>	Report back to the next meeting with updates on action points. Head
15/11/25	<p><u>DATES OF MEETINGS</u> (all virtual)</p> <ul style="list-style-type: none"> • Tuesday 6 May 2025 at 5.30pm (Bank Holiday Monday) Outturn and Start Budget • Monday 30 June 2025 at 5.30pm 	

Meeting finished 6:40pm

ACTIONS from this meeting:

Reference	Action	Responsible	Date
7/11/25	Request confirmation from FGB to go over PAN next academic year.	Chair	FGB 2/11/25
14/11/25	Health and Safety – Report back to the next meeting with updates on action points from reports.	Head	March 26