

The Governing Body of Steeton Primary School
Resources Committee meeting on 18 January 2023 (via Teams)

MINUTES

The meeting opened at 1.17pm

Attendance

Committee

John Cooper (EHT)
 Stefan Mills (Chair)
 Adam O'Neill – from Item Res 52/22
 Claire Redman (HoS)
 Emma Wainwright (Chair)
 Sue West

Others

Faye Andrew – Business Manager (BM)
 Sohail Mahmood (Bursar) – Item Res 51/22 only
 Helen Osman (Clerk)

Documents

A. Quarter 3 (end December) Budget Monitor	Item Res 51/22	Uploaded to Teams 16-01-2023
B. Additional school capital funding	Item Res 51/22	Uploaded to Teams 19-01-2023
C. Benchmarking charts – 3 documents	Item Res 54/22	Uploaded to Teams 16-01-2023
D. Audited School Fund account 2021-22	Item Res 56/22	Uploaded to Teams 16-01-2023
E. Template for rolling buildings management/development plan	Item Res 57/22	Shown on screen at meeting
F. Airis documentation: lighting as a service – 5 documents	Item Res 63/22	Uploaded to Teams 16-01-2023
G. Safeguarding self-audit conducted for the local authority	Item Res 67/22	Uploaded to Teams 16-01-2023
H. Performance Management 2022-23		Uploaded to Teams 16-01-2023

Summary of Actions

Action No Res:	Action	Person	Deadline
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The meeting was chaired by the Clerk pending completion of Item Res 46/22

Res 46/22 Elect Chair of Committee

- The Committee agreed that the term of office of the Chair should be one year, running until its first meeting in the autumn term of 2024.
- Stefan Mills was nominated as Chair. There were no other nominations.
 - **The Committee unanimously elected** Stefan Mills as Chair

Stefan Mills took the chair

Res 47/22 Apologies for absence and their acceptance

- Adam O'Neill and Sohail Mahmood were expected to join the meeting shortly after 1.30pm.

Res 48/22 Notification of other urgent business and requests to vary the agenda order

- No other business was notified. The Committee agreed to defer Item Res 55/22 to the next meeting and to take the staffing section of the agenda immediately after Item Res 50/22.

Res 49/22 Declarations of interest for items on this agenda

- There were no declarations of interest.

➤ **The minutes were agreed as a true record of the meeting.**

Update on actions arising from previous meetings		
Item Res:	Action	Status
74/21(ii)	<i>HoS to arrange monthly collection of clothing from school. Revised deadline agreed 05-10-2022</i>	Closed
	The EHT said that he and the HoS had concluded that this action was not feasible. The Committee agreed that the action should be closed.	
102/21	<i>School to bring to the next meeting a costed proposal to purchase lighting as a service.</i>	Closed
	See Item Res 63/22 on the agenda for this meeting.	
06/22	<i>aHoS to bring to the next meeting a costed proposal for a canopy for the MUGA.</i>	Closed
	See Item Res 64/22 on the agenda for this meeting.	
10/22	<i>EHT to circulate staff Performance Management objectives in time for the next Governing Body meeting.</i>	Closed
	Completed.	
16/22	<i>School to devise plan and timescale to:</i>	Closed
	<ul style="list-style-type: none"> • <i>move Reception into the Annexe and</i> • <i>convert the cleaning cupboard into a toilet</i> 	
	The EHT said that the idea to move Reception to the Annexe had not proved to be feasible. Reception would remain in its current location until September 2024, when the reduction in the school's Published Admissions Number (PAN) would mean that the current Reception building would no longer be required.	
29/22	<i>Chair to report to FGB the decision to employ additional temporary staff to enable the school to function.</i>	Closed
	Completed.	
30/22	<i>EHT to ask Bursar to prepare an analysis of financial benchmarking data for 2021-22 for circulation with the agenda for the next meeting.</i>	Closed
	See Item Res 54/22 on the agenda for this meeting.	
36/22	<i>EHT to ask the HoS to ensure that the Site Manager resolved the issue of the sealed-in stopcock in the girls' toilets as a matter of urgency.</i>	Closed
	Completed.	
39/22	<i>EHT to follow up with Site Manager the installation of the vinyl design produced by pupils for the playground.</i>	Closed
	The HoS said that it would be difficult and costly to install the vinyl outside. The school was looking into installing vertical decking on the wall previously earmarked for the vinyl: the decking could be used to hang kit for games and other activities and would cost £800. The EHT said that this would be taken forward in the context of the 2023-24 opening budget.	
41/22 (i)	<i>EHT to advise Clerk of the deadline for submission of pay changes to allow them to be paid in December 2022.</i>	Closed
	Completed.	
41/22 (ii)	<i>Clerk to seek to arrange appointment of additional governor to Pay sub-Committee by e-mail and convene a meeting for approval of pay recommendations in time for submission to BC payroll by the deadline advised at Action Res 41-22(i) above.</i>	Closed

Completed. The Governing Body had appointed Adam O'Neill to the Resources Committee and the Pay sub-Committee.

Staffing

Res 57/22 Update on appointment of support staff

4. The Head of School (HoS) reported that:
 - Two Level 2 Teaching Assistants (TAs) had been appointed to the Higher Level Teaching Assistant (HLTA) and Cover Supervisor vacancies.
 - Two Lunchtime Supervisors had been appointed to cover the playground supervision duties of these two TAs.
 - The hours of a Level 2 TA had been reduced from full time to mornings-only at the request of the staff member. The hours had been added to the post of another TA.
5. The HoS said that these changes were budget-neutral.
6. The Executive Headteacher (EHT) said that, as would be discussed under the finance section of the agenda, the forecast cumulative deficit had increased to £73k based on the HCSS software and current staffing levels. The Bursar proposed that the school use additional capital funding to recapitalise expenditure and reduce the deficit in 2022-23 and 2023-24. This, with the reduction in staffing in 2024-25 due to the reduction in PAN, would clear the deficit in 2024-25. Governors agreed that the timescale seemed reasonable: the school had only achieved a workable staffing level this term and could not function effectively with lower staffing until the PAN reduction took effect.
7. **Replying to questions**, the EHT confirmed that the school budget was being monitored monthly by Bradford Council's School Funding Team (BC/SFT). The actions required of the school by BC/ST had not so far been too challenging, largely because the school had not been in deficit in 2021-22. Those actions could be expected to become more difficult in the coming year, but the Bursar considered that a two-year deficit reduction plan would be manageable on the basis described.

Res 58/22 Termly report on progress of, and support for, Early Career Teachers (ECTs)

8. The HoS confirmed that the school did not currently employ any ECTs.

Res 59/22 Annual report on staff pay statements

9. The HoS said that the pay statements awaited the signature of Chair/Resources. The Chair agreed to visit school to sign them on the day of this meeting and the HoS said that they would be issued to staff on 19 January 2023.

Res 60/22 Update on staff issues arising since last meeting

10. No staffing issues were reported. The HoS said that the new appointments were all proving satisfactory.
11. **Asked** about the expected impact of the forthcoming strike action, the EHT said that this had yet to be determined. DfE guidance was that schools should take all possible steps to remain open, including through use of supply staff, cover supervisors and merging classes. **Asked** whether schools were allowed to use supply staff to cover for striking staff, the EHT said that they were, following a change to the law in 2022. The HoS added that the supply agency was taking a neutral approach and was not providing supply staff on strike days.
12. The EHT said that schools were allowed to ask individual staff whether they planned to strike but that staff were not obliged to answer. The school could, however, ask the total number of staff who would be on strike.

Sohail Mahmood joined the meeting at 1.34pm

Finance

Res 51/22 Review Quarter 3 (end of December) Budget Monitor – Documents A and B

13. The Bursar talked through the Quarter 3 Budget Monitor, explaining the material changes since Quarter 2. He confirmed that the income section included the bulge class funding agreed by BC/SFT. Overall, forecast income was £148k higher than assumed in the original budget plan. The EHT added that, in addition to the bulge funding, the school had received additional income from Myrtle Park¹ in respect of the staffing and other support that Steeton had provided.
14. The Bursar said that most expenditure lines in the budget were around 75% spent, as would be expected at this stage in the financial year. Forecast outturns took account of pay awards for teacher and support staff, inflation and actual costs and usage of energy. The staffing lines in the budget included the costs of the staff who were supporting Myrtle Park.
15. Expenditure on agency supply staff (budget heading E26), forecast as £58k, was significantly higher than originally budgeted (£25k). **Replying to questions**, the HoS said that the school had used supply staff to cover long-term absences. Of the three supply staff currently working in school long term, two were in the process of being moved onto contract. The third would not be put on contract because it was more cost-effective to continue to employ her on a supply basis.
16. The Bursar said that the forecast cumulative deficit had increased from £54k in the original budget to £73k. Schools had been allocated additional capital funding to spend on energy efficiency measures. If schools had already put such measures in place, they could use the capital funding for other purposes and, as with other capital funding, had up to three years to spend it. If governors wished, the school could use the £20k additional capital allocation to capitalise existing capital expenditure that had been paid for through the revenue budget and thus reduce the deficit by £20k and move the budget to a positive balance by 2024-25. This would reduce the school's capital balance to close to zero. Governors considered that there was little choice: without using the additional capital in this way, it would take an unacceptably long time to eliminate the budget deficit.
 - Subject to reflecting this decision to use the capital allocation to capitalise revenues expenditure, **the Committee approved** the Quarter 3 budget monitor.
17. **Asked** about next steps, the Bursar said that he would submit the Q3 budget monitor to BC/SFT who were likely to ask for a meeting to go through it in detail and ask the school to produce a three-year budget projection. There were some significant uncertainties around future costs, particular pay costs. The school had included assumptions about pay awards in the current year budget in line with BC/SFT guidance, but those assumptions had proved significantly short of the mark. It was not yet clear what pay awards the unions were seeking or what was likely to be agreed: it might be that schools would be asked to assume higher rather than lower awards and that they would again be unfunded. BC/SFT would issue indicative allocations for 223-24 at the end of February or beginning of March, and should include guidance on the assumptions that schools should make about inflation, pay awards etc. The HCSS software currently assumed a 3% rate of inflation, but current inflation was significantly higher than that, particularly for energy.
18. The EHT noted that Steeton could expect an additional £42k funding as part of the school funding announced by government. The Bursar said that his was not included in the HCSS software.

Sohail Mahmood left the meeting at 1.49pm

Res 52/22 Pupil Premium funding: eligibility and applications

19. The HoS said that the school currently had fifty pupils who were eligible for Pupil Premium funding. The January census would be conducted on the day after this meeting: the school was making every effort to ensure that children eligible for Free School Meals were present.

Adam O'Neill joined the meeting at 1.50pm

Res 53/22 Consider funding for Reading For Pleasure books

¹ Myrtle Park Primary School: with Sandy Lane Primary School, partner to Steeton Primary School

20. Governors noted that the Link Governors for Leadership and Management had been concerned that the school was unable to afford to refresh Reading For Pleasure books. Reading For Pleasure was an important element of the school's strategy to raise standards but could only work if the books were pleasurable to read, and this required that they remain up to date and in almost-new condition. Thus, a proportion of them needed to be renewed each year at a cost of some £3k per year.
21. The HoS said that she, the EHT, some other staff and Adam O'Neill (governor) had undertaken to run the Bradford 10k to raise funds for books. The Literacy Leader was sounding out other schools on whether they wished to participate, but signs so far were that it would just be Steeton.
22. Governors welcomed this good start to raising the required sum. The EH said that, in preparing the draft budget for 2023-24, the school would try to make provision to pay for new books.

Res 54/22 Review financial benchmarking data for 2021-22 – Documents C

23. The EHT said that the agenda papers, shown on screen, compared Steeton's expenditure in 2021-22 with that of (a) similar schools and (b) ten local schools. Governors noted that Steeton's expenditure on total staffing, as a proportion of its total budget, was around the middle of the cluster of similar schools. Its expenditure on teaching and supply staff was higher than most schools in the cluster but lower than most on educational support staff and administrative and clerical staff. The EHT said that the relatively high expenditure on supply staff reflected the school's strategy of bringing staff in on supply and then moving them onto contract once the school was confident in their performance.
24. Although expenditure on educational support staff was low for the cluster of similar schools, compared with ten local schools it was fourth highest. The EHT said that this reflected the higher level of deprivation in the Steeton area than in the Ilkley and Addingham areas. Expenditure on administrative and clerical staff was lowest in the cluster of local schools by some margin.
25. Governors thanked the EHT for preparing this data, which indicated that the school's expenditure on staffing costs as a proportion of its budget was broadly in line with that of similar schools. The Clerk reminded governors that they could view the school's benchmarking data for themselves on the government website and compare it with the data from schools that they selected themselves.

Res 55/22 Annual review of contracts and Service Level Agreements

26. Item deferred to the next meeting.

Res 56/22 Approval of the audited School Fund account for 2021-22 – Document D

27. The EHT said that the School Fund account had been audited by the Bursar.
 - The Committee approved the audited School Fund account for 2021-22.

Premises

Res 61/22 Approve 3-5 year rolling buildings management/development plan – Document E

28. The EHT showed on screen a template for a 3-5 year rolling buildings management/development plan. The school would populate the template, indicating the priority of each item and whether it had been completed, was in progress or had not yet been started. The HoS said that a senior leader and the Site Manager would conduct a site walk to ensure that all maintenance and development needs had been identified: a member of this Committee would be welcome to participate in this site walk.
29. Governors approved the template and the proposal to populate it and would consider the completed plan at the next meeting.

Res 62/22 Approve 3-5 year rolling ICT plan

30. Item deferred to the next meeting because the school had not yet received a plan from its ICT support provider.

Res 63/22 Consider proposal to purchase lighting as a service – Documents F

31. The HT said that Sandy Lane had dealt with Airis and had found that they were a good company to work with. Since introducing Airis lighting at Sandy Lane, energy consumption had been reduced by 9000 kWh and costs by £4k, despite the substantial increase in energy pricing. Furthermore, the quality of the lighting was better than it had been before.
32. If the Committee was minded to purchase this lighting, Airis offered three options for payment:
 - Full payment up-front – the cheapest option, but a significant hit on the current budget.
 - Payment over five years – this would be cheaper than paying over ten years but would involve a higher annual charge.
 - Payment over ten years - essentially, the school would be buying lighting as a service. Airis would come in as required to sort out any issues with the lighting. This would cost £1.8k more than the five-year payment option but the annual charge would be lower.
33. **Replying to questions**, the EHT said that Sandy Lane had only had to call Airis in to fix a problem once so far – it had been using Airis lighting for approximately a year. **Asked** whether the proposal included emergency lighting, the EHT said that it did, except for “standalone projects”: the school would clarify what this meant before entering into any contract. The HoS said that the school had an emergency lighting project that needed to be carried out at an estimated cost of £500.

John Cooper withdrew from the meeting at 2.09pm

34. Governors agreed that the quality of the current lighting in school, largely fluorescent, was unsatisfactory: the Head added that it was expensive to repair. It seemed clear that the proposed lighting would bring savings, though the precise amount would depend on usage and energy prices.
35. While governors generally preferred to pay for goods and services as soon as possible, the current budget position would make it difficult to accommodate full payment up-front: payment over time would enable the costs to be offset against expected savings. Governors noted that, while Sandy Lane had only had to call the company out once so far, the frequency of call-outs might increase as the lighting aged.
36. **The Committee asked** that the school check whether the emergency lighting was covered by the proposed contract and establish how the cost would be affected by the expected reduction in the number of buildings from September 2024 as the impact of the planned reduction in the PAN started to feed through school.
 - Subject to satisfactory answers to these questions, **the Committee authorised** the school to enter into a contract with Airis for provision of lighting, to be paid for over a five-year period.

Res 64/22 Consider proposal to focus fund-raising on the purchase of an all-weather canopy for the MUGA

37. The HoS said that she had measured and photographed the area to be covered by the proposed canopy and requested a quote, which had come in at £150k without lighting. Governors agreed that, while the installation of a canopy would make the MUGA more usable and enable the school to generate income through letting it out, this level of cost could not be afforded in the foreseeable future. They asked that the school include the canopy in the rolling buildings maintenance and development plan as a desirable item.

Action: HoS

John Cooper rejoined the meeting at 2.13pm

Res 65/22 Update on planned building works

38. The Ho said that there were currently no planned building works.

Res 66/22 Update on other premises issues arising since last meeting

39. The HoS said that elderly non-plastic guttering over the dining room caused dripping on one or two days per year when the weather was particularly cold. The school gritted the area to avoid slips and falls. As it would cost £1k to repair the guttering, and taking account of its budget position, the school proposed to continue to manage the situation. The Committee agreed and asked that repair of the guttering be included in the 3-5 year rolling buildings maintenance and development plan.

Action: HoS

Cross-cutting matters

Res 67/22 Receive annual LA Safeguarding self-audit report and agree Action Plan – Document G

40. Governors were pleased to note that the school had been able to rate itself as green against all but five indicators in the local authority safeguarding return. The remaining five indicators were rated amber; related to process (eg conducting of surveys, training and ongoing website maintenance that were not yet due) rather than the actual safety of children; and had clear actions to address them.
- **The Committee noted** the LA Safeguarding audit and actions with approval.

Res 68/22 Notification of any material safeguarding incidents since the previous meeting

41. The HoS said that an incident had required the involvement of the police and social care. The incident had now been resolved.
42. The Clerk recommended that safeguarding incidents involving the police be reported to the Named Governor for Safeguarding, because the Governing Body was accountable for the safety of pupils.

Closing items

Res 69/22 Urgent other business referred from Item Res 47/22 above

43. There was no other business.

Res 70/22 Date of next meeting

44. The next meeting would be held at **1.15pm on Wednesday 08 March 2023.**

Res 71/22 Closure of meeting

The meeting closed at 2.17pm.

Helen Osman Governance Services
Supporting excellent governance in Bradford