

SCARCROFT PRIMARY SCHOOL
Minutes of the meeting of the Finance and Resources Committee
held on 20th January 2022 at 5.30pm

Present:	Paul Edwards (Headteacher) Sam Healy (Chair)	Gillian Marshall
In Attendance:	Daniel Staples (Governor) Alison Dennis (SBM) Sophie Triffitt (Clerk)	

1.	<p>Apologies and Declarations of Interest No declarations of interest were made.</p> <p>Apologies were received and accepted for Phil Cooke.</p>	
2.	<p>Minutes of the meeting held on 16th November 2021 – previously distributed. The minutes were agreed to be a true and accurate record, and were approved.</p>	
3.	<p>Action Points and matters arising from the meeting held on 16th November 2021 Both actions were carried over.</p>	
4.	<p>Business Managers Report The SBM reported that there had been a full term of normal operations with a £31,243 profit over the autumn term.</p> <p><u>Breakfast Club</u> is run in both halls with four members of staff. Staffing will be reviewed to ensure efficient running.</p> <p><u>After School Club</u> delivered a £28k profit over one term which supports the budget. The profit from the autumn term doubled the summer term profit and numbers are constant with all requests being accommodated. Savings on staffing were made when bubble restrictions were lifted and there is a team of eight staff led by Mrs holding who are settled and working well together.</p> <p><u>Catering</u> delivered a loss of £1.7k over the autumn term. Numbers having school meals have increased but there has been an increase in produce costs. There has also been a reduction in Universal Infant Free School Meal funding as the funding is based on last year's figures which were Covid figures where uptake was low. The catering finances will be monitored closely and there will be a review of staffing.</p> <p>A governor asked if there is an option to increase the price of meals. The SBM explained that meals are already charged at the higher end when compared to other schools.</p> <p>The Headteacher noted that with the declining trend of pupil numbers there will be fewer meals to cater and was confident that the service could be delivered by a team of four. The schedule for Reception starters in September 2022 is 38 so the forecasted reducing pupil numbers trend is materialising.</p> <p>A governor asked what potential saving on staff there would. The SBM reported that there could be a saving of circa £5/6k.</p> <p>A governor asked if there would be a redundancy exercise. The SBM explained that there is a MAT redundancy policy to work to and the Headteacher noted that staff have been informally made aware well in advance that there will likely be a need to review staffing.</p>	

	<u>Lettings</u> delivered a £2k profit with dance, chess, language and percussion groups running and music tuition is back up and running.	
5.	<p>Monitoring Report – previously distributed</p> <p>The SBM reported that income is being supported by the Breakfast and After School Clubs. Covid Catch Up Funding has reduced which will be reflected in the revised budget</p> <p>Staffing expenditure has been impacted by supply costs to cover Covid related absences and additional costs of needing a Teaching Assistant on long term supply for one to one support for a child with special needs who is not yet in receipt of funding.</p> <p>The SBM was not concerned with the overall picture and reported a healthy carry forward of 7% into next year. The Headteacher noted that this is above the Trust carry forward target of 4% which will support the budget for the coming years as pupil numbers decrease.</p> <p>A governor asked what the expenditure on education supplies and services relates to. The SBM confirmed that £18k has been spent on outreach support through Kestrel and Danesgate.</p> <p>Action: The committee agreed for the revised budget to be circulated to the committee by email for questions and then recommended for submission to the LGB.</p>	SBM
6.	<p>Staffing Update</p> <p>Recorded as a separate confidential minute.</p>	
7.	<p>Site Manager’s Report</p> <p>Agenda item in future to be Premises Update.</p> <p>The Headteacher reported that all scaffolding has been removed and window frames are due to be delivered in half term. A need for building ties throughout school has been identified and the Site Manager will be meeting with the Project Manager to get an updated schedule of work.</p>	
8.	<p>Any Other Business</p> <p>There were no items for discussion under AOB.</p>	
9.	<p>Future meeting dates</p> <p>5th April 2022 5.30pm 24th May 2022 5.30pm</p>	

The meeting ended at 6.20pm

Approved at committee meeting on 24th May 2022

Sam Healy, Committee Chair

Action Plan from the meeting of the Finance and Resources Committee
held on 20th January 2022

Ref	Action	Item No.	Who	Date
1.	SBM and Headteacher to review the fire door strip requirements and confirm to the committee. <i>20:01:22 – The Headteacher reported that the Intumescent door strips recommendation and financially viable alternatives is still being investigated. Another Health and Safety review is scheduled next month with a new advisor where the recommendation will be discussed and feedback reported to governors. The Headteacher and SBM were confident the item was not high risk.</i>	8 (16.11.21)	SBM / HT	Apr 22
2.	SBM to circulate possible dates for a Health and Safety walk around.	9 (16.11.21)	SBM	Jan 22
3.	Circulate the revised budget for comment / feedback.	5	SBM	Feb 22

Agenda item for next meeting: