



**Minutes of the Resources Committee meeting held on
Friday 28th June 2024 at 10.15 am at Spofforth Primary School and on TEAMS**

Committee Members

Lawrence Pomeroy (Chair, LP), Rebecca Holland (Headteacher, RH), Marianne Tharby (MT), Alan Dewey (AD), Hilary Staves (HS)

Also present via TEAMS

Louise Flanagan (NYC, Clerk to Governors)
David Harrington (DH)

Core Functions of GB:

- Ensure clarity of vision, ethos and strategic direction
- Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the school and making sure its money well spent

Item	Minutes	Action by:
1	<p>Welcome, apologies for absence and to determine whether any absences should be consented to</p> <p>Governors were welcomed to the meeting, no apologies were required as all Governors were present.</p>	
2	<p>Declaration of interests, pecuniary or non-pecuniary</p> <p>Governors discussed conflicts of interest and it was agreed to seek further advice on this issue.</p>	
3	<p>Determination of confidential items</p> <p>Staffing/Wraparound Care will be minuted confidentially?</p>	
4	<p>Notification of any other business</p> <p>There was no other business to be discussed.</p>	
5	<p>Approval of minutes and confidential minutes of the previous meeting of the Resources Committee on 3rd May 2024</p> <p>It was agreed that the minutes and confidential minutes of the 3rd May were an accurate record of the meeting that took place and will be signed by the Chair as soon as possible.</p>	LP
6	<p>Matters arising from the minutes</p> <p>All issues were confirmed as complete with the exception of the following:-</p>	

	<ul style="list-style-type: none"> • RH to meet with Human Resources this afternoon to discuss hours of support worker. • RH advised there have been several Freedom of Information requests from parents for Governing Body meeting minutes. Advice has been taken from Veritau concerning this. • Breakdown of funding and section 106 will be discussed with the new Bursar when she visits the schools next week. 	
7	Date of next meeting: To be confirmed	
8	<p>Monitoring reports</p> <p>The May Monitoring Reports were circulated before the meeting and LP highlighted the following points:-</p> <ul style="list-style-type: none"> • There is not much variance as it is still early in the financial year. The new HLTA is not in post yet so their role is being covered by staff. • Funding is on its way in from the Maths and English Hubs, this will support release of staff for CPD • The residential trip will require the correct ratio of staff and some staff will need to work on their non-working day. This will incur extra costs. <p>Governor Question (GQ): Have we a received a request from staff for reimbursement (leave or pay) for the residential trip? There is nothing in the Leave or Pay Policy on this subject, RH bought staff gifts to thank them for attending – not from the school budget.</p>	
9	<p>Staffing Update</p> <p>The Headteacher's Report was circulated before the meeting and RH advised Governors of the following</p> <ul style="list-style-type: none"> • Pupil numbers for are below the Planned Admission Number for both schools. Marketing for both schools is necessary and Governors noted the declining pupil premium funding. • When the budget was set concerns were shared regarding staffing at Follifoot as there is only one full time General Teaching Assistant (GTA). This impacts Safeguarding and Health & Safety as it is vital two staff members are present at key points during the day and when pupils are at the village hall/green. Future planning will take into account this issue. • September staffing structure was detailed in the Headteacher's report. • Staff on maternity can now apply for shared parental leave, this will have a financial implication • Recruited a fixed term GTA to Follifoot this week – now 88 hours in total. Some of the TAs work additional hours to support with clubs, the federation can use some of the Sports Premium to pay for those hours <p>GQ Are we communicating the fact that there is more than one TA Yes.</p> <ul style="list-style-type: none"> • At Spofforth there has been a TA vacancy advertised for 32.5 hours. The end date has been extended 	

	<ul style="list-style-type: none"> The SENCO is going to consider TA allocation across the federation as one to one support is not appropriate in all cases. <p>GQ Do we ever consider putting two classes together when short staffed? It has been considered in the past.</p> <p>Governors agreed to reconsider the 32.5 hour recruitment after today's discussions have taken place regarding the TA hours.</p>	All
10	<p>Pupil numbers update</p> <p>Pupil numbers were discussed in item 9.</p>	
11	<p>Wraparound Update</p> <p>RH circulated a report before the meeting and highlighted the following points:-</p> <p><u>Follifoot</u> <u>Morning club</u> Costs were shared to Governors in the report.</p> <p><u>After School</u> A range of clubs for each day were detailed in the report to Governors together with costs. For children to be on site there is a requirement for two staff members. If an external company runs clubs there still needs to be a staff member in school which incurs extra costs. This can be covered by Sports Premium funding.</p> <p>GQ Would the staff member be doing other activities while the club is taking place? Yes they will have administrative duties.</p> <p><u>Spofforth</u> <u>Morning Club</u> There is no offer. There have been discussions regarding bringing Rise and Shine back onsite. There will need to be a second person present, but they would only be able to pay £5.00 per session to make the business viable. If the numbers increase this will be considered again.</p> <p>GQ Is this being communicated to parents? Yes before we break up for Summer.</p> <p>GQ Is there any update about the license agreement? Previously it was £300, only minimal changes are required, but it is a different provision so it may be a similar cost again.</p> <p>Governors agreed for RH to discuss license agreement and confirm with Rise and Shine provider.</p> <p><u>After school</u> Sporting Influence will run a second club on two nights, this is positive as they have an existing relationship with children. Governors noted a second person on site is required. Mindfulness club will take place one night, again a second person is required, RH will attend as Designated Safeguarding Lead. One teacher has provided a club for two evenings, RH keen to continue with this but for one evening rather than two.</p> <p>GQ Why are teachers and the Headteacher involved in clubs? TAs at Follifoot are recruited to current needs, at Spofforth there are legacy issues.</p>	RH

	<p>GQ How would it be received if there was no wraparound care? Providing wraparound care makes us a more attractive proposition to parents.</p> <p>GQ Do we still want to pursue the advert for wraparound staff? Current government guidance is that it's required from 2026, this may change.</p> <p>The Chair stated the arrangements were a positive interim measure, it was agreed to look at the position again in September 2024.</p>	
12	<p>Pupil/Sport Premiums Sports Premium was discussed earlier with regards to paying a second staff member. RH will ensure for impact documents will be made available for Pupil Premium and Sports Premium at the next meeting.</p>	RH
13	<p>Agreements and contacts</p> <p>Contract information was circulated before the meeting and the following was highlighted:-</p> <ul style="list-style-type: none"> • New SENCO, safeguarding checks taking place <p>GQ What is the notice period? 28 days notice.</p> <ul style="list-style-type: none"> • Sporting Influence not having half day, using to supplement clubs • Clerking contract - to check as end date is March 2024 • Catering - emails have been received Dolce, this needs to be considered further. Governors to assist with exploring other options eg using taxis, employing a general assistant to escort Dolce meals from Spofforth • All families of Early Years pupils have been contacted and advised about bus changes. Parents have been advised personal travel allowance is available for them take their own child to school – this is £638.40 per family (almost £2k for three families) This arrangement also allows parents to follow up with staff at beginning and end of the day. Leaders have been mindful where there are older siblings so school times are offset. Parents have also been offered a complimentary place at morning club for the older sibling. One family has stated that school should fight for the bus provision. • The only other option is for a taxi and this would mean having a staff member present and approved by the Local Authority. Costs for a taxi would be £7600, this does not include the costs of booster seats and an accompanying staff member <p>Governors agreed to pursue legal advice with North Yorkshire regarding this matter.</p> <p>There are recommendations to further secure the school site from the Health and Safety Team owing to a challenging layout and the shared use of the Village Hall. Early quotes suggest a minimum £7,000 spend to increase the perimeter walls/fencing for security purposes. This needs to be discussed further at Full Governing Body Meeting.</p>	<p>LF</p> <p>All</p> <p>LP</p>
14	<p>AOB</p> <p>MT is meeting with the PTA next Friday to discuss fundraising. RH noted the</p>	

	<p>importance of funding that supports the school eg a hardship fund would be useful as not all families can afford the voluntary contribution for trips. Also it would help if swimming could be contributed to by the PTA/FOFS.</p> <p>As it is his final meeting today Governors thanked LP for all of his hard work as Chair of the Resources Committee.</p>	
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There being no other business the meeting closed at 12.21pm

Signed: (Chair) **Date:**

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