

## PERIVALE PRIMARY SCHOOL

The 5<sup>th</sup> Resources Committee Meeting for 2022 – 2023 was held in school on Friday 5 May 2023

### MINUTES

<b>Attendees:</b> Sandip Bhalsod (SB) – Committee Chair Edmond Yeo (EY)  <b>Also in attendance</b> Stella Porter (SP) Ruby Shillingford (RS)	<b>Actions</b>
<b>1. Welcome</b>	
<b>2. Apologies For absence</b> Apologies were received from <ul style="list-style-type: none"><li>Chris Green (CG)</li><li>Rabiah Khairoun (RK)</li></ul> No apologies were received from <ul style="list-style-type: none"><li>Dharmic Meggi (DM)</li><li>Matthew Hemsley (MH)</li></ul>	
<b>3. Authorised / Unauthorised absence</b> The absences for CG and RK were authorised  The absences for DM and MH were not authorised	
<b>4. Declaration of Any Other Business (AOB)</b> None.	
<b>5. Declaration of interest in any Agenda Items</b> There were no declarations of interest in any agenda items.	
<b>6. Minutes of the meeting on 24 February 2023 for Approval</b> These were agreed as a true and accurate record of the meeting.	
<b>7. Matters Arising from the meeting on 24 February 2023</b>	
<b>8. Budget Update</b> The proposed 3 year budget plan 2023 – 2026 was pre-circulated.  Comments: I03 – High needs top-up funding <ul style="list-style-type: none"><li>We have 2 year 6 leavers this year.</li><li>This may increase if new EHCPs are approved.</li></ul> I05 – Pupil Premium <ul style="list-style-type: none"><li>30% overall.</li><li>We need to remind parents about the benefit of Pupil Premium.</li></ul> I08b – Other income <ul style="list-style-type: none"><li>Reimbursement of Children centre Costs.</li></ul>	

I13 – Donations ..

- FGM Project.

I18c – Covid 19 Catch-up Premium

- Confirmed.

E04 – Premises staff

- Recruited.
- Will also recruit an apprentice.

E09 – Development and Training

- Reduced by £5K based on input from GPS.
- SENCO training £2.5K.

E12 – Building Maintenance

- Reduced following major works last summer

E19 – Learning resources

- Not yet bottom-up.

E22 – Administrative Supplies

- Includes the website / SIMS

Lettings

- Includes after school clubs.

School Field

- Whilst this is shared with St John Fisher there is no contribution to Grounds Maintenance.

- RS: Support staff pay increase from 4% to 8% (c.£27k) - partly offset by termination of FTC TA - £15k saving but still c.£8k deficit. Recouped from cuts in cleaning services (window cleaning etc) and elsewhere.
  - SB questioned how important these additional cleaning services are given a decision was recently made to increase services.
  - RS/SP confirmed that the school has managed without these additional services to date (furniture cleaning, window cleaning), and can be resourced through the additional site manager resource.
- SB asked if the MSAG continuing, how has this been factored into years 2 and 3 given it is a one off grant?
  - RS confirmed this is a one off grant but have been advised that going forward this will be included in main public funding.
    - SB queried whether other schools would be factoring this amount into years 2 and 3, it is important we are not inflating projected income.
      - RS confirmed that this is a national policy therefore it is likely other schools will be taking the same approach in the long term budget.
- SB queried whether a flatline forecast for pupil premium is appropriate – does it (and should it) reflect the current distribution of pupil premium students in years 5 and 6, who will drop out by the end of the 3 year period?
  - RS/SP confirmed that they are comfortable with a flatline approach and that generally the pupil premium leavers are replaced by a proportionate number

of joiners.

- UFSM – included in code I18, there is some ambiguity around how this will ultimately be allocated to schools.
  - SP/RS commented that the school will need to think about how this will work operationally with increased number of students receiving hot meals – there may be marginal additional costs relating to equipment, cutlery, furniture etc but at present not included for in budget.
- Income from letting premises – SB queried why the year 3 number drops from £60k to £30k.
  - RS confirmed this to be an error and should show £90k in year 3. **RS to check this is flowing through accurately to bottom line.**
  - High level discussion had around strategy to generate this income. SB commented that given the speculative nature and materiality of this line item it **should be flagged to FGB**. There will need to be a concerted business strategy, which may involve costs (e.g. marketing, site management). Governors will need to monitor closely over next 3 years.
  - SP explained that St John Fisher had alerted to a potential £20k external non-discretionary investment/donation from John Lyon(?) to improve facilities on site (field etc) – no budget impact but would help market the school facilities. SP also shared planned engagement with neighbouring schools to understand their income generation strategies.
    - SP met representatives from Trees and Cities yesterday.
    - There have been lots of bids.
    - They would pay for facilities – no cash option.
    - If successful this would start in October.
- SB asked what the £20k voluntary donation for 23-24 relates to.
  - RS confirmed as remaining John Lyons FGM contribution. As there are no future receipts projected against voluntary/donations, SB asked whether we are tapping into all available resources to aid income generation.
    - RS commented that eligibility for official grants is pro-actively being explored but nothing to currently put into budget. Discussion was had around donations/fundraising from local/parent community, and examples from other schools. Agreed that this would be considered as part of the income generation/business strategy going forward.
- COVID Catch up premium – SB asked whether this amount is final and confirmed for 23-24, given there was discussion around clawback.
  - RS confirmed this amount is final.
- Agency supply contingency – SB queried why this had been reduced from the previous £10k contingency, given there was already discomfort around this being a low level.
  - RS confirmed this contingency has had to be reduced in order to balance the budget. SB challenged whether it would be more prudent to increase this back to £10k, with SP responding that savings would then have to be made elsewhere and there is no more room for flex. SB asked about risk of overspend and how this would work operationally if we had not allocated enough originally. RS confirmed that agency staff spend would be monitored closely via budget monitoring and if there was risk of deficit then LA would have to be notified and approached. SB agreed that this will have to be monitored closely via budget monitoring but **should also be flagged to FGB as a risk.**

- Regarding reduced budget on curriculum items (training/development and learning resources), SB asked RS/SP to provide reassurance that these decisions have been made with consideration to LIP objectives and SDP.
  - SP confirmed that this was the case.
  - **SB suggested that SP/RS be prepared to talk to this at the FGB.**
- SB asked whether the current budget reflects a planned change in approach on curriculum budgeting (bottom up vs top down).
  - RS/SP confirmed this is not explicitly reflected in the 3 year budget as further work is first required on establishing a baseline budget and bidding process. Once this is in place, then this can be reflected in future budget setting. It was agreed that bottom-up curriculum budgeting will be the approach going forward.
- Despite being a standing item at Resources Cttee, the review of supplier contracts has not been completed this year and is ongoing. Delay is due to prioritisation of the deficit recovery plan and lack of handover from previous Finance Manager / Headteacher.
- This was acknowledged by SB. Therefore where value for money assessment on contracts have been carried out, subsequent decisions have been reflected by RS in the budget setting. Acknowledgement there are still outstanding items/contracts, but this is being worked through.
- SB asked whether line item E12 reflects any improvement to the fabric of the nursery as previously discussed.
  - RS/SP confirmed it currently does not and this is most likely a year 2-3 cost, to be reviewed once there is a robust business strategy in place and conditional upon school finances. SP also suggests this will allow observation of take up for 30 hours nursery provision.
- AON asked whether we are satisfied with the level of service delivered by Bursarial Services, given previous omission of the opted out pension costs which arguably Bursarial should have identified.
  - RS confirmed there was no error as the opt-outs were known, identified both by school and bursarial. However, to be prudent RS had included the pension costs for these staff. These costs were then removed from the budget to reflect the current actual staff spend, in order to help balance the budget.
  - SB agrees with the initial approach of including these costs for prudence but understands why these have now been removed.
- SB asks whether these costs have been stripped out from each year of the budget.
  - RS confirms this to be correct. SB/SP/RS/AON flag and agree that there is risk around this assumption. Staff members can opt back in to the pension – RS confirms pension decisions can be made on a rolling monthly basis. SB also flags that if an opted out member of staff leaves over 3 year period, then it is likely any newly recruited staff will have a disproportionate impact on staffing budget as they will be opted in (by default). **SB suggests this is flagged as a risk to the FGB.**
  - It was noted more staff may opt out as times are hard.
- SB asked whether it is good practice to run scenarios on pupil numbers for the 3 year budget, both to avoid complacency and also with future OFSTED rating in mind.
  - SP/RS/AON confirmed that PPS is in a strong position with regard to pupil roll numbers (both in absolute and relative terms).
  - SP/RS very comfortable with current assumptions around pupil roll and therefore appropriate to focus on expenditure assumptions.

<ul style="list-style-type: none"> <li>• SB asked how devolved capital receipts are projected. <ul style="list-style-type: none"> <li>○ RS confirmed this is done through LA formula based on pupil roll.</li> </ul> </li> <li>• SB asked that a deadline is set for papers to be circulated ahead of FGB. Good practice is one week prior but given Bank Holiday SB agreed papers to be circulated by Wednesday 10<sup>th</sup> May 2023.</li> <li>• SB asked that benchmarking reports are also included for FGB circulation, caveats (outdated data) can be explained if necessary.</li> <li>• Overall we can set a balanced budget with a surplus of £1,058.</li> <li>• Agency Supply <ul style="list-style-type: none"> <li>○ SB said that he would prefer this to be £10K rather than £5.5K.</li> </ul> </li> </ul>	
<b>9. Staffing Update</b>	
<b>10. Premises Update</b>	
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<b>11. Policies / Documents for Noting, Approval, Review</b>	
<b>12. Any Other Business as agreed above</b>	
<b>13. Date and time of next meetings</b>	