

MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE OF MONKSDOWN PRIMARY SCHOOL HELD ON THURSDAY 7th MARCH 2024 AT 9.15am AT THE SCHOOL

PRESENT

Martin Reynolds – (Chair) Co-Opted Governor
Josh Cliff – (Vice Chair) Co-Opted Governor
Jacquie Price – Headteacher
Maya Diab – Parent Governor
Joanne Needham – Co-Opted Governor
Sequoia Chapman – LA Governor

Also Present

George Allen – Clerk

24/R01 WELCOME AND APOLOGIES

Action

The Chair welcomed all attendees to the meeting.

Apologies were accepted from Gill Stewart, Michelle McKeown, and Katie Lawrenson.

24/R02 SEND UPDATE

The school SENDCo, Maria White, presented the SEND update. Arising:

- i. SEND support and provision is a major priority at Monksdown Primary School. It is a well delivered but challenging area of work of the school.
- ii. 27% of the pupil population are on the SEN Register. 23 pupils have an EHCP. Dedicated support, including 1:1, is provided to those children with EHCPs.
- iii. Speech and Language are the greatest areas of demand.
- iv. Seven current pupils have received a place in special schools (for Year 7).
- v. SEND requirements have grown since, and after, the Covid pandemic. The
- vi. The needs of SEND pupils can result in pressure upon staff and on other pupils.
- vii. Due to their complex needs' children can at times be challenging. The school has a duty of care to staff and a responsibility to protect all the children in school.
- viii. Mental health is an issue, and it can be compounded by the effects of social media.
- ix. Quality delivery always takes place but the lack of sufficient funding support means that staff resources are stretched. More funding for extra staff would be of great help.
- x. The school offers two forms of SEN provision. Three mornings for two hours involves dedicated SEN support for 7 children. 9 other children are supported for three hours per afternoon session for 3 days. Provision takes place in the specialist classroom.
- xi. Greater support for transition needs across the Key Stages has been raised with LCC.
- xii. The Educational Psychologist and Speech Therapists provide good part-time support. Alder Hey provides ASD support but it can be difficult to effectively engage parents.
- xiii. The school has lost four staff over the recent period and replacements are sought.
- xiv. Staff CPD in SEND is very good and the training programmes are fit for purpose.
- xv. No child is left behind and Monksdown Primary is an inclusive school.

Question. How do you ensure the safeguarding needs of staff and pupils are met?

Response. Provision is professionally managed and the welfare of pupils and staff is paramount. All safeguarding procedures and policies are closely followed and adhered.

Question. What is the city-wide average for pupils in the SEN Register?

Response. Maria White will obtain the city-wide averages and feedback to governors.

MW

24/R03 FINANCE AND BUDGET UPDATE

The School Business Manager, Jo Needham, presented the report. Arising:

a) Budget Report – March 2024.

- I. The 3 Year Budget was presented to governors.
- II. The budget for 2023/24 is stable and balanced and there is no projected deficit.
- III. Income and formula funding for next year is and the same amount as 2023/24.
- IV. There are funding challenges in future years, but no deficits are currently estimated.
- V. Income for this year has been received in a range of areas.
- VI. The Breakfast Club and the After School Clubs are working well.
- VII. Energy. The recent bill for energy was £6,000 and the budget line is overspent.
- VIII. Agency Supply. This line is overspent largely due to staff absences.
- IX. Other areas of notable expenditure this year includes Bought in Professional Services, SLA's and Staff Development and Training (especially in relation to SEND).
- X. The buildings and maintenance budget in 2023/24 has been exceeded by .

Governors approved that funding of is vired from the existing school DFC budget to the school's Buildings and Maintenance budget line.

JN

XI. Governors were requested to consider the following budgetary proposals:

- i. Write off identified debts accrued by parents for Breakfast Club and dinner time fees.

Governors agreed to write off identified debts for the Breakfast Club and dinner time fees.

- ii. Approval of an Amazon Business Account with a credit limit of

Governors approved the opening of the Amazon account with a credit limit of

- iii. A payment of to conclude an outstanding cost to the school. The basis of the costing was presented to governors.

Governors approved the payment of to conclude the outstanding costs to the school.

Question. Will the lack of increase in formula funding next year result in budgetary pressures?

Response. Funding for next year is based on the October 2023 census. Whilst it is challenging for next year and more funding would help we project a deficit will be avoided in 2024/25.

Question. Are there any budget areas where more funding support is especially required?

Response. SEND provision is the main area where greater funding is much needed.

Governors noted the Finance and Budget Report.

b) Financial Audit

- The financial audit was conducted in February 2024. It was a rigorous process that covered all aspects of school finances and systems.
- The audit report and its associated actions will be presented to the next meeting of the Governing Board.
- It was reported that the audit had raised issues such as that the approval for all forms of expenditure must be approved by governors and formally minuted.

HT

c) SFVS

- The SFVS 2024 document involves the answering of 30 questions by the school and it is in the process of being completed for submission to LCC by the deadline of 31st March.
- The completed SFVS will be presented to the next meeting of the Governing Board.

HT

23/R04 BUILDING UPDATE

The Headteacher reported that the building programme is progressing well and, following the earlier virement of funds from DFC to the building budget, there are no issues to report.

23/R05 STAFFING REVIEW

The Headteacher explained that various staff have left the school. Staff vacancies are in the process of being filled and the school is keen to find quality and experienced candidates. The current job market is competitive, but the school is confident of employing quality staff.

An updated staffing report will be provided to a future meeting of the Governing Board.

HT

24/R06 BREAKFAST CLUB

The Headteacher presented the following report on the Breakfast Club and dinner time fees:

- The Breakfast Club is providing a good and popular service.
- Dinner time fees are costed at £2 per pupil per day. These fees compare favourably with other schools across the city. The daily £2 costs parents are fair and reasonable.
- Some schools have increased or are considering increasing dinner time fees.
- It was recommended that governors retain the cost of £2 per day per visit.

Question. How do you think parents would react to an increase of around 20p per visit.

Response. Many parents are on low incomes and an increase could prove difficult. Also, governors had earlier written off some of the debts. The £2 fee is a reasonable amount.

Governors agreed that the dinner time fee would be retained at cost of £2 per pupil per day.

HT

24/R07 ANY OTHER BUSINESS

There were no items of Any Other Business.

24/R08 DATE AND TIME OF FUTURE MEETINGS

i. Spring Term

- Governing Board - Thursday 21st March 2024 at 2.00pm.

ii. Summer Term

- Resources Committee (includes end of year Budget) – Thursday 23rd May at 9.15am.
- Curriculum and SEC Committee – Thursday 23rd May 2024 at 10.15am.
- Governing Board – Thursday 13th June 2024 at 9.15am.

There being no further business the meeting concluded at 10.10am