

MINUTES OF THE FINANCE, RESOURCES AND STAFFING COMMITTEE MEETING HELD ON TUESDAY 3RD DECEMBER 2024; COMMENCING AT 5.30 P.M. AT WHITESTONE INFANT SCHOOL, MAGYAR CRESCENT, NUNEATON, WARWICKSHIRE.

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Present : Mrs. N. Green, Mr. M. Hartopp, Mr. P. Johnson, Mr. D. Robinson, Mr. P. Stokes, Mrs. K. Ford-Lings, Mr. D. McGee, Mr. S. Shaw, Dr. S. Hill and Mrs. E. Johnson.

In Attendance : Mrs. J. Webster (Deputy Head, observer), Mrs. L. Knox (School Business Manager) and Miss. G. Matt (Clerk).

In The Chair – The Clerk.

1. Welcome and Apologies.

The Clerk welcomed everyone to the meeting.

Apologies were received and accepted from Mrs. M. Burdett, Mrs. S. Farmer and Mrs. R. Warwick.

2. Election of Chair.

Mr. Johnson. Proposed by Mr. Hartopp, seconded by Mr. Shaw and agreed by governors. There being no further nominations Mr. Johnson was elected as Chair of the FRSC for the academic year 2024/2025.

In The Chair – Mr. Johnson.

3. Election of Parent Governor.

The Chair, introduced Mr. McGee, the new parent governor to the meeting. Mr. McGee had toured the school as part of the governor induction process and will be undertaking the LA introduction course for new governors in January 2025.

4. Minutes and Matters Arising.

Minutes of the previous meeting held on Tuesday 9th July 2024 were read, agreed and signed by the Chair.

There were no matters arising.

5. Declaration of interest.

Mr. Johnson declared an interest in items relating to Stockingford Academy, Nursery Hill Primary School and a Trustee of Nuneaton Food Bank.

Mrs. Johnson declared an interest in items relating to Central England Academy Trust.

6. Finance Officers Report.

Summary Financial Officers Report to Governors Autumn Term 2024 dated 25th November 2024 had been previously circulated. Copy with original minutes. Mrs. McFadyen is our new Finance Officer.

The Budget Plan 2024/2025 to 2027/2028 has been updated.

Last year there were extensive cost cuttings and we are now in a better financial position to balance the budget. The forecast carry forward 2024/2025 is £139,972 and looking positive. Whitestone put forward its own financial management plans due to the strong expertise on the GB.

It is recommended that the reserves should, where possible be used to support one-off projects. No Special Needs income is included. The EHCP finance package pays for a TA 1:1.

From September 2026, 2027 and 2028 extra funding will be received each year for thirty extra pupils until the school has become a four class entry for each year group. Extra funding will pay for TAs, teachers, midday supervisors and SENDCo time. The 2025 budget will be changeable.

Mrs. Knox stated that the budget forecasts were accurate, 86% of which is spent on staffing. There will be a review of income and expenditure in Spring 2025.

Educational Psychologist (EP) Provision, the LA could not fulfil the requested sessions due to county wide capacity issue, so we have external agency support from STS instead.

In Year 1, there are 89 pupils; the vacancy would be filled before the end of this term. This will stop an appeal.

The advertisement for a main stream teacher for temporary for two terms attracted no candidates. The post will be re-advertised, if unsuccessful agency staff would be used.

The caretaker vacancy was re-advertised and three candidates applied. One candidate was interviewed and offered the position. We are now awaiting the all clear on references and safeguarding issues. The cleaner who was temporarily undertaking the key holder duties has finished this. Mrs. Green and Mrs. Knox are now undertaking key holding duties until the caretaker is formally appointed.

The current capital fund balance is £7,015. We are currently awaiting a decision from the LA who is responsible for the cost of repairing the ramp at Whitestone Community Centre, which is situated on the school site. If the school is found to be responsible the capital will be spent on the ramp repairs.

Risks for Head and Governors to consider:-

- Formula funding based on final figures for 2024/2025 based on actual October 2023 census data. Indicative formula funding for 2025/2027 and 2026/2027 includes TPAG estimated funding values.
- Pay awards are estimated for future years, to be confirmed.
- Other non-staffing expenditure inflation pressures, budgets should continue to be reviewed and forecast amended if necessary.
- Maternity cover, duration of maternity absences for two teachers is based on estimated return dates and may change. There may be some overlap of costs of individuals return before start of the Summer holiday period.
- Teacher vacancy assumed to be filled from 5th March 2025 at scale point M6. Actual scale to be confirmed.
- Outstanding WCC invoices. As discussed during the meeting the school currently have the following outstanding invoices with WCC.
WCC invoices £2,362.00. Negative Funding Adjustments £55,242.00. Total income owed £57,604.00.

Mrs. Knox reported that the gas rate had reduced and that the increase in water rates is to be confirmed.

The after-school clubs are operating at a profit. Extended Provision (Fund 30), the current balance is £5,952.

Mrs. Green reported that there had been an increase in pupils taking up Free School Meals, which included free after-school clubs and help in purchasing school uniforms.

ACTION Mr. Johnson stated that he was liaising with the LA and NBBC regarding the release of information that could secure more families with the criteria for FSM.

Mrs. Green reported that all of the MDS had signed their new contracts working one hour each day. GB asked had there been any issues, Mrs. Green replied no. This had resulted in less lunch-time play time for pupils, but there were fewer reported playground incidents.

Mrs. Green that Whitestone had been successful in obtaining two grants. Tesco grant £5,000. LA Independent Nursery Grant of £1,500, to develop writing for Early Years. This is in conjunction with “Stepping Stones” and includes training sessions. GB enquired what would the impact from this be with “Stepping Stones”. Mrs. Green replied pupils would have better talking skills and confidence.

Governors monitored the current budget and noted it contents.

7. Current Budget – Update.

Current Budget Forecast by CFR had been previously circulated. Copy with original minutes.

Governors monitored the current budget and noted it contents.

8. Pupil Premium – Update.

Pupil Premium new set targets and challenges for 2025 had been set. Total budget £63,500.

Mrs. Green reported that in Phonics most PP pupils are doing well and Phonics is the only subject to have national data for the Phonics Screening Check.

Governors enquired about the Baseline data when pupils started school. Mrs. Green replied that this data is collected nationally, but it is not submitted back to schools.

The gap between disadvantaged and non-disadvantaged pupils has closed.

“Mastering Parents Maths” is a parent work shop. Nuneaton Educational Alliance are providing a suite of CPD around supporting behaviours & SEND, including the “Positive Behaviour Programme”, a variety of staff receive this training and costs £150 for each school.

The Owl Sanctuary continues its valuable work and support to PP pupils.

9. Sports Premium – Update.

Budget is £17,000. There is a variety of lunch-time clubs for pupil’s participation. There will be a dance club in Summer term 2025. The pupils’ baseline fitness data; this is taken at the start and end of the academic year. Mrs. Ford-Lings is continuing to deliver Forest School sessions for Reception classes. There may be the possibility of training up another staff member to support her in the future.

10. Pay Committee – Update.

Mr. Shaw gave an update to governors. The Caretaker vacancy, see Item No 6.

11. Policies.

Check List for Annual Review of School Records Policy had been previously agreed by the governors and was then signed off and dated by the chair.

Information Security Policy had been previously agreed by the governors was then signed off and dated by the chair.

School Security Policy had been previously agreed by the governors was then signed off and dated by the chair.

ACTION The governors agreed the Check List for Annual Review of School Records Policy, Information Security Policy and School Security Policy that were all signed off and dated by the chair.

12. Any Other Business.

(a) The Clerk has emailed the Governors Information from the L.A.

(b) Mrs. Green reported that “Stepping Stones” have lowered their age of admission to two year olds and have asked Mrs. Green if they can acquire extra space to use as a small garden by their buildings for these pupils. Mrs. Green and the GB had no objects to this request. “Stepping Stones” would be responsible for garden’s maintenance that would be fenced off. This request is to be submitted to NNBC for planning permission.

ACTION GB agreed to “Stepping Stones” acquiring extra space to use as a garden for two year olds adjacent to their buildings in Whitestone’s grounds and submitted to NBBC for planning permission.

At this point Mrs. Green, Mrs. Knox, Mrs. Webster and Mrs. Ford-Lings left the room at 6.35 p.m.

CONFIDENTIAL MATTERS – see separate sheet.

12. Dates of next meetings.

P&S – Tuesday 21st January 2025; from 5.30 p.m. until 6.30 p.m.

Governing Body – Tuesday 25th February 2025 from 5.30 p.m. until 7.30 p.m.

FRSC – Tuesday 25th March 2025; from 5.30 p.m. until 6.30 p.m.

Governing Body – Tuesday 13th May 2025; from 5.30 p.m. until 7.30 p.m.

P&S – Tuesday 1st July 2025; from 5.30 p.m. until 6.30 p.m.

Pay Committee – Thursday 3rd July 2025; from 5.30 p.m. until 6.30 p.m.

FRSC – Tuesday 8th July 2025; from 5.30 p.m. until 6.30 p.m.

There being no further business the meeting closed at 6.45p.m.

Date Signed

(Chair)