

MINUTES OF THE FINANCE, RESOURCES AND STAFFING COMMITTEE MEETING HELD ON TUESDAY 9TH JULY 2024; COMMENCING AT 5.30 P.M. AT WHITESTONE INFANT SCHOOL, MAGYAR CRESCENT, NUNEATON, WARWICKSHIRE.

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Present : Mrs. N. Green, Mr. C. Atkins, Mr. M. Hartopp, Mr. P. Johnson, Mr. D. Robinson,  
Mr. P. Stokes, Miss. K. Ford-Lings, Mrs. S. Farmer 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 – Mr. P. Johnson.

1. Welcome and Apologies.

The Chair, Mr. Johnson welcomed everyone to the meeting.

Apologies were received and accepted from Dr. S. Hill, Mrs. M. Burdett, Mr. S. Shaw and Mrs. R. Warwick.

2. Minutes and Matters Arising.

Minutes of the previous meetings held on Tuesday 19<sup>th</sup> March 2024 and Extraordinary Budget Meeting held on Monday 29<sup>th</sup> April 2024 were read, agreed and signed by the Chair.

There were no matters arising.

3. Declaration of interest.

Mr. Atkins declared an interest in items relating to Chetwynd School and Etone College.

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

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

Mrs. Farmer declared an interest in items relating to Croft Junior School, Nuneaton.

4. Headteacher's Verbal Report.

Mrs. Green gave her verbal report.

Following the half-day suspension of a pupil, a re-integration meeting and further support had been put into place.

The pupil who is to be adopted has been well supported given the challenging behaviour displayed and we are working with Walsall Council following the escalation to receive additional support to meet needs.

Mrs. Green showed governors a plan of the school extension plans. There will be new block build behind the school kitchen. There will be a PPA room and new dining tables. The reconfiguration of walls in this area will provide a storage area. The fire route had been deemed satisfactory.

The present staff room will become an interview room and a visitor's toilet. This means that visitors can come into school without entry into the main school building for extra security. There will be another meeting/medical room, SEN and intervention room. Reception toilets contained within the Reception unit. There will be new playground toilets and a new staff room.

Plans have been taken back to the LA for the next meeting in September 2024. Consultation meetings will be held with governors and staff in November 2024. Whitestone will receive £90,000 furniture grant. A new playground canopy has been costed.

Many surveys have been undertaken during Summer 2024. This has included the electrical workload for the new build. All work will be undertaken to DFE guidelines. Hopefully, work on the project will commence in Summer 2025.

**Governors held a focussed discussion and monitored the new build plans.**

**Governors thanked Mrs. Green for her verbal report.**

#### 5. Finance Officers Report.

Summary Financial Officers Report to Governors Summer Term 2024 dated 28<sup>th</sup> June 2024 had been previously circulated. Copy with original minutes.

The summer term meeting with the Finance Officer revealed a better financial position. Mrs. Green has spoken to the LA regarding the shortfall in SEND funding, for which we will be reimbursed (not included in this report). Overall balance 2024/2025 £107,996 - 2025/2026 £81,240 - 2026/2027 £45,992 and 2027/2028 -£19,177.

Two pupils with EHCPs receiving additional money for TA full-time cover.

The MDS have now signed their new contracts regarding the cut in hours with HR at the LA. We now spend 86% of the budget on staffing, previously 91%.

Miss. Booth, new MDS commences in September 2024.

In September 2024, Whitestone is full, apart from two places in Year 2. Classes of over thirty pupils are only allowed in cases of pupils with EHCP.

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 2025/2026 and 2026/2027 includes TPGA estimated funding values.
- Pay awards are estimated from 2024/2025 onwards - to be confirmed
- 10% increase pa has been included for energy costs but must continue to be monitored
- Other non-staffing expenditure inflation pressures – budgets should continue to be reviewed and forecasts amended if necessary.
- A Band L EHCP and the resulting increase in TA hours have been included, assumed to start in September 2024 but actual funding to be confirmed.

Extended Provisions (Fund 30). The current balance is £0 as the Fund 30 had not been used. Whitestone from September 2024 will start using Fund 30 again and record all income and expenditure associated with this provision. This will enable a report to be shared with governors to

provide clarity that these additional activities run outside of the school day are viable and not having a financial impact on the school budget.

Governors stated that there was a good choice of after school activities and enquired did the cost have any impact on uptake. Mrs. Knox replied no, parents were willing to pay on average £6.50 for a single session per pupil.

Governors held a focused discussion and monitored the budget.

6. Budget monitoring update 2024/2025.

Contained within Item No. 5.

7. Pupil Premium and Sports Premium update.

Mrs. Green reported that it was their own choice that three pupils declined free music tuition.

Mrs Webster, from September 2024 will take over the Pupil Premium.

At this point Mr. Robinson entered the meeting at 6.05 p.m.

There are many things in order for the next academic year. The report will be available online before the end of this term. If a pupil cannot attend an afterschool club due to family arrangements, they will be offered a place on a lunch-time club.

TAs run after school clubs for which they receive extra payment.

8. Capital Spend – update.

The capital carried forward from 2023/2024 is £0. The DFC allocation for 2024/2025 is £7,015. The current capital balance stands at £7,015 and is planned to be used on new cupboard doors in classrooms 1, 2, 3 and 6 and new curtains.

The Caretaker is to paint classrooms 6 and 7 during the Summer holidays 2024.

The governors agreed to all the above work being carried out at a cost of £7,014.74.

9. Pay Committee Update.

See Confidential Items.

10. Policies.

The Finance and Administration policy had been updated to include the following:-

The security of stocks and other property.

The school will comply with Department of Education guidance on the requirements of the DfE Risk Protection Arrangement (RPA) insurance policy. This will cover personal accident insurance.

Insurance cover for individual school trips will be via the RPA.

Banking Arrangements and Audit.

Two signatures are required for BACs payment, using Lloyds Banking three step process.

There are four signatories on the account, including the Headteacher, Deputy Head and School Business Manager.

All BACs run reports are signed by the finance administrator, School Business Manager and Headteacher.

The Governors will ensure that both internal and external auditors have access to all reasonable documentation and will ensure that recommendations in the auditor's report are responded to.

Headteacher's Responsibilities.

The Headteacher and deputy Headteacher shall limit purchases using the School Procurement cards. The deputy Headteacher is £2,000 per month and a single transaction limit of £500. For the Headteacher it is £5,000 per month and a single transaction limit of £2,000

**ACTION** The governors agreed the above updates to the Finance and Administration policy that was then signed off and dated by the chair.

The Chair, Mr. Robinson came into school to observe and confirm that all the procedures had been correctly carried out.

#### 11. Correspondence.

The Clerk has emailed the Governors Information from the LA.

**ACTION** The governors agreed that in future Correspondence be removed from the agenda.

#### 12. Any Other Business.

(a) The Whitestone Community Centre fence and ramp requires fixing, the brick work is falling away. The LA has confirmed is a H&S risk. Mrs. Knox reported this is the responsibility of the school to get the work undertaken. Whitestone Community Centre does not have a lease with anyone. "Stepping Stones" has a lease with the LA.

**ACTION** The governors agreed the Mrs. Knox undertakes investigation as to the legal aspects of the above and reports back.

(b) Arden Limited has quoted £7,500 to undertake the lagging of the pipes in class A. **Governors considered that the quote was too high.** The heating system is not working satisfactorily. It was suggested that the hot water be turned off at the weekends. There is a water tank in class 8. There are many problems why this classroom is always too hot, but the answer remains unknown.

**Governors held a focused discussion and agreed that WES is not undertaking the work and responsibilities that Whitestone pays for.**

(c) Mr. Atkins announced that after serving as a governor for fourteen years, during which he had been chair that he was stepping down. He stated that he would purchase and plant a tree in the new forest area of the school in the near future. Mr. Robinson (chair) on behalf of the governors; thanked Mr. Atkins for all this dedicated service over the years and wished him well for the future.

(d) Mr. Robinson is to send thankyou letters to Mrs. Rudd and Mrs. Obrey who are both leaving Whitestone at the end of this term.

13. Dates of the next meetings.

Next academic year, Gateway Governor Training on-line sessions from 6.00 p.m. until 7.15 p.m., will be available. The dates and topics to be confirmed. Only three governors can attend one session.

Governing Body – Tuesday 1<sup>st</sup> October 2024; from 5.30 p.m. until 7.30 p.m.

Pay Committee – Tuesday 19<sup>th</sup> November 2024; from 5.30 p.m. until 6.30 p.m.

FRSC – Tuesday 3<sup>rd</sup> December 2024; from 5.30 p.m. until 6.30 p.m.

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

Governing Body – Tuesday 25<sup>th</sup> February 2025 from 5.30 p.m. until 7.30 p.m.

FRSC – Tuesday 25<sup>th</sup> March 2025; from 5.30 p.m. until 6.30 p.m.

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

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

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

FRSC – Tuesday 8<sup>th</sup> July 2025; from 5.30 p.m. until 6.30 p.m.

Governor Day – date to be confirmed.

At this point Mrs. Green, Mrs. Webster and Miss. Ford-Lings left the meeting.

There further business the meeting closed at 6.25 p.m.

Date ..... Signed .....  
(Chair)