

Finance & Resources Committee Meeting
Queen Emma School
Monday 27th November 2023, 5.30 p.m.
Minutes

Governors Present

Hannah Lewis
 Harriet Phillips (Chair)
 Nicole Wilson
 Richard Wilson
 Sarah Jarman (EHT)
 Stanley Wilson

Others present

Catherine Monument
 Julia Neal
 Zoe Vassiliou (Clerk)

	Item	Supporting Paperwork	Minutes	Actions
1	Apologies for absence		Apologies for absence were received from Toby Allebon	
2	Declaration of Interest		None declared.	
3	Agree Minutes of the last meeting	Minutes 02.10.2023	Minutes of 02.10.2023 were agreed by the Committee	
4	Matters Arising		<ul style="list-style-type: none"> SBM is still waiting for the formula to work out ground rent for CKC. Clerk confirmed that the HR audit has been amended as discussed at the last meeting. 	
5	Personnel Update (SJ)		<p>Queen Edith</p> <ul style="list-style-type: none"> Y5 class teacher will start maternity leave 2 weeks early on 04.12.2023 and temporary cover arrangement are in place for the remainder of the Autumn term. From January 2024 a supply teacher will providing cover 4 days per week, with 1 day's teaching continuing to be provided by the existing teacher. P/T Y5 class teacher who has been on long term leave will not return this term and has resigned. Existing class teacher will continue to work 4 days per week instead of 3 and one day per week will continue to be covered by existing supply teacher; these 	

			<p>arrangements are in place until July 2024.</p> <ul style="list-style-type: none"> • Y3 class teacher remains absent due to ill-health. • Carole Watkison who has worked at Queen Edith in the school office, as a teaching assistant and senior midday supervisor is retiring at the end of the Autumn term. <p>Queen Emma</p> <ul style="list-style-type: none"> • Both class teachers in the Y5 job share have resigned and we have recruited a full-time class teacher who will start with us in January. • EYFS phase leader is on maternity leave; we had promoted a class teacher internally to cover this role and they are now pregnant and absent due to ill-health. • Year 1 class teacher has asked to reduce her hours to 3 days per week which we hope to accommodate. We have advertised a part-time role and are interviewing in December. • SENCo remains signed off until February 2024 with RH continuing the role of Acting DH. • Challenge: How is the school managing without a SENCo? The work-load is shared between EHT, DHs and the Family worker which is having an impact. We are paying for 1 day per week secondment from the Local Authority to ensure we cover our statutory obligations. There are a large number of children with significant behavioural problems without an EHCP so we are having to fund teaching assistants to work with these from the school budget. 	
6	Budget Overview (SJ/CM)	CFR Budget Monitor – Oct 2023 Revenue balance explanation Capital budget explanation	<p>Governors were provided with their first budget monitoring report since the introduction of SBS online.</p> <ol style="list-style-type: none"> 1. Challenge: Has this change over worked more smoothly in other schools? Like Orovia the system has not been set up with Federations in mind and we have been one of the last schools to be set up, however on local business manager forums staff are unhappy with the implementation, training and the system itself. 2. Very limited number of specific ledger codes so SBM has included notes of what is included in ledger codes but these have not printed out in the summary. 3. Revenue brought forward from 22/23 was £214, 372 (made up of £275,936 carry forward from Queen Edith and £61,564 overspend by Queen Emma). 4. Income projected to be received by QF is £5,266,431 and projected expenditure (at 31.10.2023) is £5,422,711. Therefore an overspend of £156,280. 5. SLT are looking at cost savings; PPA is increasingly being provided by Premier Sport and we are recruiting an HLTA who can cover PPA across the Federation. Subject budgets for 2024/25 will be very limited; catering function has been outsourced to Aspens, both schools have been making a loss on school meal provision due to very high increase in food costs and staff absence. 	

			<p>6. There has been a 200% overspend on support staff supply budget due to increasingly high SEMH and behavioural needs, with very few services in place to support schools with these pupils. Moving forward there will be a reduction in teaching assistants to 1 per class which is going to feel very different for teaching staff. The current reliance on agency teaching assistants is completely unsustainable and we are having to monitor cash-flow in the school bank account.</p> <p>7. Challenge: E27 (brought in professional services) is overspent by £198k and E28a (brought in professional services) is overspent by £50k. What does this include? E27 is the over spend at Queen Emma on supply costs and E28a is the over spend at Queen Edith on supply costs. At Queen Emma this is largely made up of supply TAs, teachers, with some catering staff costs. At Queen Edith this is largely made up of catering staff costs, with some supply TA and teacher costs.</p> <p>8. Challenge: How will these costs be reduced? With the transfer of catering services to Aspens there will be no further catering supply costs. Moving forward there will be 1 TA per classroom in order to reduce our supply costs.</p> <p>9. Challenge: Don't EHCPs specify that children should receive TA support? EHCPs do specify support but it does not have to be a one-to-one TA and can be other support for example funding Art Therapy, nurture provision, chill-out rooms or other learning interventions.</p> <p>10. Challenge: E19 (Learning resources) is overspent by £71k. What is included in this cost centre? This is ledger code for school trips and is not an overspend as we have received income to cover these costs.</p> <p>11. Challenge: E07 (Cost of other staff) is overspent by £49k What other staff does this include? It could include breakfast club staff, Little Dragons staff or Caretaker overtime. These costs should be recouped through income from wrap-around care and lettings. SBM will look at which staff are included in this cost centre and feed back to the Committee.</p> <p>12. Challenge: Governors remain concerned that they have only received reports to allow them to monitor the budget 58% of the way through the financial year. There is a significant overspend and if the Committee had been able to see monitoring reports we may have been able to rectify issues earlier in the financial year. The Committee would like to proceed with writing to the Local Authority detailing the limitations of the reporting system (ledger codes and not set up for Federation reporting) and their dissatisfaction around implementation and training. SBM will speak to Karen at ICT to ask who the Committee should write to.</p>	<p><u>CM to look at staff included in E07</u></p> <p><u>CM to contact Karen at ICT</u></p>
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7	Policies for review and ratification	CCTV & Surveillance Policy First Aid Policy	Ratification: The CCTV and Surveillance Policy was ratified by the Committee. Ratification: The First Aid Policy was ratified by the Committee.	
8	Staff training request	Request to be shared at the meeting	Confidential minute	
9	Five year admissions forecast	Cambridgeshire Primary School Admissions (revised 2023) Queen Edith School Queen Emma School	<ul style="list-style-type: none"> The up-dated 5 year admissions forecast was shared with the Committee. There is a forecast decline in admissions at both schools over the five year period which, if the forecast is correct, would impact funding streams. Committee noted these forecasts. 	
10	Premises (CM)		<p>Queen Edith The drainpipes around the court yard are loose and need to be changed; the local authority have agreed to fund this. The roof next to the swimming pool needs to be repaired and the swimming pool needs to be lined with vinyl. Unfortunately the painting we had done last year has peeled off. We are going to check if there is a guarantee on the work. However, the swimming pool cannot be covered until the roof is mended so we are trying to hurry this work along, as the DIP training takes place in April 2024. As a priority we need a ramp in the KS2 playground for wheelchair access. Move forward with the partition wall in the ICT suite to create a PPA area for staff. Railings in the Nursery have been completed.</p> <p>Queen Emma Hall floor is in great need of renovation – needs sanding down and sealing. Challenge: Given the state of the budget can we move ahead with these plans? Yes, as the capital budget remains healthy.</p>	
11	Health and Safety Report (CM)	Queen Emma Minutes – to be presented on 22.01.2024	No minutes have been received.	
12	What is the impact of decisions made during this meeting upon the standards and improvement of the Federation?		<ol style="list-style-type: none"> Impact of budget on teaching and learning. Seen the training request policy in action and applied. Personnel is becoming more complex and expensive. 	
13	Safeguarding	Update on filtering and monitoring	<ul style="list-style-type: none"> We have received 9 alerts since the new filtering and monitoring system has been in place. Our fire wall is holding up very well as nothing has got through. Basic safeguarding training for staff and governors is taking place throughout the Autumn term, with more scheduled for Spring term. 	

14	Correspondence Circulated		Five year admissions forecast.	
15	Items to be reported to parents		None	
16	Any other business		None raised	
17	Date of next meeting:		Monday 22nd January 2024 at 5.30pm	

Signature:  _____ Date: 22.01.2024
 (Harriet Phillips, Chair, Finance and Resources Committee)