

Hythe Bay Church of England Primary School and Children's Centre
Minutes of Resources Committee
hybrid meeting on Monday 9th December 2024 at 6.00pm



Present: Julia Comber (Chair), Jon Jansen-Alder (Vice-Chair),
 Rebecca Prout (Headteacher), Sarah Lomax and
 Dr Joad Wren (arrived late).

Clerk: Sam Brown.

Quorum: 3 Governors

Item		Action by
1.	Welcome The Chair welcomed everyone to the meeting.	
2.	Apologies for absence There were no apologies received. Alison Chambers and Joyce Rhodes did not attend. The Clerk confirmed that the meeting was quorate.	
3.	Declaration of business interests There were no declarations.	
4.	Minutes of previous meeting – 21st October 2024 – and matters arising The minutes of the previous meeting were unanimously agreed and would be signed as being a true record. There were no further matters arising not covered by the agenda.	
5.	Finance <u>5.1 Six Month Return Comments</u> Governors noted the comments made by the Local Authority on the submitted 6 month monitoring. The Headteacher highlighted the comment regarding I17 and explained that this was due to the maternity cover for the Nursery Teacher and would be rectified by Year End. She also highlighted the comment regarding BCM (Balance Control Mechanism) confirming that by the 9 month monitoring the BCM would not be an issue as will be explained in the Item No 5.2 A governor asked what happened if the school did go over the BCM. The Headteacher confirmed that the Local Authority would take back the funding amount greater than the BCM. <u>5.2 Budget Monitoring including Capital Funding</u> The November budget monitoring report was presented by the Headteacher. She highlighted the key points which included; <ul style="list-style-type: none"> • I01 now included CSBG (Core Schools Budget Grant) to fund Teachers Pay increase of 5.5%. • I06 grant funding for Senior Leader Mental Health Training offset by cost of training. • I13 showed the income from donations by the Friends of Hythe Bay for the playground which would again be offset by the expenditure in E19. 	

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The Headteacher continued to highlight variances on expenditure codes as follows;

- Expenditure on E01 had increased due to pay increase and previously agreed pay assimilation to scale points.
- E03 had increased due to increased support required for HNF funding children offset by additional income in I03.
- E03 also included redundancy payments which were offset by income in I07.
- E13 included commitment for fencing and tree works, which had since been renegotiated to reduce costs from £10,000 (ten thousand pounds) to £2,800 (two thousand eight hundred pounds).
- E19 variance due to expenditure for Young Voices and Year 6 Residential trips will be offset by income.

In summary the in-year revenue surplus had increased to £55,724 (fifty five thousand seven hundred and twenty four pounds) since budget setting, added to the rollover carried forward would mean a revenue balance to carry forward into 2025 of £245,801 (two hundred and forty five thousand eight hundred and one pounds) which is just under our BCM figure of £253,471 (two hundred and fifty three thousand four hundred and seventy one pounds). The Headteacher confirmed that a commitment for further ICT equipment had been made in the capital budget but moving forward money may need to be allocated to refurbishing the toilets and the main entrance flooring.

5.3 Three Year Budget Plan Recast

The Headteacher explained that when the three year budget had been set Year R intake numbers had been based on 15 children, however by the October Census these figures had risen to 21, which shows as an increase in I01 funding for Year 2. This also had the knock on affect with Pupil Premium funding due to the increased numbers. The Headteacher asked governors to note with caution the income budgeted for HNF / SEN in I03, as the future of HNF was still uncertain. She explained that Kent would be moving to the Localities Model but as yet no one is sure what exactly this will look like and what it will mean for the level of funding to schools. Each school is allocated to a group of schools, Hythe Bay's included the PRU Birchwood and the Turner Academy as well as similar primary schools with comparable needs. Each locality would have an independent chair which are yet to be recruited. **A governor asked if this was a DfE initiative.** The Headteacher explained that it was not, she stated that it was a KCC requirement following their participation in the governments safety valve programme in order to save money. It also involved the re-designation of some Special Schools and changing of funding streams for SRPs.

Dr Joad Wren joined the meeting at 6.14pm.

A governor asked which figures had been used for the recast budget. The Headteacher confirmed that schools had been instructed to base their budgets on the current funding. **A governor asked if Hythe Bay should be more cautious and adjust the HNF figures to 75% of the current budget.** The Headteacher explained that as the budget

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	<p>showed we would be in access of BCM in Year 2 of the budget plan this would allow a cushion should the funding be reduced. A governor asked what the potential impact on Barnacles would be. The Headteacher confirmed that at the current time she was unsure how this would work and some of the children were in the process of being assessed to access Special School places. However so far no alternative places were available to meet these children's needs.</p> <p>The budget would continue to be closely monitored with a further review being considered once the funding situation is known. A governor asked how the school would be able to meet the increase in employer National Insurance costs. The Headteacher confirmed that a grant was being made available by the government to cover this cost for schools. A governor asked why the Year 3 Pupil Premium funding reduced. The Headteacher explained this was because the funding lagged behind and was based on the Autumn Census figures, which in Year 3 would show low numbers in Year R and Year 1 classes.</p> <p><u>5.4 CIO Budget Monitoring</u></p> <p>The Headteacher presented the document for information only as it would be scrutinized by the CIO Trustees. She said that an in year surplus of £46,599 was expected (forty six thousand five hundred and ninety nine pounds) which would be added to the rollover to give a figure of £185,195 (one hundred and eighty five thousand one hundred and ninety five pounds) to carry forward. The Headteacher confirmed that the Trustees were happy with the current position and instructions had been given for the Nursery to buy the new 6 seater bus.</p>	
<p>6.</p>	<p>Any Other Urgent Business</p> <p>The Headteacher confirmed to the meeting that the roof of the Youth Centre building had be damaged during the recent storm and Skanska had been tasked with repairs. She stated that as the building belonged to KCC this would not be at a cost to school. She explained that a quote had been obtained to carry out works to fire doors previously highlighted by the Fire Risk Assessment, currently estimated at £17,000 (seventeen thousand pounds). These works would be prioritised and further quotes would be obtained.</p> <p>The Clerk confirmed that the Budget 2025/2026 Consultation had been received by KCC and would be circulated as appropriate.</p>	<p>Clerk</p>
<p>7.</p>	<p>Confidentiality</p> <p>There were no confidential items.</p>	
<p>8.</p>	<p>Date of Next Meeting</p> <p>Monday 27th January 2025 at 5.30pm – full meeting in person.</p>	

The meeting closed at 5.43pm.

Apologies received after the meeting from Ali Chambers and Joyce Rhodes.

SUMMARY OF ACTIONS

MIN NO	ACTION	BY WHO	BY WHEN
6.0	Budget Consultation circulated	Clerk	ASAP

Signed Julia Comber Chair of Meeting 27/01/2025 Dated