

Hythe Bay Church of England Primary School and Children's Centre
Minutes of Resources Committee
held virtually on Monday 25th March 2024 at 6.00pm



Present: Julia Comber (Chair), Jon Jansen-Alder (Vice Chair), Sarah Lomax, Carolyn Chivers (Headteacher), Ali Chambers, Rebecca Prout (Deputy Headteacher).

Clerk: Sam Brown.

Quorum: 3 Governors

| Item | | Action by |
|-----------|--|------------------|
| 1. | Welcome The Chair welcomed everyone to the meeting. | |
| 2. | Apologies for absence The Clerk confirmed that no apologies had been received but that Philip Cave, LA Governor and member of the Resources Committee had tendered his resignation. A replacement would be discussed at the next FGB. Joyce Rhodes did not attend. | |
| 3. | Declaration of business interests There were no declarations. | |
| 4. | Minutes of previous meeting – 22nd January 2024 – and matters arising The minutes of the previous meeting were unanimously agreed and would be signed as being a true record at the next opportunity. No further matters arising not covered by the agenda. | |
| 5. | Finance <u>5.1 Budget Monitoring including Capital Funding</u> The Deputy Headteacher presented the February monitoring report explaining that the year-end closedown had taken place today and final figures would be reported at the next Resources meeting . She stated that the current monitoring would be a good indicator of the final figures. Total revenue income was expected to be £2,429,484 (two million four hundred and twenty nine thousand four hundred and eighty-four pounds), this was a variance of £152,252 (one hundred and fifty two thousand two hundred and fifty two pounds) on the original budget. The Deputy Headteacher explained that this was mainly due to additional HNF, Ukrainian grant, Covid catch-up and National Tutoring funding not included in the budget. She highlighted additional income from hire of facilities and club income on I08 as well as the income from maternity payments in I10 which was offset by the corresponding expenditure. Expenditure was expected to be £2,369,702 (two million three hundred and sixty nine thousand seven hundred and two pounds) leaving an in year surplus of £59,782 (fifty nine thousand and seven hundred and eighty two pounds). Taking into account the revenue | Clerk |

Signed

Chair of Meeting

Dated

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balance carried forward of £137,659 (one hundred and thirty seven thousand six hundred and fifty nine pounds) this would leave a rollover balance carried forward of £197,441 (one hundred and ninety seven thousand four hundred and forty one pounds) a variance of £58,777 (fifty eight thousand seven hundred and seventy seven pounds) on the original budget. Governors felt this was a positive outcome and the rollover would help with next year's budget.

5.2 Nursery and Out of School Club Monitoring

The Deputy Headteacher presented the CIO monitoring report explaining CIO Trustees had approved a 9.8% pay increase for staff and had in line increased the fees for parents. The predicted in-year deficit of £30,969 (thirty thousand nine hundred and sixty nine pounds) was now expected to be an in year surplus of £15,357 (fifteen thousand three hundred and fifty seven pounds). This in turn meant there remained a healthy rollover balance to carry forward of £185,453 (one hundred and eighty five thousand four hundred and fifty three pounds). CIO Trustees would scrutinise and approve the budget at their next meeting. The closedown report would be presented to both committees as soon as they were available from the accountant.

A governor asked if a 9.8% pay increase across the organisation was setting a dangerous precedent. The Headteacher explained that this had been decided to ensure differentials were maintained as well as high levels of staff retention. She confirmed that CIO staff also received less benefits than school staff in respect of pensions and sick pay. A governor asked if this type of pay increase would be sustainable. The Headteacher confirmed that this was an exceptional increase due to the rise in the National Living Wage and was not the norm.

A governor noted from their minutes that Trustees were happy for the OSC to be a loss leader and asked until what point this would continue. The Headteacher established that the setting was continually monitored and reviewed by Trustees. The Deputy Headteacher confirmed that a different session structure would be trialled over the May half term to try and increase booking numbers.

5.3 Contracts Review

The Deputy Headteacher explained to the meeting that the Finance team were in the process of trying to reduce energy expenditure by combining all meters with the same supplier. However the final figures were not yet available, she asked the meeting if they were happy to agree any change to contract via email if the deadlines to switch was before the next meeting. **Governors unanimously agreed.** A governor asked if a third party was being used to find energy deals. The Clerk confirmed this was the case.

Finance

5.4 9 Month LA Monitoring Feedback

Governors noted the feedback report received from the Local Authority related to the 9 month monitoring return.

6. **Any Other Urgent Business**

6.1 Kent Scheme Pay

Signed



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| | <p>The Deputy Headteacher explained to the meeting that Kent County Council had released details of the Kent Scheme Pay late on Friday afternoon. She confirmed that they had stated an increase of 9.6% to KR3 staff to ensure they remained above the National Living Wage. They had agreed the TCP ratings as 2.7% for successful, 3.8% for excellent, 4.9% for outstanding. The Deputy Headteacher asked governors to confirm that they were happy with all support staff receiving the successful grading equating to 2.7% increase except those on KR3 which would receive 9.6%. Governors unanimously agreed.</p> <p>A governor asked if there had been any further update on intake numbers for Reception. The Headteacher confirmed that currently 14 were expected. She explained that the Specialist Resourced Provision had received notification that their commissioned places would not be changing this academic year remaining at 22 which was good news. However notice was expected to be given to 11 families currently living at Pensand House. The Headteacher confirmed that school were awaiting a timeline and budget information before progressing with the previously agreed redundancy process. A governor asked if there had been any feedback from staff following confirmation that the process was necessary. The Headteacher stated that some staff had provisionally expressed interest in voluntary redundancy whilst others were actively looking for employment opportunities.</p> | OM |
| 7. | <p>Confidentiality There were no confidential items.</p> | |
| 8. | <p>Date of Next Meeting Monday 13th May 2024 – full meeting in person.</p> | |

The meeting closed at 6.27pm.

SUMMARY OF ACTIONS

| MIN NO | ACTION | BY WHO | BY WHEN |
|--------|---|---------|--------------|
| 5.1 | Closedown Reports next agenda | Clerk | Res 13.05.24 |
| 5.3 | Finance Team to finalise energy contracts | Finance | ASAP |
| 6.1 | Kent Scheme Pay actioned | OM | ASAP |

Signed 

Chair of Meeting

Dated 13/05/2024