

Hythe Bay Church of England Primary School and Children's Centre
Minutes of Resources Committee
held virtually on Monday 11th December 2023 at 5.30pm



Present: Jon Jansen-Alder (Vice-Chair and Chair of this Meeting),
Carolyn Chivers (Headteacher), Sarah Lomax, Joyce Rhodes and
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 Apologies were received and accepted from Phil Cave and Julia Comber. Alison Chambers did not attend.	
3.	Declaration of business interests There were no declarations.	
4.	Minutes of previous meeting – 30th October 2023 – 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. Mrs Joyce Rhodes apologised again for missing the meeting. There were no further matters arising not covered by the agenda.	
5.	Finance <u>5.1 Budget Monitoring including Capital Funding</u> The October budget monitoring report was presented by the Deputy Headteacher. She highlighted the key points which included; <ul style="list-style-type: none"> • I03 had reduced since last month as two children with HNF had left and a further child was due to leave at Christmas. • Income in I08 had increased due to facilities hire for out of school activities like karate and badminton. • I08b had increased as a child had been allocated additional funding by the LA for one to one support. This would be offset by the associated staff costs. • I11 was the income from expected items which would be offset by the maternity pay expenditure. • I13 showed the income from donations for the sensory room which would again be offset by the expenditure in E24. • I17 had increase following the hire of the minibus by the scouts. • I18 had reduced as the PE Grant allocation had been released by the ESFA (Education Schools Funding Agency) and was less than budgeted. • I18c increased as more Recovery Premium had been received than expected. 	

Signed  Chair of Meeting 22/1/24 Dated

A governor asked why the Recovery Premium would be more than expected. The Deputy Headteacher explained that the final figure was calculated from the October census pupil numbers which had increased since budget setting so an adjustment had been received accordingly. A governor asked with the increased use of the hall facilities were the school charging enough. The Headteacher stated that the charges were comparable with other local venues and the Clerk confirmed that increases to the prices had been made in April to ensure the increase in utilities costs were covered.


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

- Expenditure on E01 had reduced due to maternity and paternity leave.
- E03 had increased again because of the coding for maternity pay which would be offset by income in I11.
- E19 variance due to expenditure for Young Voices trip will be offset by income. Also Year 3 / 4 trip booked for next year which needed to be paid for before income received.
- E20 subscription now spread over three years so slight reduction from budget.
- E24 expenditure on sensory room equipment as previously mentioned.
- E28 small increase due to charges from Education People for template policies and terms of reference that previously were free.

In summary the in-year revenue balanced has increased by £33,097 (thirty three thousand and ninety seven pounds) since budget setting to £34,103 (thirty four thousand one hundred and three pounds) added to the rollover carried forward will mean a revenue balance to carry forward into 2024 of £171,762 (one hundred and seventy one thousand seven hundred and sixty two pounds). A governor asked why there had been an increase on expenditure on E27. The Deputy Headteacher explained that some counselling had been provided for a looked after child and this would be offset by additional pupil premium plus money received.

5.2 Three Year Budget Plan Review

The Deputy Headteacher explained that when the three year budget had been set advice had been to expect a 2% increase to funding for Years 2 and 3. However when recasting the budget advice had been changed and this increase is now expected to be 1.5%. She confirmed that a 3% pay increase had been built into the budget but depending on the outcome of the Teachers Pay Review Body in the summer this may increase in Sept 24. The Deputy Headteacher confirmed that the retirement of the Headteacher and appointment of a new Headteacher had also been accounted for in Year 2 of the plan. The Deputy Headteacher highlighted the falling amount available for learning resources over time as staffing costs increased.

Signed..... Chair of Meeting 22/1/24 Dated

	<p>Capital expenditure projects had not yet been decided for years 2 and 3 but the carpeting and new ICT equipment had meant an in-year deficit this year covered by the rollover carried forward.</p> <p>The budget would continue to be closely monitored with a manageable in-year deficit in year 2 returning to a small surplus in year 3.</p> <p><u>5.3 CIO Budget Monitoring</u> The Deputy Headteacher presented the document for information only as it would be scrutinized by the CIO Trustees. She said that spending had been readjusted in consultation with the Nursery Manager and even with the purchase of Stepping Stones a small in year surplus of £127 was expected (one hundred and twenty seven pounds). The Deputy Headteacher confirmed that the Trustees were happy with the current position.</p>	
6.	<p>Any Other Urgent Business The Clerk confirmed a compliance visit was scheduled for Thursday 11th January 2024. A governor asked what this involved. The Clerk explained that a representative from KCC would visit to ensure all financial process were being followed in accordance with the Scheme for Financing Schools, they would check decisions had been recorded in minutes and approved by governors, they would check against our SFVS (Schools Financial Values Standard) as well as the Governance Handbook and health and safety guidelines. The Headteacher added that there would be areas highlighted for improvement.</p>	
7.	<p>Confidentiality There were no confidential items.</p>	
8.	<p>Date of Next Meeting Monday 22nd January 2024 at 5.30pm – full meeting.</p>	

The meeting closed at 5.50pm.

SUMMARY OF ACTIONS

There were no actions to be recorded.

Please note - Following the meeting the compliance visit was rescheduled to Thursday 1st February to allow a Governor Working Party meeting to take place on 11th January 2024.

Signed  Chair of Meeting Dated 22/1/24

