

Hythe Bay Church of England Primary School and Children's Centre
Minutes of Resources Committee
held virtually on Monday 12th December 2022 at 5.45pm



Present: Phil Cave (Chair), Julia Comber (Vice-Chair),
 Carolyn Chivers (Headteacher), Sarah Lomax and
 Rebecca Prout (Deputy Headteacher).

Clerk: Sam Brown.

Quorum: 3 Governors

Item	Action by
<p>1. Welcome The Chair welcomed everyone to the meeting.</p>	
<p>2. Apologies for absence Apologies were received and accepted from Jon Jansen-Alder and Joyce Rhodes.</p>	
<p>3. Declaration of business interests There were no declarations.</p>	
<p>4. Minutes of previous meeting – 17th October 2022 – 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.</p> <p><u>4.1 Pay Policy</u> The meeting scrutinised the policy and agreed to recommend the document to the FGB to ratify at the next meeting.</p> <p>There were no further matters arising not covered by the agenda.</p>	
<p>5. Finance</p> <p><u>5.1 Budget Monitoring including Capital Funding</u> The November budget monitoring report was presented by the Deputy Headteacher. She highlighted the key points which included;</p> <ul style="list-style-type: none"> • Revenue income had increased from £2,224,448 (two million two hundred and twenty four thousand four hundred and forty eight pounds) to £2,315,471 (two million three hundred and fifteen thousand four hundred and seventy one pounds). This change was due to an increase in the number pupils which also came with additional HNF, Looked After Child funding and Ukrainian Child funding. • The governors were asked to note the variance on I08 as this income had now been recoded to I17 on the request of the LA. • Income from the Residential I12 would be offset by the corresponding expenditure. <p>A governor asked if income from lettings I08 was fully equalised. The Deputy Headteacher explained that lettings levels were not yet back to pre covid levels. A governor asked if some kind of advertising was needed to achieve this. The Deputy Headteacher explained that she</p>	

Signed *Phil Cave* Chair of Meeting 9/2/23 Dated

would consult with the Finance Officer who coordinated the bookings to look at any further potential.

- E01 positive variance of £46,002 (forty six thousand and two pounds) was again due to recoding to E31 for the costs of the Nursery Teacher as well as savings made on maternity cover and SENCO recruitment.
- E09 overspend was due to the SENCO having to undertake the NASENCO qualification, not previously budgeted for.
- E19 variance was due to additional resources purchased to enable continuous provision as reflected in the SIP.
- In year revenue balanced increased by £23,166 (twenty three thousand one hundred and sixty six pounds) to £46,459 (forty six thousand four hundred and fifty nine pounds) added to the rollover carried forward will mean a revenue balance to carry forward into 2023 of £109,556 (one hundred and nine thousand five hundred and fifty six pounds).

5.2 Three Year Budget Plan Review

The Deputy Headteacher explained that the recast budget predicts a larger rollover than expected in the current year however it also shows an in year deficit in year two of £12,037 (twelve thousand and thirty seven pounds). The Deputy Headteacher confirmed that she felt confident with the move towards the National Funding Formula this would reduce before the budget would be set next year.

The budget would continue to be closely monitored and the announcement on funding would be made in February following the LA Consultation.


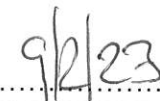
5.3 CIO Budget Monitoring

The Deputy Headteacher presented the document stating that the operating income was currently less than budgeted for both the Nursery and Out of School Club, this in conjunction with the increase in staff costs would mean that the predicted operating surplus at year end of £61015 (sixty one thousand and fifteen pounds) would reduce to £1304 (one thousand and four pounds). The Deputy Headteacher explained that the CIO Trustees would look at this in more detail at their next meeting.

She confirmed that there would still be a rollover balance to carry forward of £133,743 (one hundred and thirty three thousand seven hundred and forty three pounds) so this would not cause any immediate issues however consideration would need to be given to an increase to fees this year as they had been frozen for the past two years. The Resources Committee agreed that this would be prudent but the decision remained with Trustees.

6. **Any Other Urgent Business**

The Clerk confirmed that the six monthly monitoring feedback had been received from the Local Authority to share with governors. There was one comment from the LA on the return submitted regarding a refund of supply insurance premium that was still outstanding.

Signed  Chair of Meeting  Dated

7.	Confidentiality There were no confidential items.	
8.	Date of Next Meeting Monday 23 rd January 2023 at 5.45pm – full meeting.	

The meeting closed at 6.15pm.

SUMMARY OF ACTIONS

MIN NO	ACTION	BY WHO	BY WHEN
5.1	Feedback on Lettings potential	DH	23.01.2023
5.3	Further investigation of CIO Income	Trustees	ASAP

Signed  Chair of Meeting  Dated