Kirklees Directorate for Children & Young People DfE: 7005

**THE GOVERNING BODY OF RAVENSHALL SCHOOL**

Minutes of the meeting of the Finance & Resources Committee held at 4.45 pm at the school on Wednesday 25 September 2024.

PRESENT

Mr R Robinson (Head Teacher), Ms K Dickinson, Miss S Hoffmann, Ms S Lee (Chair)

In Attendance

Ms R Thackray (School Business Manager/Associate Member)

Miss J Tingle (Minute Clerk)

1. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs J Kilbride, with consent.

There were no declarations of interest.

2. MINUTES OF THE MEETING HELD ON 15 MAY 2024

**RESOLVED**: That the minutes of the last meeting held on 15 May 2024 be approved and signed by the Chair as a correct record.

3. MATTERS ARISING

It was agreed that all actions have been completed from the Action Log in the previous minutes.

4. FINANCIAL MANAGEMENT AND MONITORING

1. Budget spend, SAP Report, Money Manager

Ms R Thackray had distributed copies of the Period 3 and Period 5 Budget Reports to the committee prior to the meeting. Questions of clarification on Period 3 had been received by email before the meeting from a governor.

**Q: What is included in the Other Grants & Payments?**

A: This includes items not in the other income lines such as apprenticeship incentives received and payments from other LAs for pupils not in Kirklees.

**Q: What are external professional fees non curriculum?**

A: This is for the school nurse.

**Q: Are external professional fees curriculum for using APSO?**

A: Yes. The agreement for this service has been extended to include the Autumn Term whilst the school continues to skill its own staff.

**Q: What is included in the HR spend?**

A: This is the annual HR Standard Package and the annual Payroll costs.

**Q: What is the YTD budget column?**

A: This is the annual figure divided by 12 and then multiplied by whichever month has been reached. However it doesn’t reflect changes during the year, for example staff changes.

1. Significant Income

Ms Thakray advised that the teachers’ pension grant of £121K had been received which is sufficient to cover the increased pension costs.

An extra grant of £91K was received to cover teachers’ pay rises

1. Significant Expenditure

Governors were advised that £10K had been spent on furniture to refresh staff work areas. A separate room away from work for lunch and breaks was in use which was well received by staff.

The school had taken delivery of 2 minibuses.

**Q: Do people involved in the fund raising know that the buses have been delivered?**

A: Yes, it went out on the school’s social media.

In response to the staff survey on well-being, a refurbished container had been ordered to use as a work room/rest area at the PFA site. The cost was £12K plus VAT and delivery was expected in 5-7 weeks. The plan was also to free up space in the main building.

1. Overall Budget Update

Ms Thackray informed governors that pupil numbers had been reduced by 10 to 199 which had impacted the budget. Bandings on pupils who had come had also dropped. Some pupils were on the wrong band and the school was working to have these increased. The impact was between £150K to £220K which the LA was drawing back. The LA had said that the £10K per pupil plus top up was not guaranteed and that £70K for 7 months was therefore in doubt.

 **Q. Can we challenge this?**

 A. Yes, and we are.

The Head Teacher expanded on this in detail and explained that there were a lot of factors involved. One was that the school was using hoists for the first time. In addition, there was a reluctance on the part of the LA to discuss banding before April whilst the SEND school funding was under review.

 **Q. When was the band agreed for the child requiring the hoist?**

 A. This was a historic decision and not challenged by the previous school.

The Head Teacher confirmed that the school was working very hard to get answers and provided reassurance that when decisions were made they were back dated to September.

The governors expressed concern that even though funding was still needed, the LA was trying to spend less.

Ms Thackray mentioned that the core school budget grant for special schools was £610 per pupil which it was hoped would bring in £121K. This was for the teachers and support staff pay rise.

5. PREMISES AND RESOURCES

Ms Thackray advised that the modular building was the responsibility of Pinnacle FM and improvements were made over summer.

The pedestrian gate was made more secure with a keypad replacing the push button.

The all-weather play area was repaired by Pinnacle.

The reading hut was in use.

**Q: Is this timetabled so all classes can use it?**

A: Yes

6. HEALTH AND SAFETY

It was reported that all staff were working on the smart log portal for health and safety training for the health and safety course, fire awareness, food hygiene, GDPR and NCSC cyber security. The system sent an email to staff when draining was due and sent reminders.

 **Q: Is there anything else governors should be doing for training?**

A: Possibly GDPR for governors. There is a list of courses under the link provided at the end of the agenda.

7. ANY OTHER BUSINESS

 There were no items of any other business.

8. DATES OF THE NEXT MEETING AND POSSIBLE AGENDA ITEMS

 **APPROVED:** That the dates of the next meetings are as noted in the agenda.

9. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That no part of these minutes, agenda or related papers be

 excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.

There were no actions to carry forward and the Chair closed the meeting at 17:25 pm.