

THE GOVERNING BODY OF RAVENSHALL SCHOOL

Minutes of the meeting of the Finance and Resources Committee of Ravenhall School held at 5.00 pm at the school on Wednesday, 5th July 2023.

PRESENT

Mr L Crowther (Chair), Mr R Robinson (Head Teacher), Mrs K Dickinson, Mrs S Lee.

In Attendance

Mr David Evans (Minute Clerk)

Mrs R Thackray (School Business Manager/Associate Member)

Procedural Items	Minutes	Action / Impact
16. Election of Committee Chair.	The Minute Clerk led the meeting for the Election of Committee Chair. RESOLVED: That Mr Liam Crowther be elected as Chair for this Committee.	
17. Apologies for Absence, Consent, and Declarations of Interest	Apologies for absence were received from Mr K Hussain (consent). There were no declarations of interest.	
18. Notification of items to be brought up under Any Other Business	There were no items to be raised under Any Other Business.	
19. Minutes of the meeting held 16 th November 2022	RESOLVED: That the minutes of the meeting held on 16 November 2022 be approved and signed by the Chair as a correct record subject to the following amendment: <u>Minute 7</u> Replace Headlands with Headfield.	GCS

	That a copy of the signed set of minutes for publication be made available at the school for anyone wishing to inspect them.	
20. Matters arising	<p><u>Financial Report (Minute 5 refers)</u></p> <p>RESOLVED: MrsThakray to explain the Financial report to all Governors at the next informal Governors meeting.</p> <p>Mrs Thackray updated that she had presented the November financial reports overview at the Governor's development meeting in January and was attended by the full Governing body. Covid funding for tutor led training was still ongoing, though it was subject to clawback in September; Headfield School is the satellite centre; further clarifications were given on the impact of energy cost rises on the school, given that Kirklees Council is the main contractor with the energy companies.</p>	
21. Financial Reports	<p>The Financial Report was circulated prior and at the meeting and the SAP Report and Money Manager had been circulated to all governors before the meeting.</p> <p>Mrs Thackray updated the meeting and summarised the Financial Reports.</p> <p>(a) <u>Financial Reports</u></p> <p>Mrs Thackray noted that period 2 funding had been finalised and that Money Manager and SAP reports balance showing a cash flow of £936, 000.</p> <p>Period 3 funding still needs signing off.</p> <p>(b) <u>Significant Income received</u></p> <p>Significant income received was summarised including.</p> <ul style="list-style-type: none"> • Credit from payments for goods and services totalling £16k. • School Led Tutoring will be reported in September following submission of the return. • Sports Premium is usually settled late, in Autumn; the school has received 5/12ths of the funding, £6.85k. • Interest from bank accounts, £8k. 	

(c) Significant Expenditure

Significant Expenditure was summarised including:

- Unitary Fees for recently completed building works £23k.

Q: Do we know if we will continue to receive the Covid Recovery Premium and School Led Tutoring payments?

A: It is likely to end.

(d) Overall Budget Update:

The expected savings and costs:

Staff changes in school were likely to save £21,000.

Kirklees Council had suggested staff pay rises to come in between 3% and 7.1 % (This was likely to cancel out staff cost savings).

Support staff had rejected a flat rate offer of £1,945, and a final decision not expected until September.

Q: If there is an overspend on the School Tutoring Grant, where will you balance?

A: This is unlikely, as last year's clawback was related to underspend.

Q: Are the savings made on teaching staff coming from employing like for like teachers?

A: We have not replaced like for like staff. The school cohorts are changing and the school has recruited to meet these new needs; the school is still looking for ETA staff. In addition, Ravenshall increased the number of classes last year, which incurred cost.

Q: Is there a comprehensive list of income pots given to the school; and if so is it available?

A: The school has a list of the pupil led funding for the budget. However, the funds mentioned above (minute 21 b refers), could be termed ad-hoc funding which are not regularly given and have been introduced as short term financial fixes for specific problems. The sports premium is

	<p>being rolled out year on year with no certainty of its continuation. This is confirmed each Spring there are no notifications about the ending of this.</p> <p>In short, expenditure and income were largely in line with expectations.</p>	
22. School Led Tutoring claim	This was discussed earlier in the meeting (Minute 21 (b) refers).	
23. Satellite Funding	This was a one-off funding pot which had ended. Up to 4 new learners may start in the new academic year.	
24. Impact of rising energy costs on school budget	It was noted that the school was a PPP school and had a fixed payment which includes utility costs. The energy cost risk was mostly with Kirklees.	
25. Impact of staff pay rises on school budgets (Minute 21 (c) refers)	School budgeted for the pay offer made to support staff and had taken advice from Kirklees on anticipated pay rise for teachers. Some savings made due to staff changes would offset any increased pay offers.	
26. Strategic Plan	The Strategic Plan would be discussed at the Full Governing Body meeting.	GCS
27. Premises Update	This would be covered in the Full Governing Board Meeting	GCS
28. Health and Safety	<p>CPD for Health and Safety had resulted in 12 staff completing the Fire Warden Training and one completed the Responsible Person training.</p> <p>From September 2023, a new online learning tool would be deployed, Staff Safe, which had short bursts of learning in 20-minute snippets. It allowed the recording and tracking of the CPD learning journey for each member of staff.</p> <p>The Health and Safety Committee did a walk using the HSE checklist to identify risks. This was well received by the Committee and findings sent to Pinnacle to make the identified adjustments identified.</p> <p>Q: Do we have a Health and Safety lead on the Governing board? A: No but it would be good to discuss at the AGM.</p>	

	ACTION: A Health and Safety lead on the Governing board to be discussed at the AGM.	GCS
29. Any Other Business	There were no items to be raised under Any Other Business.	
30. Dates of future meetings and possible agenda items	These will be discussed at the Full Governing Board but with an extended time for this Committee's meeting.	GCS
31. Agenda, Minutes and Related Papers	RESOLVED: That no part of the minutes, agenda and related papers be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.	

The Chair closed the meeting at 5.30pm