Chetwynd Junior School
Resources committee
Minutes

Date: Tuesday 1st April 2025 at 5:30pm
Location: Held in school

Governors in Attendance

Stephanie Lawes (SL)	Head Teacher
Chris Atkins (CA)	
Phil Sanders (PS)	Chair of Resources
Jodie Marston (JM)	
John Waine (JW)	
Louise Kitson (LK)	
Julie Attwood (JA)	
Nathan Townsend (NT)	
Gurbinder Thandi (GT)	
Aneika Leney (AL)	
Greig Shute (GS)	

Apologies

In Attendance

Jacqui Waldron (SGP)	Clerk
Michelle Wallis	Observer

Meeting actions	Who / Date for completion
Opal comments to be added to the minutes from December	JM
Training options for PREVENT to be put on GH	SGP
Calendar on GH to be updated to include school events	SGP
Governorhub overview for next FGB	SL/SGP

Item	Minutes	Action
1.	**Welcome and apologies** Chair welcomed Governors to the meeting which started at 17:34 and was quorate throughout. No apologies were submitted. Aneika Leney was expected to arrive late and Chris Atkins informed the board he would need to leave early.	
2.	**Declarations of interest** There were no new declarations or declarations pertinent to the meeting agenda declared.	
3.	**Previous minutes and matters arising** Governors were able to read the minutes from the Resources Committee meeting held on 2/12/2024 in advance of the meeting. ***Governors agreed the minutes.*** Opal elements were still missing from the submitted minutes, these notes are to be added.	JM
4.	**Finance update and budget approval** Documents were shared with governors online prior to the meeting. A number of questions were submitted before the meeting. The picture is slightly better than the Autumn projections. We've made some cuts. We were expecting a SEND income as 3 EHCPs are outstanding but those are still not in. They are supposed to take 20 weeks but we're now on week 38. The school are part of the LA group contributing to the redesign program for SEND applications, but that's not helping us with children stuck in the old system. There is supply being hired in the LA to write plans. Two out of the three are Year 6 pupils so will be leaving in 13 weeks and have no support plan in place. We're not too concerned about one due to the setting they are going to, but for one we feel it is essential. We	

met with head for SEND in Warwickshire and they are going to push it forward. Currently though we are spending money on these children who we are not getting funding for. The money should be backdated, but we don't know when it is going to happen.

Governor raised and asked: We start panicking about columns in the future but we have money not coming in the right years. Is it going to come in?
Response: It won't cover the deficit, but we shouldn't be as low.

Governor asked: Is it backdated from the day we apply?
Response: Yes, but it goes into next year's budget.

Governor asked: Is there any time frame? What if they've left?
Response: We will still get it, all backdated to cover the time from application to them leaving us.

Governor asked: Is the backlog due to volume of applications?
Response: Yes.
Governor asked: Why?
Response: COVID 19 impact.
Governor asked: Will it ever go away or always an excuse going forward?
Response: We think it will go away eventually, but we had two years where no children were put through as they couldn't be assessed. We're applying for children in Year 6 as they came to us without anything in Year 3. It takes a year to gather evidence just to apply, then we have external agencies work with the child to implement a plan for 12 weeks, then there's a review cycle. It takes another academic year for that. When the new cohorts come in, sometimes we have to prioritise new cohort children if their need is greater, so it shifts and causes delays. Children coming into Reception now may have speech or mobility problems as they didn't receive home visits and GP checks during the pandemic as caregivers either couldn't or were scared to go. Warwickshire also did not have enough staff.

AL arrived

There are more children than days in the year for staff at the LA. They are using supply staff to help get plans done, but the increase from 700 to 2000 is a massive task.

Regarding the budget, the income line does show a decrease, governors have asked why.
One of the main reasons is that we had the budget set and then received add-on grants from the government such as the pay award grant and COVID grants. The current government see it as too messy so what was previously additional income is just going to be part of general budget rather than add-ons. They will be funding in a different way.

Governor raised: The line above the 'other income' is going up, but that's because the 'other income' has been moved to that pot.

With our disadvantage numbers - FSM children, we get funding. Currently that's 64 children which is a lot of money. We're only forecasting that money for next year as we don't know how many we will get in future years. We've got a forecast for next year based on our existing knowledge, but not going forward. Also, no future forecast for Sports Premium as there's no guarantee of funding moving forward. The LA are not going to put in those items in future forecasting as they don't know it's going to happen. We've got no EHCP funding built in as we don't know what we will get. We know our Year 3-5 EHCPs, but we don't know how many will come in future years until they are in our school.

The academic year runs differently to the financial year which makes things difficult as it takes part of one year and part of another. It doesn't account for changes in staffing structures that we've made in the new academic year which have created savings.

	Governor raised: We look at this now with trepidation, but we can't look at the future years as being accurate as we won't know what the carry-over is or the confirmed numbers. Response: We're also in the air over the expansion, the 27-28 year could have Whitestone as a 4 form entry, so our forecast will be different. We're reducing items like photocopiers, we're increasing letting for football to bring in additional revenue. We will charge to generate a profit for other clubs by external agencies. It has to be financially beneficial. We're looking at PPA cover changes to help boost figures. We've turned down some high need SEND students with EHCPs as the funding was less than it would cost us and we would struggle to meet their needs. They needed specialist settings. Governor asked: There's probably more EHCPs in the school still to come through? Response: We're working on 4 at the moment. Governor raised: That works into those lines and it will look better. We have staff on fixed term contracts which we won't be renewing. We may need to consider staff cuts in the future to fixed term contract staff. Governor asked: Do we get access to benchmarking? When can we view that? Response: We can do it at the next FGB, can add to the agenda. We're well under on staffing comparison. Governor asked: What about with admin? Response: Yes, we haven't replaced one position. But if we move to 4 form entry, we will need to look at that. There's a proposed teacher and support staff pay increase with no funding in the future. There's forecasting that schools will be underfunded next year. For us, we broke even with recent increases as we're an oversubscribed, big school. Governor asked: What is the average income for EHCPs? Response: It varies, one in year 3 with £3.5k. One in year 5 with £6k, one in year 5 with £8.5k, one in year 6 with £14k. Governor raised: It's hard to view the benefit of what getting them may be without the funding estimates. Governor raised: We've had these lower figures in future years before, but this seems bigger than in the past. These figures could go down with the economy looking how it is currently. Not currently panicking, but worried as it's worse than anything we've seen before. Response: Agree with you, and that's the state we're in. It's frustrating as there's talk about breakfast clubs but there's not enough money being given to schools to do it. Governor raised: There's going to be a point where we can't set balanced budgets, they will have to look at funding moving forward. Response: One thought is to double fund SEND, so fund current and fund what they want. Currently the LA are having to pay over the odds for private education as there's not enough public spaces, but they can't then afford to create new public spaces as they're paying over the odds for the private. Governor raised: We've got to do everything within our control, and if we've done that then we've done the best we can do. Questioning it is showing our commitment, and we need to be doing that. Currently the LA are not worried about us as there are schools in a much worse position. Governor raised: Perhaps in the future there won't be a carry forward allowed, it'll go to a year on year budget and when it's gone, it's gone.	

	We split the year 6 into 4 classes and that cost us money from our carry forward, but we were able to do that and it was the right decision at the time. Governor asked: What was the balance in 23/24? Response: We were £20k over as they hadn't calculated something correctly in 22/23. We had a forecast for gas and electric which gave us a £60k credit. Governor raised: That 4th column is always red. Our concern is the third column. We are giving as much scrutiny as possible and that's what we need to do. Governor asked: Capital says overspend? Is that factored in? Why are we overspent? Response: We did the lower courtyard. It was agreed as it was a health and safety issue. We also spent money on Opal for the shed, that probably came out of Sports Premium. Governor raised: From the Dec 23 budget, we're much better than we were. We've clearly increased income and made cuts which has impacted that.	
5.	**Safeguarding Audit outcomes** Governor presented: The audit was looked at in school with SLT. There was a varied collection of questions to go through. There were some concerning figures that cropped up, as some are on the rise in areas. Actions needed that came from the audit were as follows; • Double check new governors have read and acknowledged KCSIE • The curriculum from the LA is for all settings and Amun is working with Catherin Wintour to see how that looks for junior aged children so it's age appropriate • PREVENT policy is in the meeting folder to be ratified. Part of governor's statutory duty is to do one of the options for training that will be published • New staff induction on training for CPOMS. ACTION - Publish PREVENT training on GH SLT presented: Self-harm figures were raised as a concern, but there is a scale. Pinching and scratching is classed as self-harm so we do still need to look at and log those to examine why. There are concerns around the algorithms on social media and what children are exposed to. We received an information sheet from the back of the Adolescence TV show regarding what emojis mean in teen speak. The children are ahead of us and it's hard to get our head around why they do actions like self-harm. Governor raised: No other concerns, best practice is being followed. Governor asked: Any recommendations? Response: PREVENT training and policy review, KCISE coverage for governors, getting the curriculum correct. We've not had NSPCC in to do an abuse assembly for a few years, we're going to book that in. 'Loudmouth' do sexual exploitation workshops which we need to look at again and get booked in. The curriculum side is what we need to look at closely to make sure it's in place. Governor asked: Regarding the staff inductions, why is it that's not done?	**SGP**

	Response: It's done by office staff, we think it needs to be a DSL and we need to make sure we go through all the process and sit down with them rather than giving them the information and leaving it there. Governor raised: I went into a school recently and I was talked through the Safeguarding elements before being allowed on site rather than just ticking to say I've read it. We now have walkie talkies in each classroom and with SLT. We went through lockdown procedures on the back of new laws coming in. We thought the phone system would work, but with doors shut it wouldn't work so we're using a walkie talkie system. We've not practiced yet as it takes 8 hours to charge a walkie talkie, so it took time to get them established. Planned for near future. Governor raised: The questions asked were predominantly based on the questions in the audit, such as who the person responsible for items listed as developing were. The audit has gone for submission. Governor asked: Are we getting a copy? Response: You can, but the format is not great as it's an online form. Governor asked: Can we get the action plan then? Response: Yes CA left	
6.	**Virtual Schools Audit** EPEC meetings are held every term to go over what we're doing to help children achieve what they want or need. There's tutoring weekly and staff put in overtime claims which we then apply for money for. It's working really well as teachers know the children and children know the teachers. We're paying for things such as for a child to get counselling, to go on a residential, etc. Regarding Academically and Mental Health, the academic history is often challenging due to the trauma and missed education, same with Mental Health. Regarding the actions identified, we're already booked Trauma training for Nov 3rd inset day for all staff. Governors are welcome. Children who have had a social worker are being scooped up in Virtual Schools now. DTS training has been done. We're going to specialist teaching services tomorrow for an identified child. We're applying for an EHCP for one chid, we've completed process now. For the next meeting we will have a go at filling out the governor report template we have received.	
7.	**Health & Safety Audit** Nothing serious in the audit, all very good. The cabinet highlighted has already been replaced. Some risk assessments to re-do and migrate to the new form. Cupboards with COSHH have been reorganised and stickers added.	

	The pop-up pools are a concern as some companies are not following UK swim compliance. Ours is following current rules and guidance. There is a new requirement for swimming caps, they didn't enforce that the first time but we're insisting they do as it's in their policy. Governor asked: What is the cost difference between pools here vs going to Pingles? Response: The same, as we get money in and the government don't factor in coach cost which parents can choose to pay for. Parents who pay for private lessons often resent paying for school lessons, so we were usually in deficit. In terms of what we pay and what we had to make up, there's not much difference. We also had to pay staff to go with us.	
8.	**Fire Risk Assessment report** We have to have one every 3 years, the LA have gone with a different company this time. The company have flagged up things that have never previously been raised. They are applying current regulations on a building built before those regulations came in. The LA are saying it's on the school to fix items but there's no funding to do that. The report raises glass, smoke detectors, blinds, exit door call points and more. Governor raised: A lot of the points aren't material and make sense, signage and blinds etc. Response: We're going to replace blinds with film, those are fine, but we don't think it should come out of our budget to make building changes, that's landlord responsibility. What we can do has been done. In summer term we need to have LA meetings to get quotes for smoke detectors for example. We then need to fight for the funding to do it. We've got no argument about it needing to be done, but because it's never been highlighted before, we haven't had the opportunity to fix these things and the LA are the landlord. Whitestone are in the same position. Governor asked: Who chose the company? Response: Warwickshire LA. Governor raised: They clearly hadn't chosen the correct companies in the past. We will need to revisit at future meetings. Governor asked: Do you have a view what sits as school vs LA? Response: The things that we can afford we can look at, signage etc. Bigger items should be with the landlord. With the expansion, it may be that we can have changes made then as areas have been upgraded in the past to meet regulations when building work has been carried out. Governor asked: We've not asked that question yet though? Response: Not at that point yet, but when we get there we will. It'll be thousands to replace glass with material that's fire resistant. Governor asked: Was Whitestone's as bad? Response: Yes, built a year before so similar issues. Governor raised: Things where severity is high that we can do, you've already started and can do. Governor asked: Was the ducting not cleared out? Response: It was not done historically as we weren't aware that was our responsibility. We do need to do it and we've got to do every three years going forward. We genuinely didn't know it needed doing.	

9.	**Policies** Governors were sent policies before the meeting All policies presented were ratified.	
10.	**Staffing- Updates and wellbeing** Nothing from last the last FGB report. We need to do the staff questionnaire, we're looking at the summer term to do that. At the moment we're working well and staff are volunteering to come in and help with events. Governor feedback at visits is that staff are doing well, all good feedback.	
11.	**Any other business** School event dates were shared with governors. All have open invitation to governors. Going to the events can give you a different view of the school. Document is in GH and dates are to be added to GH calendar. Governors are asked if they can help to oversee SATs. It's good to have someone external watch and ensure correct processes are carried out. W/C 12th May Governors were asked to send on WhatsApp group what day they're going to do. We've improved links with George Elliot High School as they have not had conversations with us in the past and our children have fed back that they are unhappy. We're hoping, moving forward, this will be better.	**SGP** **ALL**
10.	**Date of next meeting and meeting close** 12th May Full Board 14th July Performance	

Committee Chair

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