Chetwynd Junior School
Resources committee
Minutes

Date: Wednesday 6th December 2023 at 5:30pm
Location: Held in school with remote access

Governors In Attendance

Stephanie Lawes (SA)	Head Teacher
Chris Atkins (CA)	Chair
Phil Sanders (PS)	Vice Chair
Steve Mountford (SM)	
Jodie Marston (JM)	

Apologies
Hannah Wood (HW)
John Waine (JW)
Nathan Townsend (NT)

Absent
Louise Kitson (LK)
Julie Attwood (JA)

In Attendance

Lisa Boffey (LB)	Clerk
Bern Timings (BT)	WCC School Organisation & Planning Manager

Meeting actions	Who / Date for completion
HT performance management outcome to be emailed to FGB	CB, ASAP
WCC advice obtained on HT spend limit	LB, next meeting

Item	Minutes	Action
1.	**Welcome and apologies** PS welcomed governors to the meeting which started at 17:30 and was quorate throughout. There were apologies received from HW, JW, and NT. PS welcomed BT who was in attendance to provide governors with an update of the school expansion plans. LB attended the meeting remotely via TEAMS.	
2.	**Declarations of interest** There were no declarations pertinent to the meeting agenda declared. Staff governor JM agreed to leave the meeting during pay committee discussion.	
3.	**School refurbishment update** BT was in attendance to provide governors with an update on the progress of the expansion plans and shared online a copy of the feasibility report that had been completed. Architects had attended site and drawn provisional reconfiguration plans to return Chetwynd Junior to a 4 form school based on projected additional pupil numbers due to housing increases and projected growth. This is the initial stage to consider the feasibility of the project. Governors asked the following questions: Q – The current staff room has been marked on the plans as an office. Is this an error as discussions suggested the staff room would remain as it currently is? It was believed to be an error but something BT will pick up. Q – The current medical room is planned to be split into a storeroom. As this was a requirement of a former pupil with medical needs and is no longer required, could it be utilised as an office to make this a more practical use of space? This suggestion was supported. Q – Cloakroom spaces appear to have been removed and replacement lockers that were discussed are not shown on the plans? BT will seek clarification on this. Q - Governors queried the plans for the car park. BT confirmed this is on the list of requirements. Q – What considerations have been made with regards to the school entrance? BT confirmed it is also on the list with investigation being undertaken to consider rights of access with the possibility of offering an additional entrance.	

	Q – Concerns over the proposed Year 6 block were discussed to address the logistics of the volume of students with a single entrance. A consideration may be for additional external doors to mitigate this issue. Future detailed plans would address this issue. Q – The boiler house has been marked on plans as a WC, is this an error? It appeared to be incorrect and BT agreed to review this. Q – What are the potential future timescales for the project? Following counsellor approval, next steps would involve detailed plans being drawn. A high-level programme suggests construction could start March 2025. It would be recommended for a phased programme to reduce disruption with works being undertaken where possible outside of school hours/during holiday periods. Q – Are school required to apply for funding for equipment? The capital fund covers everything required from ICT to furniture following a review of requirements. Q – What are the next steps in terms of being publicly shared? A 6-week public consultation period would be required on the principle of expansion. Q – Would governors be involved in the more detailed plans stages? Yes CA entered the meeting at 18:00. Q – Would catchment areas be changed due to new housing? It is something that could be reviewed and consulted on. Governors discussed concerns of future numbers reducing and school costs impacted by the expansion. BT noted growth has been projected to 2027 and should numbers reduce the school is able to reduce to a lower form entry. Q – Are there contingency plans in case projections are not accurate and pupil numbers were higher than anticipated? Forecasts due have risks but there are workable solutions if pupil number forecasts were incorrect. Governors were invited to raise any further queries with BT. Governors thanked BT for the time and information. BT left the meeting at 18:20.	
4.	**Pupil Premium (PP), Sports Premium (SP)** The Pupil Premium statement had been circulated with the papers and was taken as read. SL provided an overview of highlights. The last years achievements have been added including the PP data to evidence the success. **Governors noted the incredible achievement of closing the PP gap with 5% difference and congratulated SL with this being a reflection on the teaching staff, targeted intervention support and curriculum.** Costs had been increased to reflect the teaching costs of the expansion of year 5 cohort to 4 classes, and SLT days. Q – Do you feel confident the changes to the framework for year 5 group will have a positive impact? This cohort will have improved because of the changes however, the finances in support of this framework were from a grant which has since reduced so the feasibility of continuing requires consideration. Q – Do you think there will be further narrowing of the gap between PP and non-PP or hoping to maintain? It is hoped to maintain but this is cohort dependant. Q – Do you monitor children with additional need but not meeting the threshold of EHC plans? Yes, individual plans are done for children which evidence progress, but they would be counted within national results. **Governors approved the PP statement.** SP is currently under review.	
5.	**Finance update** The finance report was circulated with the papers and was taken as read.	

	Concerns were discussed of the in-year deficit showing across each financial year. Staffing costs are 86-91% of budget and are therefore considered high in comparison with DFE recommendations. It is expected there will be natural waste in staffing hours which will impact on the reported data. Governors discussed several potential cost efficiencies including the possibility of putting a deficit plan forward balanced with the impact of doing so. Governors discussed the implications of returning the 4-class year group to original class sizes and whether this would impact the quality of the support. SL acknowledged it would have an impact, but it was articulated as a temporary solution and the effect must be weighed against the feasibility and financial impact as the additional PP funding is no longer available. **It was agreed to review the updated finance report in January to reflect up-to-date figures and request inclusion within the report of cost saving options for consideration from the finance officer**.	
6.	**Pay committee update** JM left the meeting 19:08 SM provided an overview of the pay committee meeting. Governors note that the decision had been finalised and agreed by committee members and **will be shared with the FGB via email to non-staff governors for acceptance of the HT performance review decision** as proposed by the pay committee.	**CA**
7.	**Health & Safety** SL confirmed that the drainage issue has been resolved by the council sealing off overflow openings.	
8.	**Policies for review** The policy review schedule was provided by the policy review committee and taken as read. Governors approved the review schedule and delegated approval. LB highlighted there are policies within TORs which may require to be cross referenced against the agreed policy schedule. **Governor allowance policy was approved.**	
9.	**Any other business** LB will query the WCC recommended Headteacher spend cap as this is missing from the finance TOR.	**LB**
10.	**Date of next meeting and meeting close** *Resources 18th March 2024 17:30* With no further business to discuss, the meeting closed at 19:15pm.	

Committee Chair

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