



# Twineham CofE School

*Nurture Togetherness Resilience Creativity*



## *Everyone is a gift and everyone is gifted*

GOVERNING BODY OF TWINEHAM CE SCHOOL

RESOURCES COMMITTEE

Minutes of the Resources Committee

On 22nd May 2025 at 15.30

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|  | <p>Present: Mrs J Pattenden (Chair), Mr R Copper, Mrs L Rydon, Mrs S Davy, Michelle Tatters,<br/>In attendance: Mrs L Power - Bursar</p> <p>Michelle Mepham-Foster took the minutes</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|  | <p><b>Apologies for absence:</b> None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|  | <p><b>Declaration of interest:</b> None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|  | <p><b>Chair:</b> Mr R Copper</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|  | <p><b>Urgent Items:</b></p> <ul style="list-style-type: none"><li>• <b>Digital devices:</b> Laptops: SD has arranged audit; many devices require software update – to be completed over the summer holidays – funding required. Ipads: SD requested funds to purchase a device for teachers. To be used for “assisted learning;” visualizers, text in-front of child, scaffolding etc. Quote received from JSPC. Committee discussed where budgets have been saved (previous “remote” package through Entrust costing £1k per annum has been stopped). RC asked SD if we had stuck with package would it have included software upgrades, SD confirmed not. LP advised DFCG funding is available as costs exceed £2k. SD explained the urgency of software upgrade as current software would be obsolete from Oct 2025. Committee discussed whether 3 x quotes should be collated and decided against the need for this.<br/>Cost summary: Ipad: £360, Laptop software upgrade: £3,072<br/><b>Proposal:</b> Everyone in favour of cost in principle as DFCG budget available.</li><li>• <b>Film on portacabin windows:</b> 2024 risk assessment flagged window glazing needs to be addressed. SD requested capital maintenance bid last year – still no response and need to move</li></ul> |

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|  | <p>forward ahead of next review. Committee discussed reluctance to use building budget (£490) for the temporary measure of applying film to window when they will eventually need replacing. Action is required though as currently not compliant. LP confirmed DFCG budget cannot be used as cost does not exceed £2k.</p> <p><b>Task:</b> JP suggested decision is deferred to the next FGM</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|  | <p><b>Matters arising:</b></p> <ul style="list-style-type: none"> <li>• <b>SFVS Check asset register:</b> In progress – updating with JSPC; pile of laptops in office going through what can be used. <b>Task:</b> Carry forward action</li> <li>• <b>SFVS send out Declaration of pecuniary interests to staff:</b> Sent out and only 2 responses. <b>Task:</b> LP to follow up on responses.</li> <li>• <b>Disaster Recovery Plan:</b> One from Jamie at St. Peter's. <b>Task:</b> Carry forward action?</li> <li>• <b>SFVS update inventories/asset register:</b> In progress – on its way. <b>Task:</b> Carry forward action?</li> <li>• <b>Complete SVF approval at FGB:</b> Complete and filed</li> <li>• <b>Investigate reducing staff absence insurance:</b> LP: Complete have made savings; will see further reduction in September.</li> <li>• <b>Rework budget statement with Rachel A:</b> <b>Task:</b> LP to complete when improving budget</li> <li>• <b>When is H&amp;S inspection due for bidding:</b> 11<sup>th</sup> June 10.30am H&amp;S audit from WSCC booked with Brookie. Last audit was completed on old schedule (we missed new schedule). Scheduled visit will cover the new schedule. Haven't had building survey yet – this has also been booked for 20<sup>th</sup> October with Steve. Premises inspection completed last week ahead of 11<sup>th</sup> June audit. <b>Task:</b> To discuss outtakes in next resources committee meeting</li> <li>• <b>Cancel annual remote support:</b> LP has cancelled this</li> <li>• <b>Has the charging and remissions policy been approved:</b> Was on November agenda for Sarah to approve. <b>Task:</b> SD to confirm if this has been approved.</li> <li>• <b>Lettings policy:</b> Committee discussed various points: no premises manager on site during events (Clive is parttime) , risk assessments are needed, JP suggested a lettings policy would need to be in place and SD happy to have one but committee to agree what would be included. RC suggested people would need to sign a declaration when making bookings. <b>Task:</b> JP to get a policy put together to see if feasible and carry forward next steps.</li> <li>• <b>Can church toilet be used:</b> Committee discussed that church toilet can be used?</li> <li>• <b>Check that parish council indemnity insurance</b> for community covers the use of outside classroom outside of school hours <b>Task:</b> RC to contact Parish council</li> <li>• <b>Circulate slides from finance briefing:</b> Done and received</li> </ul> |
|  | <p><b>Finance:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|  | <ul style="list-style-type: none"> <li>• LP advised that last year was under-budgeted</li> <li>• Committee reviewed the budget; red shows previous year over budget and calculations made for what's needed this year.</li> <li>• Budget model: based on 2 classes across the school, a new HLTA and increased TA hours</li> <li>• Shows a deficit of £143,017</li> <li>• Budgets take into account estimated EHCP finalized – LR asked why has this been reduced down and LP confirmed that estimate is based on lower scale as we do not think we'll receive anymore that this. Important to note that if increased EHCP funding is received the deficit will reduce. No funding has been received yet tis is based on an estimate. (discussed with Senat). Based on finalized plans which equates to 2 children. LP explained the urgency of the budget being approved by tomorrow.</li> <li>• RC asked LP if next year we'll do a 2 year budget and LP advised there will be a 3 year budget put together from October.</li> <li>• RC questioned Inset training and inset planning being one of the largest overspend; LP LP advised this is curriculum based and we had no real budget for either. LP advised that £250 was spent on training and will be paid back on training budget.</li> <li>• Committee questioned if our budget has been upped – LP advised not and that we have applied to “schools in financial difficulty”</li> <li>• Committee question the outgoings for office expenditure and LP advised this relates to broadband which hadn't been accounted for,</li> <li>• <b>Task:</b> Rachel Aruba (WSCC finance manager) to work with LP on a recovery plan for the budget</li> <li>• <b>Proposal:</b> Committee approved budget based on the information we have available.</li> </ul> |
|  | <p><b>Buildings:</b></p> <ul style="list-style-type: none"> <li>• <b>Solar panels:</b> SD advised that 2 x surveys have been completed for solar panels but not had any further responses yet. <b>Task:</b> SD to follow up.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|  | <p><b>Staffing update:</b></p> <ul style="list-style-type: none"> <li>• <b>Full time SEN Support:</b> SD confirmed dates for interviews have been set for after half term, not checked if advert is live yet. <b>Task:</b> SD to progress</li> <li>• <b>Voluntary redundancy:</b> JP advised that Andrew has taken voluntary redundancy which SD has accepted. This can however be rescinded up until his notice period (up to end August). The other 2 members of staff have up until end May to hand in notice. RC asked if governors could receive an update on this topic ahead of the next FGB meeting. <b>Task:</b> JP to look into whether this is possible to disclose ahead of next meeting (potential HR concerns).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|  | <p><b>Health &amp; Safety:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|  | <ul style="list-style-type: none"> <li>• <b>Risk assessment:</b> SD and Clive have completed a walk around and reviewed against last year update. RC and Clive have created notes on what could be improved based on risk assessment.</li> <li>• <b>Recent H&amp;S incidents:</b> SD advised on recent H&amp;S incidents at the school involving teacher and 1 x day taken off work due to injury and a child injury which involved no further actions.</li> </ul> |
|  | <p><b>Policies to approve/review:</b></p> <ul style="list-style-type: none"> <li>• <b>Charging and remission:</b> <b>Task:</b> to review?</li> <li>• <b>Lettings policy:</b> <b>Task:</b> To create and review?</li> </ul>                                                                                                                                                                                                                                         |
|  | <p><b>Date and time of next meeting:</b></p> <p><b>To schedule for Thursday 20<sup>th</sup> November at 15.30</b></p>                                                                                                                                                                                                                                                                                                                                              |