

**RESOURCES COMMITTEE MEETING**  
**(Finance, Personnel and Premises)**

on

**Tuesday, 28th November 2023 at 4.00pm**

**VENUE: Woodlands Meed, Chanctonbury Road, Burgess Hill, RH15 9EY**

**Committee present: Marion Wilcock (MGW), Adam Rowland (AFR), Matt Stuart (MS), Rose Griffiths (RG). On Teams: Peter Clinch (PC), Sandra Boyd (SB)**

**Associate Member present: Justina Pughe Morgan**

**Clerk: Louisa Rydon (LR)**

<b>BUILDING UNIQUE FUTURES TOGETHER</b>
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MINUTES		
1.	<b>Welcome, Introductions and Apologies</b> Apologies were received and accepted from Miriam Owen.	
2.	<b>Declaration of Interests</b> Sandra Boyd: grand-daughter pupil at WM	
3.	<b>Election of Chairman</b> MS was duly re-elected as chair of the committee for one year.	
4.	<b>Election of Vice Chair</b> No one put themselves forward for the role. MGW agreed to stand for vice chair until someone was able to take over. The committee thanked MGW and she was duly re-elected.	
5.	<b>Notice of AOB</b> None.	
6.	<b>Approval of minutes dated 29<sup>th</sup> June 2023</b> The minutes were approved and signed as a true record.	
7.	<b>Matters arising/action grid</b> a) <u>Is Bromcom working effectively?</u> JPM had kept MS up to date on Bromcom. The school were working within the confines of the system. Some improvements had been made but bugs were still being found. The committee understood WSCC had admitted the system was not working as anticipated. As a maintained school WM were obliged to use Bromcom as it had been chosen by WSCC. JPM reported on an academy who had unsuccessfully tried to change provider and incurred a significant financial fine which had effectively put any other school off switching. JPM continued to be frustrated with the limitations of Bromcom and the committee were astounded there was no option for maintained schools to switch from a system WSCC had advised schools not to use for certain actions. They thanked JPM for persevering and managing the issues.	
8.	<b>Written report from School Business Manager on high needs funding</b> The committee thanked JPM for her comprehensive report following MGW's written questions. JPM confirmed there were no notable changes to 2024/25 high needs funding affecting WM except for the 2023 teacher pay additional grant (TPAG) and funding for local authorities to continue providing the 3.4% increase paid in 23/24. JPM reported on the difference in the TPAG between maintained schools and maintained special schools. The committee were concerned to learn that the	

	<p>funding for special schools was at the LA's discretion and at present WSCC were indicating only 0.5%. AFR to discuss at the next special heads' meeting.</p> <p>JPM felt the special school finance training sourced by PC, which several governors has signed up for would be helpful.</p>	
<b>9.</b>	<p><b>Summary of Staffing Position</b></p> <p>AFR reported on the unexpected resignation of a teacher from January and the cost saving using current teachers and recruiting an extra TA. He confirmed recruitment of TAs continued to be extremely difficult. The committee discussed all the positive methods WM were using to attract TAs. The committee noted that other more qualified roles continued to attract a good field of candidates. JPM confirmed the school was incurring increased costs for covering TA vacancies with supply staff.</p>	
<b>10</b>	<p><b>Report on current budget</b></p> <p>JPM took the committee through her report. They were disappointed by the significant loss (£26K) in lettings income for the college swimming pool and also noted the impact on the hirer who had a full list of bookings from September '23. AFR reported on the considerable extra costs incurred to maintain the old college buildings at a level fit for students and staff. It had also been necessary to hire the Triangle for students.</p> <p>MGW confirmed the school had a good case to claim for direct breach of contract and JPM would keep an updated record of costs and losses incurred as the new building was delayed.</p> <p>MGW raised the site bills which had been put in the school's name. JPM confirmed Matthew Wakefield had agreed they could be billed on sectional completion.</p> <p>JPM confirmed WSCC had paid for the sensory room as promised.</p> <p>The BLB payments had been set at a fixed cost and the committee noted how valuable the support was.</p>	<p>JPM</p> <p>JPM</p>
<b>11</b>	<p><b>Approval of 3 year budget forecast</b></p> <p>The committee viewed the budget forecasts. They appreciated this was based on a 'worse case scenario' with no extra funding or grants included.</p> <p>The committee were concerned that they currently had no indication of how much the running costs for the new college site would be, though they hoped that air-source heat pumps and LED lighting would be efficient.</p> <p>JPM reported that WSCC were fully funding new LED lighting for the school site. However, she informed the committee that the Building Management System at the school site needed to be replaced after 10 years at a cost of about £20K. MGW suggested asking WSCC to apply for the carbon reduction grant to pay for this. JPM commented that this was how the LED lighting had been paid for and she would ask WSCC for funding.</p> <p>On questioning, JPM confirmed that ring fenced funding would be used when the go ahead was given from WSCC for the post 19 project.</p> <p>MS, as chair, signed the approved 3 year budget forecast on behalf of governors.</p>	<p>JPM</p>
<b>12</b>	<p><b>Confirmation the website is compliant</b></p> <p>Yes, except for the pupil premium statement which would be added before the deadline of 31/12/23.</p> <p>JPM confirmed the necessary changes had been made to the admissions statement on the website.</p>	
<b>13</b>	<b>School Fund Audit and checklist 22/23</b>	

	The committee received the independent examiner's report and governors congratulated JPM on fully meeting all the requirements.	
<b>14</b>	<b>Has the NGA membership been renewed</b> Yes, and governors continued to get good use from the NGA.	
<b>15</b>	<b>Risk Register</b> MS noted the situation with two governor hearings and asked for these to be added to the risk register.	LR 1/12/23
<b>16</b>	<b>AOB</b> None.	
<b>17</b>	<b>Impact of meeting on pupils</b> <b>Smooth and efficient running of finances</b>	
<b>18</b>	<b>Date of next meeting</b> Tuesday, 12 <sup>th</sup> March 2024 at 4pm Resources agenda item to be added to FGB on 9/7/24.	

SIGNED.....*Matt Stuar*..... DATE.....12<sup>th</sup> March 2024.....

	<b>ACTION GRID NOVEMBER 2023</b>		
10	Keep running total of costs incurred as a result of the college building delay. Ensure college site bills are paid in full by WSCC.	JPM	Ongoing
11	Request funding from carbon reduction grant for building management system failure	JPM	Underway
12	Confirmation pupil premium statement is on website	JPM	✓
18	Include resources agenda item in summer FGB. Resources meetings to be mid month to tie in with WSCC accounting.	LR	✓