

## Burlington Junior School

### Minutes of the Resource Committee held on Friday 15 June 2023

**Present:** Mr S Bown (Chair)  
Mr S Arbuthnot  
Mrs R Campbell  
Mr N Shah  
Mrs P Utting

**In attendance:** Mrs J Kerr, School Business Manager  
Ms K Bridgman, Clerk

#### **1. Apologies**

Apologies were received from Mr Gilmore, Mrs Harris, Mrs Hall and Mr Kewley.

#### **2. Declaration of Business Interests**

Governors were asked if they had any business interest to declare. No business interests were declared.

#### **3. Minutes**

The minutes of the meeting held on 10 March 2023 were approved.

#### **4. Matters Arising**

##### **Parents Voluntary Contribution**

The School Business Manager reported that consideration is being given to increasing the amount requested due to all the children receiving free school meals from September 2023 for one year. It is currently £40 per family and the Infant School are now asking for £50. There was a discussion on the voluntary contribution. **It was agreed to increase the amount requested and that this would be same as the Infant School.**

#### **5. 2023-2024 Budget**

The School Business Manager reported that the budget has a deficit of £151K which will be met from the reserve fund. This will result in the reserve fund only being £37K. The School Business Manager is working with the Headteacher on the school's financial situation so that any questions raised by the local authority can be addressed.

The School Business Manager reported that support staff have been given an extra day's holiday which was not included in the original budget. There are still no details of the teachers' pay increase but the school has budgeted for a 5% increase.

*Governors queried whether Ofsted would review the schools financial situation as part of their inspection.* The Headteacher explained that Ofsted do not have time to look at this. She explained that an email has been sent to schools informing them that Ofsted inspections are not on track and are delayed for approximately one year. The school was last inspected in February 2018 and the next inspection was due this year but now it may not be before July 2024. The school has prepared fully for the Ofsted inspection but it could now be another year before this happens.

## **6. Finance Policy**

Governors approved the Finance Policy

## **7. Personnel**

The Headteacher reported that the new Site Manager, Mr Wayne Douglas, has settled well at the school. Mr Owain Southren has been appointed as a HLTA and is also a qualified teacher. He has started this half term due to Mrs Moore, HLTA, retiring.

The Headteacher reported that Mrs Yendole, Assistant Headteacher, will be going on maternity leave at the end of the Summer Term. She explained that the school is not going to replace Mrs Yendole and has appointed Miss Lucy Duncombe as a part-time SENCO Assistant and to job-share with Mrs Harvey. The staffing structure will be reviewed again when Mrs Yendole returns from maternity leave.

The Headteacher explained that the school is reviewing how many teaching assistants are needed. She explained that the school has recently admitted a child who has significant needs and has to have 1-1 support. The child does not have an EHC Plan so the school will have to fund this. The school also has to ensure that all the children with EHC Plans receive the support required.

There was a discussion on teaching assistants. The School Business Manager explained that there are now more agency staff willing to have long term contracts and whilst they cost more, the school does not have to pay for sick leave, holiday pay or make a contribution to their pension. The school already employs a few long term agency teaching assistants which is working well.

## **8. Pay Policy**

The Headteacher reported that it was proposed that teachers could no longer apply for UPS2 and a consultation was held with the staff on this change. A letter was then sent from the staff to governors giving their views on this. The proposed change was also discussed with HR and the staffing structure was reviewed. It has now been agreed that all staff can still apply for UPS1 but they have to be a year leader or core subject leader to apply for UPS2.

Governors approved the Pay Policy

## **9. Dependency Leave Policy**

The Headteacher reported that at the current time all Kingston council employees are entitled to ten days dependency leave. The school wanted to reduce this to five days which the staff were very unhappy about. She has now raised this with the Ms Sarah Ireland, Chief Executive, and Mr Andreas Kirsch, Leader of the Council, as schools need a more flexible policy and need to be able to apply this in a different way to other council departments.

There was a discussion on the impact of staff taking dependency leave. **The Headteacher agreed to discuss with the Headteacher at the Infant School how much dependency leave her staff are entitled to.**

*Governors asked whether salary sacrifice pensions were offered.* The School Business Manager explained that the school has to follow the local authority pension procedures.

#### **10. Premises Issues**

The Headteacher reported that the council will be hopefully approving the new build project at the Corporate and Resources Committee meeting on Thursday 29 June 2023. It is planned that the work will start the day after the school closes and will finish in December 2024/Jan 2025. The clasp building will then be demolished and it is planned that all the work will be completed by 2025 May half term.

#### **11. Any Other Business**

There was no any other business.

#### **12. Date of Next Meeting**

Friday 3 November 2023 at 8.00 am