

Burlington Junior School

Minutes of the Resource Committee held on Friday 22 March 2024

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

In attendance: Mrs J Kerr, School Business Manager (SBM)
 Mr M Blow, Deputy Headteacher (DHT)
 Miss A Mir , Clerk

1. Apologies

Apologies were received from Mrs Hakim, Mrs Uteem , Mrs Harris, Mrs Hall and Mr Kewley,

2. Declaration of Business Interests

No business interests were declared.

3. Minutes

The minutes of the meeting held on 03 November 2023 were approved.

4. 2023-2024 Budget

SBM reported that the end of year figure was £71,672 over spent (as at date of meeting). Budgeted amount set at the beginning of the year was £114,400 overspend so this was better than thought..

SBM reported that the end of year figure was looking healthier than expected. The Mayor's free school meals incentive has made a positive impact. There are concerns for when this incentive comes to an end and this will be reviewed. The incentive saves on admin time with not having to chase for the payments, and benefits parents who could not afford for their child to have a school meal everyday.

Governors asked about the meal costs from Sept 2024 and queried how any profit is being used. HT reported that any money left in the pot has been used in other areas such as a new dishwasher for the kitchen.

Governors asked if the school was expecting to receive any funds from the expansion for a larger kitchen - SBM reported that this had been explored, the existing kitchen is large

enough to cope with the increase in school size. There will be some purchases made for the kitchen such as a larger fridge freezer.

Governors asked if the government pays for the free school meals to those entitled - SBM reported that this is funded from the pupil premium contribution received, not funded from the school budget.

Governors asked what lunch boxes looked like before the incentive became available - HT reported that there have been cases where the school healthy lunch box guidelines are not followed however these are managed with regular lunchtime checks.

Governors queried the school trip day lunch options and how they are planned - SBM explained that lunch arrangements for trips are planned with the kitchen in advance.

5. 2024-2025 Budget

The Business Manager explained that a three year budget plan has to be issued to AFC. As the staffing structure is reviewed after April this makes this task challenging.

Governors asked what assumption the school makes when there are no figures available at this time

SBM is assuming a 3% increase in income and 5% in expenditure. The teacher's pension contributions are also increasing from 23.68% to 28.68%, the proposed grant covers most of this, but again this has not been confirmed.

Governors asked if the hire of the new MUGA has been included in the income - SBM reported that this hasn't been considered yet and will be included in the future.

Governors asked what is currently held in the reserve pot - SBM reported that the school does not hold a reserve and has a carry forward figure.

Governors asked about Net Zero Carbon and if the school has an obligation to have this in place and what are the costs involved - SBM reported that the school has not been advised on this matter yet but the new build is following every required standard.

Governors asked if the school is required to report on Type1 carbon - SBM confirmed that the school reports its Energy Performance levels. (DEC)

6. Trip Expenditure

SBM reported that the trip's expenditures continue to be topped up by the school fund due to insufficient contributions received from some parents. The school may not be able to continue this in the future as the costs of trips continue to rise.

7. Personnel

HT reported on the challenges the school faces on short notice absence reporting and finding cover on the first day.

Governors asked how the cover is currently managed - HT reported on the use of PPA teachers.

8. Premises update

No updates

9. Any Other Business

HT made recommendations for one member of staff to move on to the Upper pay range 1 and a second member to UPS2 and this was approved by the Governing Board.

12. Date of Next Meeting

Friday 19 April 2024 at 8.00 am