



Minutes – Resources Committee

Resources Committee Friday 20th June 2025 – 9.15am Seaton Primary School

Attending			
RG	Rob Gibson (Chair)	Co-opted	Y
JM	Jenna McCaffery	Headteacher	Y
RJ	Rhys Jones	Co-opted	Y
DW	Deborah Wibberly	(Operations Manager)	Y
LL	Leti Littlewood	Co-opted	Y
ZC	Zoe Crockett		
AP	Amie Pinnell	Co-opted	Y
JD	James Dixon	Clerk	

ITEM		ACTION
Introduction		
2024/25-84	Welcome & Apologies for absence: Apologies Received from OM.	Approved
2024/25-85	Register of Business Interests & Declarations of Interest: None Declared.	
2024/25-86	Minutes of the last Resources Committee Minutes from 21.03.2025 Resources Committee meeting confirmed as accurate and approved by the Resources Committee (Part 1 and Part 2).	Approved
2024/25-87	<p>Budget 2025/26</p> <p>The budget is now balanced for the next two years but a deficit is forecast for 2027/28. There is currently a £16,531 surplus for 2025/6 at present but this is only a small buffer. This figure now includes the anticipated shared parental leave plus the predicted 4%teacher’s pay rise and 3.5% NJC pay rise.</p> <p>The additional £24,000 in budget is due to the slightly increased pupil numbers. This will be reviewed again in September when pupil numbers have been finalised. There have also two additional EHCP’s with equals £10,000 extra this year and £16,000 next year. However, lots could change with lettings income and staff costs.</p> <p>RJ-The margin is very tight for next year. The school needs to encourage marginal savings across the board by all staff i.e. photocopying, electricity and exercise books to help overall savings.</p> <p>RG-What is the GDPR cost on the budget? DW-It is the access to the Devon County GDPR service that the school uses. This is vital in maintain the GDPR compliance.</p> <p>ZC-Sports Premium has been agreed for next year. Currently in the reporting stage to evidence the spending to confirm funding.</p> <p>RJ-Question regarding how realistic the occupancy costs are for the next 3-5 years. Is 10% enough given the increasing cost of utilities? JM-The 10% is based on advice from Devon County and is the correct suggested figure to use.</p> <p>RG-Question regarding insurance, is ours high or normal and can we shop around? JM-The insurance is provided by Devon County and is the required cover so we don’t shop around.</p>	Budget approved unanimously.

	<p>RJ-Question regarding the budget adjustment line, what is it? JM-The uplift in costs each year. But not entirely sure of it is a calculation or a cost. Need to investigate this.</p> <p>JM-Proposal to ratify the amended budget. Agreed by all in attendance.</p>	
2024/25-88	<p>Business arising from the last meeting: Locate financial skills competency matrix from RA or LA-Clerk Outcome: This form doesn't exist at present but will be compiled as part of RJ's recent audit of skills of the governors.</p> <p>Contact CB Gas for a quote to repair the boilers-DW. Outcome: DW contacted CB Gas but things have moved on from this as Devon County Council are now involved to look at all of the boilers and their maintenance. They have already agreed to replace some units where required.</p> <p>Circulate guidance that all temporary heaters to be unplugged when not in use as they are a HS issue-DW Outcome: To be done in the Autumn term heading into winter.</p> <p>Implement better management of temporary heaters i.e. sensible room temperatures and no overnight heating to keep costs down and improve safety-All/DW Outcome: ties into above to be done in Autumn term. ZC noted that a lot of fans and laptops are left on. We need to have better diligence/housekeeping to cut costs and reduce the time the cleaners spend tidying rather than cleaning. This is cultural and more respect and attention should be demonstrated by teachers to help the pupils to follow.</p> <p>Obtain staff sick day data from other local schools to compare and contrast-RG and Clerk Outcome: RG obtained data from Beer Primary School. JD has approached Colyton Primary but they are unable to provide data locally as they are part of a trust. The trust has been contacted and this is ongoing.</p> <p>Asset Register to be updated to include new laptops and whiteboard-SD Outcome: Work in progress.</p>	
2024/25-89	<p>Accessibility plan review: To be looked at in section 96.</p>	
2024/25-90	<p>FRS-Summer term return</p>	
2024/25-91	<p>Staffing All teachers have now been allocated for September and teaching staff have been recruited. The school is looking to hire a SEN TA and this will be finalised today or tomorrow (21/06/25).</p> <p>An additional year 6 TA has been added to look after a year 6 EHCP. The school would like an EHCP floating TA to help around the school plus an additional TA in reception but this is an ever-changing picture.</p>	
2024/25-92	<p>Extended school provision: The teaching staff are very flexible but nothing specific to report.</p>	
2024/25-93	<p>Governor recruitment: Governor recruitment is underway. We have 2-3 new and potential governors. The advert on local social media worked well as had word of mouth. ZC has now finished her 4-year term but is happy to carry on as a governor. This continued role is appreciated by all of the governors and would add stability to the board as there are a lot of new/recent members.</p>	
2024/25-94	<p>Catering: DW has created nutritional guidance and policy. She has done a lot of work to go on the website, the back to school leaflet and covered on the school tours. Emma has created a checklist for pack lunches.</p>	
2024/25-95	<p>Review lettings for swimming pool: DW has updated the Swimming Pool Lettings Policy. It has been noted that there is need for a tighter system for booking and charging to make the best use and make sure it is fully charged.</p>	

	Clarification is also needed over use of equipment. For hirers to either provide their own resources or have an additional charge to cover ongoing replacement, but this needs to be in writing.	
2024/25-96	Policies for approval: Accessibility Plan Asset Management Policy Both policies approved and fully agreed.	Clerk to forward ratified policies to be published on the website.
2024/25-97	Set and finalise budget Looked at in section 87.	
2024/25-98	PTFA funds allocation PTA like to allocate funds to enrich children. The school need to make sure they are sensible to get value for money from PTA funded projects and not just spend the funds. An example of this is the climbing frame project that is being looked at to gain the most value and benefit. One idea would be to buy a modular system that can be added in stages as funds are raised. This would allow a benefit to be seen from big capital projects sooner, rather than wait for £50,000 to be raised before a benefit is seen by the children. JM would like to see one school fund raiser per term to allocate to the school to spend and not need to seek approval from the PTA. More communication and co-ordination is needed to avoid duplication of fund raising activities as the school only finds out once and event has been planned. The school get asked for help from teaching staff for events but don't necessarily get requests for funding approved. Can the school be involved in their planning meetings to work together? LL-Can we look into PTA business? i.e. can they only spend money on non-core equipment to avoid tax issues? And is there a limit to their fund level to avoid audit processes?	
2024/25-99	Consider any H&S or security issues: Risk assessments are all in place and are updated in the Autumn term. Some security weak spots exist with the main gate and the forest school gate. Need to get some fencing in place in the field but this has been looked at and planned. The main gate is a concern as it is possible to get in and out freely. Need to look at options and getting a quote for an intercom system and barcode scanners for entry/exit. These would also help with fore safety.	
2024/25-100	Approve the writing off of irrecoverable debts: No debts to write off at present.	
2024/25-101	Pay and performance committee: More of an Autumn term item. There is one interim TA contract that was extended from April to July plus one additional 1 to 1 TA. All teachers are now on permanent contracts, no temporary ones remain. Flexible working and maternity leaves ending and are budgeted for and so no changes are expected.	
2024/25-102	AOB None raised	
Next meetings: Strategy Day-Friday 11th of July at 09:15-Seaton Primary School		

Meeting Closed at 11.30 am

ITEM	ACTION	WHO	DUE BY
2024/25-87	The budget line for uplift to be investigated as to whether it is an amount or a calculation.	JM	Next meeting.
2024/25-88	Sickness data to be obtained from other schools and compared with our own year on year comparison.	Clerk	Next meeting

2024/25-98	Communicate with the PTFA regarding future events for better planning.	JM?	Ongoing
2024/25-99	Obtain quotes for intercom and secure logging of teachers/staff/visitors for the main gate.	DW?	Ongoing

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