SCHOOL NUMBER 13010

LANCASHIRE COUNTY COUNCIL GOVERNOR SERVICES TEAM

WALVERDEN PRIMARY SCHOOL SUMMER TERM MEETING

MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE

HELD ON TUESDAY 20 MAY 2025 AT 6.00PM AT THE SCHOOL

PRESENT:	Miss S Agar
	Miss H Ahmed **(Headteacher)**
	Mrs R Bridges
	Mr F Khaliq
	Mr A Rehman
	Mr M Stone **(Chair)**
IN ATTENDANCE:	Mrs N Brooks **(Clerk)**

PART A

			ACTION
R25.12		**WELCOME**	
		The chair opened the meeting at 6.05pm and welcomed everyone.	
R25.13		**APOLOGIES FOR ABSENCE**	
	1. **2.**	Apologies for absence were received and accepted from Mr R Bashir. Governors noted the absence of Mr M Osman.	
R25.14		**DECLARATION OF INTEREST**	
		There were no declarations of interest.	
R25.15		**MINUTES OF THE LAST MEETING HELD ON 29 JANUARY 2025**	
		It was resolved that the draft minutes of the spring term meeting previously circulated, were accepted by the chair, as a true and correct record on behalf of the committee.	
R25.16		**MATTERS ARISING**	
		There were no matters arising from the resources committee meeting on 29 January 2025.	

R25.17		**BUDGET MONITORING**	
	a)	**Outturn Figure**	
	1.	The headteacher tabled the following report **'Final Outturn Statement 2024/25'** which included the following figures: Revenue balance brought forward 1.4.24 **£124,118** Net in year revenue surplus **£141,539** Revenue balance carried forward 31st March 2025 **£265,657** Capital balance brought forward 1.4.24 **£40,145** Net in-year capital surplus **£5,082** Capital balance carried forward 31.3.25 **£45,227** Total balance brought forward 1.4.25 **£164,263** Total in year movement **£146,621** Total balance carried forward 31.3.25 **£310,884** **Q. Is there any possibility of clawback?** **A.** No, as £40,000 was moved at the end of March 2025 to PROPs to avoid clawback. (headteacher) **Q. How have we achieved this positive balance?** **A.** It is due to changes in staffing and other items such as lower costs for fuel. Additionally, money was transferred back out of PROPs to the budget, pupil numbers have increased, the number of children eligible for pupil premium has increased and school lost a highly paid member of staff who was replaced by an early careers teacher (ECT). (headteacher)	
	2.	**Q. Are the funding pupil numbers based on the September intake?** **A.** The pupil numbers are based on the October census and pupil premium is based on those children who have met the eligibility criteria. (headteacher)	
	3.	**Q. What expenditure falls under 'bought in professional services'?** **A.** It is a range of different services including 'White Rose' maths, 'Kapow' etc together with many Lancashire County Council (LCC) services, plus the general data protection regulation (GDPR) is dealt with by a private company and paid from this cost centre. (headteacher)	
	4.	The headteacher agreed to email governors a detailed breakdown of what 'bought in professional services' covers.	**HEADTEACHER**
	5.	Mr F Khaliq stated that school was in a favourable financial position and that school now need to concentrate on this year's budget, using the additional money towards the children's education and the school building.	

	b)	**Minibus Information** The headteacher tabled a report that had previously been sent to the governors for their perusal '**minibus-quote'** and confirmed that: **6.** The report included three quotes for a minibus at approximately £19,000 and the preference was for all staff to be able to drive it. **7.** An amount of £19,000 has been received from the insurance claim for the minibus that was stolen. **Q. Have other places been approached for a quote?** **A.** We have sought quotes from different suppliers. It has become apparent how the loss of the minibus has made a negative impact on trying to arrange trips and competition attendance as the cost of hiring coaches has proven to be very expensive. (headteacher) **A.** A short journey on a coach can cost as much as £550. (Mrs R Bridges) **8.** After much discussion, the governors agreed for school to purchase a minibus locally at an amount up to £20,000 with a 12 months warranty and for all staff to use.	
R25.18		**STAFFING UPDATE**	
		The headteacher tabled a report that had previously been sent to the governors for their perusal '**staffing-report-may-2025 (2)'** and confirmed that: **1.** Advertisements had been submitted for a welfare post, teaching assistant level three (TA3) post and an information & communications technology (ICT) technician role, plus a temporary teaching and learning responsibility (TLR) needed to be arranged. **Q. Has the welfare post closed?** **A.** Yes. (headteacher) **Q. Are we currently understaffed?** **A.** We are covering all roles and the changes to staffing is quite complex, especially relating to staff who are returning and leaving on maternity leave. There will be a maternity cover from September 2025 which will be covered by the existing staff member who has been covering an existing maternity leave, as she has worked incredibly hard and is a very positive addition to the team. (headteacher) **2.** The staffing structure is the same, with four staff on the senior leadership team (SLT), four staff with teaching & learning responsibilities (TLRs) and the rest of the staff. **Q. Are you proposing any changes to staffing?** **A.** Yes, there are two budgets and in budget B an extra teacher and teaching assistant level two (TA2) for 30 hours has been accounted for, as there are increased high needs in nursery and reception. We intend to design a special educational needs & disability (SEND) curriculum for those children who would have	

		previously attended a special school. There are many children with educational health care plans (EHCPs) and many who will need support but do not have EHCPs, therefore school have had to increase staff to support them. (headteacher)	
	3.	Children are joining school at a low level, with many having autistic spectrum disorder (ASD), therefore school will have to allocate more money towards SEND and the process of applying for EHCPs.	
	4.	School will employ a consultant to help design a tailored curriculum for the children with SEND, which will run alongside the main curriculum.	
	5.	This year the early years foundation stage (EYFS) staff have had many challenges but the children have progressed so much from when they joined the school.	
	6.	Mrs R Bridges explained the extend of SEND in EYFS: next year there will be five children staying in nursery who will apply for EHCPs and there will be 16 children new to reception awaiting EHCPs who have severe needs, with some working at a level equivalent to under 3 year olds. There are seven children with SEND in year 1 and two children in year 2. Overall, there are 29 children with significant needs. The headteacher confirmed that:	
	7.	Two of the rooms in school will be used for nurture and a sensory area, with school trying to emulate a SEND unit.	
	8.	The hall has been used well this year for children with SEND but school needs to adapt for the new children joining school in September 2025. The extra provision needs to be fit for purpose and the costs should not be extensive. **Q. What are the pupil numbers like for the September 2025 intake?** **A.** There are 59 children currently confirmed and the last place is shortly to be filled, so reception is full. SEND numbers are high, so it is important that a specific provision is implemented as it has been very challenging for staff. (headteacher) **Q. What are other schools like?** **A.** All schools are under the same pressure with SEND which has been gradually increasing. School are receiving children from the normal nurseries and the severity of needs is increasing. (headteacher) **Q. What is driving the increase in children with SEND?** **A.** The reasons are covid related, may be due to the children coming from abroad and there are several children who have come directly from Pakistan. (headteacher) **A.** There has been research to show a correlation between SEND and covid. (Mrs R Bridges) **Q. Is language an issue?** **A.** It is language, routines, behaviour etc. Many schools have set up a SEND provision as the existing provision does not cater for many of the children. (headteacher)	

A. The environment may need to be different for children with SEND compared to other children and school needs to balance this whilst maintaining a safe environment for all. (Mrs R Bridges)

9. The chair praised the staff on their great work and expressed that it is admirable how the school deal with challenging circumstances.

R25.19 **BUDGET 2025/26**

1. The headteacher tabled the following report **'CFR Report'** which represented budget A:

	2025-2026	**2026-2027**	**2027-2028**
	£	**£**	**£**
In year surplus/deficit	56,022	66,727	50,003
Surplus/deficit brought forward	265,657	321,679	388,406
Surplus/deficit carried forward	321,679	388,406	438,409

2. The headteacher tabled the following report **'Budget 2025/2026 including forecast for 2026/27 & 2027/28'** which represented budget B, and included costs for an extra teacher and TA2:

	2025-2026	**2026-2027**	**2027-2028**
	£	**£**	**£**
In year surplus/deficit	5,496	-9,376	-20,581
Surplus/deficit brought forward	265,657	271,153	261,777
Surplus/deficit carried forward	271,153	261,777	241,196
% of balance brought forward required to set	0%	3%	8%
Clawback Guideline balance	357,878	366,141	371,492

3. **Q. Why are the balances for E25, E26 and E27 in the final outturn very different to the proposed numbers in budget B?**
A. I will check this but the 2024-25 budget included costs to cover several maternity leaves. (headteacher)

4. Mrs R Bridges highlighted how the teaching staff costs had increased as permanent staff are back in school.

	5. **6.** **7.** **8.**	**Q. Will there be increased funding for the children with SEND?** **A.** Yes and the funding would then be spent on more staff. (headteacher) **Q. What is the funding for a child with an EHCP?** **A.** It would depend on the banding but it is likely that many children will be eligible for the higher rate plus school will receive inclusion funding. (Mrs R Bridges) Mrs R Bridges confirmed that nurseries had suggested that the 10 children joining school should have one to one support however, it was explained to them that this may not be the case. The governors approved the school's budget plan B for 2025/26 and acknowledged that this should be submitted to the authority, along with a forecast for 2026/27 and 2027/28. It was agreed that the budget and forecasts would be presented for ratification at the summer full governing body meeting.	**FGB**
R25.20		**UNOFFICIAL SCHOOL FUND**	
		The headteacher tabled a report that had previously been sent to the governors for their perusal **'school-fund'** and the resources committee: Approved the audited accounts for the 2023/24 unofficial school fund and appointed Mr G Mukadam as auditor for the 2024/25 account, which will need to be ratified at the full governing body meeting.	**FGB**
R25.21		**POLICIES FOR APPROVAL**	
	a) **b)**	**Lettings Policy** The headteacher tabled a policy that had previously been sent to the governors for their perusal '**lettings-policy-may-2025'**, which the governors approved. This will need to be ratified in the summer full governing body meeting. **Charging Policy** The headteacher tabled a policy that had previously been sent to the governors for their perusal **'charging-and-remissions-policy-may-2025'**, which the governors approved. This will need to be ratified in the summer full governing body meeting. The headteacher confirmed that the policy now includes a sentence relating to the charging of letters. **Q. How is that going?** **A.** It has been accepted by the parents. There have not been many requests and when there has, they have been satisfied for the letter to be produced the week after. (headteacher)	**FGB** **FGB**

		Q. Where do the payments go? **A.** It is paid via ParentPay and will be added to the school budget. (headteacher)	
	c)	**Control of Assets** The headteacher tabled a policy that had previously been sent to the governors for their perusal '**control-of-assets-policy'**, which the governors approved. This will need to be ratified in the summer full governing body meeting. The headteacher confirmed that there had been no changes o the policy, however, it was proposed that school source a company who will complete an initial asset register audit for £1,398 and £499 each year thereafter. They will ensure that the portal is continually updated and an annual check will be performed. Governors agreed for the school to employ the company.	**FGB**
	d)	**ICT – Acceptable Use Policy** The headteacher tabled a policy that had previously been sent to the governors for their perusal which the governors approved. This will need to be ratified in the summer full governing body meeting. 'i**ct_and_internet_acceptable_use_feb25'**	**FGB**
R25.22		**PUPIL PREMIUM FUNDING**	
		The headteacher tabled a report that had previously been sent to the governors for their perusal **'pupil-premium-2024-25-with-spring-data'.**	
R25.23		**PE / SPORTS FUNDING**	
		The headteacher tabled a report that had previously been sent to the governors for their perusal **'2024-25-pe-premium-spend-v2'**. **Q. Is the funding mainly used for the pupil premium children?** **A.** It is used for the benefit of all children but funding is also used for extra activities with the disadvantaged children. (headteacher) **Q. Are there swimming lessons in years 3 and 4?** **A.** Yes, but that information is not reportable. (headteacher) **Q. How many of the year 3 children go swimming?** **A.** All of the children in years 3 and 4 attend swimming. (headteacher) **A.** Some children who join the school during the year can miss lessons and even though free vouchers are provided, the children do not go. (Mrs R Bridges)	

		Q. Could the school look at reviewing swimming? **A**. The only way that we can change it is by placing more money from the budget towards swimming, however, it can sometimes be difficult to secure sessions on a short term basis. (headteacher) **Q. What does the council offer for swimming?** **A.** The pool is free for children to use during the school holidays, with the responsibility on the parents to take them. I will review the swimming lesson allocation in school. (headteacher) **Q. Are there any sanctions due to the school being in a vulnerable area?** **A.** No, school have many different factors that affect the data for swimming and are not penalised. (headteacher) **Q. How can 95% perform self-rescue if many of the children cannot swim 25 meters?** **A.** It will relate to safety tasks out of the water and to meet the criteria will be quite low. (Miss S Agar)	
R25.24		**UPDATE ON BUILDINGS**	
	1. **2.** **3.**	The headteacher tabled a report that had previously been sent to the governors for their perusal '**building-costs-2024-25 (1)'** which related to the school's PROP scheme. The headteacher shared a document with the governors relating to costs for the refurbishment of the infant building at an amount of £39,643. This amount was for builder only costs and Lancashire County Council (LCC) costs will be in addition to this. Governors approved the work to go ahead based on this quote. Condition led funding has been allocated to replace a window and the front entrance of the infant building needs structural work.	
R25.25		**HEALTH AND SAFETY MATTERS**	
		The headteacher tabled a report that had previously been sent to the governors for their perusal and confirmed that the intention was to request a health & safety audit via LCC: '**health_and_safety_report_to_governors-summer-25'** **Q. Do we have issues with asbestos?** **A.** All asbestos issues have previously been resolved. (headteacher) **Q. When did we last have an audit?** **A.** In 2022. (headteacher) **Q. Are there concerns with anything else?** **A.** The ramp is falling down and we are awaiting a contractor to check it, which has led to the reorganisation of children exiting the building. There has also been a rat issue in different areas of the school which has been resolved. (headteacher)	

R25.26		**CONFIDENTIALITY**	
		No items were deemed to require recording as confidential, however, governors were reminded that all discussions within the meeting were confidential.	
R25.27		**DATE AND TIME OF NEXT MEETING**	
		The date of the next resources committee meeting will be agreed at the summer full governing body meeting.	
R25.28		**CLOSING REMARKS**	
		There being no further business, the chair thanked everyone for their attendance and continued support and duly closed the meeting at 7.45pm.	