SCHOOL NUMBER 13010

LANCASHIRE COUNTY COUNCIL
GOVERNOR SERVICES

WALVERDEN PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE OF THE GOVERNING BODY

HELD IN SCHOOL ON WEDNESDAY 8 OCTOBER 2025 AT 6.00 PM

PRESENT: Mr F Khaliq *(Chair for the meeting)*
Miss S Agar
Mrs R Bridges
Ms H Ahmed *(Headteacher)*

IN ATTENDANCE: Miss S Ghafoor *(Observer)*
Mrs A Bird *(Clerk)*

PART A

ACTION

R25.29 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted on behalf of Mr Ali, Mr Bashir, Mr Osman, Mr Rehman and Mr Stone.

R25.30 ELECTION OF CHAIR

The Committee agreed that the term of office for Chair would be one year.

This item would be discussed at the spring term meeting. **Spring Term**

R25.31 ELECTION OF VICE CHAIR

The Committee agreed that the term of office for Vice-Chair would be one year.

This item would be discussed at the spring term meeting. **Spring Term**

R25.32 DECLARATION OF INTEREST

There were no declarations of interest.

R25.33 MINUTES OF THE LAST MEETING HELD ON 20 MAY 2025

It was resolved that the draft minutes of the meeting held on 20 May 2025, having been previously circulated be received as a true and correct record, and signed by the Chair on behalf of the Committee.

R25.34 MATTERS ARISING

There were no matters from the minutes.

R25.35 REVIEW OF MEMBERSHIP AND TERMS OF REFERENCE

The Committee reviewed and approved its existing terms of reference without amendment.

R25.36 REVIEW OF POLICIES/ PROCEDURES

Governors reviewed the following policies:

- Lettings Policy/ Charges
- Charging and Remissions Policy
- Internal Financial Regulations

Governors approved the policies.

R25.37 BUDGET MONITORING

The Headteacher advised that the reports had changed from the last one received in May. Pupil Premium Grant numbers had gone in as 164 but we're actually 118. The Headteacher advised that the finance officer was trying to pick up where it had gone wrong. There had also been a looked after child (LAC) was still LAC for the summer term and the Headteacher needed to tell the finance office this. Decisions had been based on the original budget and there was a temporary teaching assistant (TA) for a year. The school was going to receive money from an education and health care plan (EHCP). The school needed a teacher to cover a maternity to leave but had not recruited to this position yet. The headteacher would speak to the chair about it. The school should receive 12 EHCP 11 in the next couple of months and another one later. The Headteacher advised that supply costs were higher due to maternity leaves in teaching there had been savings in admin. The Headteacher was meeting with the finance officer to discuss the report. Mr Khaliq would join the meeting on Teams.

- Long Term Financial Plan

This would be received at a future meeting.

- Disposal of assets

Governors received details of assets to be disposed of, and these were approved. The Headteacher advised that the new IT manager was settling into the school.

R25.38 STAFFING MATTERS AND APPOINTMENTS

Governors received a written report detailing staffing changes since the last meeting.

An advert was currently out for the attendance officer.

Q - How many welfare staff are there vacancies for?
A - We have three vacancies and interviews are to be held later this week.

There was an additional TA for a term. Money was starting to come from EHCP's.

A temporary TLR was being awarded for the outdoor area.

R25.39 HEALTH AND SAFETY / RISK ASSESSMENTS

Governors received the premises risk assessment report.

The Headteacher advised that investigations were being done regarding the walls. The infant wall had been repaired.

- Communications policy and Emergency plan were in place.

Governors received the health and safety report. There needed to be a Governor health and safety walk. Governors would be asked if someone would be willing to undertake the role at the full governing body meeting.

A local authority (LA) audit was to be carried out.

Q - Are staff happy?
A – In terms of well-being yes, they're okay. School is busy and they have lots going on at home.

The Headteacher advised that safeguarding incidents were increasing and there were challenges in EYFS and increasing SEND issues.

R25.40 BUILDINGS/ PROJECTS

The Headteacher advised that the school had a deficit in Prop of -£19,212.50. The school had initially put £40K in Prop who took money off for fees which would leave £37K. The costs for Legionella, walls and vermin issues had been paid from the £37K. The Headteacher advised that there had been unexpected works. It was agreed to take from money from reserves and request monthly reports on spending. Mrs Ghafoor was to look at the cost centres.

Q - How will that impact?
A - We have money in devolved formula capital (DFC).

The Headteacher advised the site supervisor logs things that are reported to Prop.

R25.41 CONFIDENTIALITY

There were no items for recording as Confidential, in the minutes however, Governors were reminded of the confidential nature of some of the discussions.

R25.42 DATE AND TIME OF THE NEXT MEETING

The date for the next meeting had been previously agreed as Wednesday 28 January 2026 at 6.00 pm.

CLOSING REMARKS

There being no further business, the Chair thanked everyone for their attendance and continued support and duly closed the meeting at 7.03 pm.

WALVERDEN PRIMARY SCHOOL
GOVERNORS' RESOURCES COMMITTTE TERMS OF REFERENCE

Membership

The committee shall consist of minimum of 4 members of the Governing Body. The Headteacher is ex-officio, a member of the committee.

The Committee will elect a Chairperson from within its own membership.

Non-voting participants may be invited to meetings by the Committee as and when required.

The membership of the committee shall be reviewed and determined annually by the Governing Body.

Quorum

The quorum shall be four members, including the Headteacher, or in the absence of the Headteacher, a member of the Senior Leadership Team nominated by the Headteacher.

Meetings

The Clerk to the Governors shall be responsible for convening meetings of the Committee. Procedures of any meetings held must be minuted and these minutes presented for the next meeting of the Governing Body.

The Committee shall meet at least once a term and otherwise as required.

Responsibilities (Finance)

1. To provide guidance and assistance to the Headteacher and the Governing Body on all financial issues.
2. To recommend to the Governing Body internal financial regulations for financial management of the school in accordance with guidance issued by the Authority.
3. To consider budget plans presented by the Headteacher and to make recommendations to the Governing Body for approval.
4. To monitor Pupil Premium Funding.
5. To consider budget monitoring reports relating to all public funds (i.e. school budget share, and any other funds delegated and devolved by the LEA, including Standards Fund) and make recommendations to the Governing Body.
6. To recommend virements between budget headings where the value is in excess of the sum delegated to the Headteacher under the school's internal financial regulations.
7. To consider and make recommendations on all finance policies of the school including those relating to charges, lettings and income.

8. To contribute to the school's development plan including consideration of the longer-term requirements of the school.
9. To consider the appropriate level of reserves and balances bearing in mind guidance produced by the Authority.
10. To consider the annual audited accounts of all unofficial funds prior to presentations to the Governing Body.
11. To consider audit reports and other relevant reports and make recommendations for the Governing Body.
12. To contribute to the School Profile.
13. To consider and advise on any financial matter referred to it by the Governing Body.
14. To respond, on behalf of the Governing Body, to any consultations relating to the Scheme of Delegation or the Funding of Schools.
15. To consider SFVS documentation.
16. To consult as required on the Pay Policy.

Responsibilities (Staffing)

1. To prepare staff policies for approval by the Governing Body.
2. In conjunction with the Headteacher, to draw up a staffing structure (teaching and non-teaching staff, posts of responsibility etc.) and to review it annually.
3. To ensure that all the procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under review following any changes in legislation.
4. To carry out all procedures for the appointment of new teaching staff (except Headteacher or Deputy Headteacher) and key support staff, in accordance with agreed arrangements.
5. To delegate to the Headteacher all provision of supply cover of under one term's duration.
6. To delegate to the Headteacher and one committee member the appointment of all other support staff.
7. To consult as required (e.g. over pay policy) with all staff or with recognised trade unions.
8. To ensure that appropriate job descriptions are in place.
9. To check that the arrangements for staff performance management are in place and being developed.
10. To monitor the programme of staff development and training and ensure it meets the needs of the school development/improvement plan and of staff.
11. To receive regular reports on staff absence, if not already reported to the full Governing Body.
12. Review annually the unit total of the school and the effect, if any on the ISR.
13. To contribute to the Governors' Newsletter to parents.

Responsibilities (Premises & Health and Safety)

1. To exercise delegated responsibility for the condition, repair, extension or alteration of premises.

2. To inspect annually the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the governing body.

3. To advise the governing body on major projects deemed to be necessary or appropriate.
4. To work with relevant partners and consultants to ensure that new buildings and improvements, as agreed with the governing body, are progressed and where appropriate that the payments are made.
5. To act on behalf of the governing body in monitoring the implementation and progress of all building related plans.
6. To monitor the maintenance and upkeep of the school premises and grounds.
7. Where it is the responsibility of the governing body, to make recommendations to the governing body on the appointment of consultants or the providers of premises related services.
8. To determine the use of the school premises outside school session time including advice to the governing body on a possible charging policy which must be determined by the governing body.
9. To provide support and guidance to the headteacher on all matters relating to the school premises and grounds, security and health and safety.
10. To ensure that arrangements are in place for the dissemination of health and safety information to all building users, including staff, pupils and visitors.
11. To review the school's health and safety policy as and when required and to advise, along with the headteacher, the governing body with regard to its compliance with health and safety regulations.
12. To monitor accident reports and fire drills and where appropriate recommend and take advice on remedial action.
13. To ensure the school complies with health and safety regulations, including that a regular audit of risk assessment is undertaken and to take action where necessary.
14. To promote co-operation between all employees at the school to achieve and to maintain a safe and healthy workplace for staff and pupils.
15. To examine safety inspection reports and to make recommendations where remedial action is required.
16. To be mindful of the requirements of the Equality Act.

NOTE

The appointment of a Headteacher or Deputy Headteacher is not a function of this committee.

Headteachers cannot take part in the appointment process for their successor.

Reviewed Autumn 2025

Review Autumn 2026