

ST MARY'S BENTWORTH CE PRIMARY SCHOOL

RESOURCES COMMITTEE MEETING MINUTES

Friday 23rd January 2026 at 9.10 am

Spring 1

Focus: Budget Review, Benchmarking topic: Staffing



Terms of Reference Adopted by Governing Body 1 st October 2025
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Quorum 3	Chair: Scott Fitness
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Clerk Judy Totman	Date of Meeting: 23 rd January 2026
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Attendance

Name	Governor*	Associate Member*	Present/ for zoom-linked meeting/ Apologies / Absent
Jo Ayres (Head Teacher)	HT		P
Clare Bridger	Parent		P
Scott Fitness (Chair)	Parent		P
Ashley Feldon-Lawrence		Assoc.	Not reqd for input this meeting
Maria Fordyce	Foundation		Ap
Debbie Kempton	Foundation		P on-line
Callum Knight	LA		P
Admin/Finance	No		Await newly appointed AO (SS)

*tick box where appropriate

SF welcomed everyone to Resources Committee meeting and thanked DK for attending on-line. JA will join us shortly as she has had to take urgent phone call.

Issues discussed as follows:

1.0 **Apologies for Absence** MF unexpected home commitment, accepted

2.0 **Declaration of Interests** None

3.0 **Approval of Minutes and Confidential Minutes** (28.11.2025) and **Matters Arising**

The Minutes and Confidential Minutes were accepted as true and accurate copies and DK will sign as chaired 28.11.2025 meeting; as on-line she will call into the office to sign. Clerk to upload thereafter in usual way. **Action: Clerk**

Matters arising:

Advertising for income generation from Hall hires governors agreed circulate pricing and contact via John Stockdale as contact who emails around the village **Action: CK**; insert advert in The Villager; consult JP/DSJ **Action: SS-JP/DSJ**

Levelling of playing field CK thanked for tractor and roller firming offer; review once rolled as to Grounds Maintenance re-seeding, infill of mole hills etc (quote for March works £522.60) **Action: CK/March agenda-Clerk**

Asset Planning/Wish List Await report from Hall Mgt team on Hall requirements (FGB action)

Teachers' Pay Policy 2025-2026 in tran; await MF to forward copy/JT to upload to staff policies (in-house not public document) Inform staff **Action: MF/JT**



Sail erection outside Ash Class Await Diocesan reply to question (Susan Hines) as to conservation area (building) **Action: JA/SS**

SF reported on recently attended HGS Cyber-security training 20.01.2026; this was aimed at governors with basic IT knowledge; however the experienced provider gave email contact to SF as he is currently writing AI model policy, which SF will obtain as he felt this was a priority; trainer provider recommended 6 monthly reviews on AI and annually on Cyber-security. SF will follow up **Action: SF**

9.25 am JA joined the meeting

Our Vision 'Imagine If' JA confirmed action discharged - photo of achievements included in School Newsletter, letter of thanks to PTA. Current vision proposed pre-school and restorative conversation does not lend to requesting donations from parents/workplaces.

Consider Oak Class recruitment needs Sept 2026 JA/CB meeting to discuss further requirements for EHCP Admissions children; consideration will be included in staff structure plan/new Budget May 2026.

All other matters were either discharged, noted in transe or on agenda.

4.0 Finance

GN was thanked for preparing and uploading Main School Budget and Y Code Budget reviews, together with helpful information/notes before she left.

JA outlined the plan for new AO, Summer Sutherland, starting on 02.02.2026; HCC provide EFS locum support in interim and in settling in new employees, including planning, purchase ordering, finance and training going forward (1st 12 hours free; thereafter £50 per hour). They are advising JA as she continues GN workload such as raising purchase orders. Office staff (JT/LL) are currently providing extra cover and will continue to support whilst SS is in training; their remit in their workload has not changed, JA had planned to cover. **GovQ When new AO arrives, is this an opportunity to reset expectations with the wider school community?**

Governor link-meeting with office staff sensed how difficult it can be to manage the workload and service the needs of others. On INSET day JA spoke to staff about thinking before interrupting; she relayed some examples where she thought staff could have carried out duties themselves, and not fall to the Office to address.

9.35 am JA left meeting to take phone call

Governors suggested a pen-picture of what a typical office day looks like which helps to give an understanding to staff of the flow of workload/pressure, could be useful; also for parents' understanding too.

(a) Main School Budget

Governors confirmed having reviewed budget figures, noting that generally invoices were higher than forecast.

Looking at the quote for refurbishment of hall parquet flooring approx £3,400. Having agreed to ring-fence hire revenue, with BC/ASC showing profit and not requiring this additional funding, use hire funds from this financial year (measure final figure available at financial year-end-April).

Approach to regular hirers Bentworth Parish Council to see if they might donate towards cost **Action: CK**

Ask MF if a Diocesan approach might effect consideration of an application for a donation **Action: MF**

Governors enquired as to the location of the Bentworth Parish Council post-box, not adverse to being on site, but to relocate to Hall building (if to relocate ask PS); request key to enable checking that no school mail has been put in there; JT believed the box was there for a short period of time for specific use but will ask JA received Parish Council request. **Action: JT/JA**

Governors noted reduced cost on energy line and wished to minute thanks to all staff for showing due diligence as far as turning off lights, power when not in use. Further noted ongoing LED light installation programme will support reduction in cost.

(b)Review Y Code Budget BC/ASC

Noted/agreed as above now not reliant on hall hire funds as breaking-even/profit, ring-fence, and check figure available financial year end. Going forward agreed a figure to ring-



fence for use in hall upgrading. Refresh hall floor quote for Summer works 2026 if hall hire funds allow. **Action; JA/SS**

9.40 am JA returned to meeting.

Chair confirmed reflection on main school budget whilst JA out of meeting. JA confirmed having attended recent HCC meeting, year-end figures in schools, HCC suggesting restructuring, not having DHTs, LSAs AM only; reducing office staff levels; NoR equates to what you have to allow in budget planning. **GovQ. Where are these figures drawn from? HTs present were uncomfortable and we are not told where these figures come from. Do HCC have a model of how this structure will work; evidence?** It would be a useful tool to ascertain how this is to be managed. Basically you are expected to manage your own school budget and you have to do it to accord with your needs - but there is no other financial support. **What about succession planning ie in losing DHT? Who does those roles?** The workload still has to be done. Other personnel would have to take it up eg KS1 leader deputises, HT, at no further pay. Our current DHT roles also include Class teacher, SEND/Inclusion joint manager, Early Years Manager. Other schools do not have the facility of JA working on 'sub-let' basis to gain extra funds to come back into the Budget (policy working with HCC/Trade Union body); DHT steps up to cover JA absence as required.

JA referred to SEND meeting next week looking at SEND Provision/budget, notional cost £6k per child, actual cost £18-38k which we do not receive funding for. We will be projecting what the children need September 2026 and submitting to Area Team Manager. **Is there a point that you can say no to considering further applications for pupils with EHCP/needs?** Once the current round of applicants which includes in catchment or with siblings in school, we will need to consider carefully; however there is much paperwork to complete in order to confirm no place, 16-18 page document to address every aspect of what they need and why we cannot offer a place to suit. We will need to look at re-deployment of staff in our structure; pare back in older age groups but still ensure specific interventions are delivered to meet needs of identified children. Governors will await further news on allocation of SEND team funding.

(c) Review costs of trips, Residentials (matrix uploaded 2024-2025/GN notes)

Governors reflected on the very interesting discussion at their last meeting and thanked GN for her useful matrix and notes. Governors were aware that parents had options but also the pressure of other pupils attending and their child being absent. **Are families helped financially if there are for example twins, or 2 siblings in same year groups accessing same Residentials?** Yes, whenever possible, with applying for grants, anonymous donations also received. **Are there any Year 3 children not staying over on the East Meon Residential trip this year? Is the expectation that the cost they pay is still the same or less than if they stayed overnight?** No, still pay the same cost. **What price rises have there been in the Residentials?** Calshot £10, East Meon £35. **As we are reviewing costs, is there anything further we can do?** JA offered surveying parents to start discussions - there will be 2 sides, those who understand the importance of the experience, often witnessed once the children have been, in their growth, enjoyment etc, with the majority willing to prioritise cost of trips, but then group of parents with a myriad of reasons who would wish less opportunity. JA feels our children get so much out of Residential and trips, amazing experience, growth seen in them when they come back; memories made so often mentioned by returning pupils from the past (Alumni). It is a governors' decision as to whether or not to survey. Governors discussed the suggestion of setting up parental account for Residentials in Year 4 which parents can save/pay into over the course of the 3 years ahead.

A governor brought up receipt of 'debt letters' Tucasi accounts, and in looking at Residentials presents figure as a debt yet not in debt but still in the period of paying prior to date - uncomfortable and disconcerting for families to receive. JA agreed to look into this, consider how system can differentiate and how to present to parents. Also consider how much time in office hours this would take to adjust, emailing out statements etc **If parents joining in Oak Class had cost projection of how much (indicator) would be needed to fund trips/Residentials for their child from Year R to Year 6, they could choose 'Tucasi savings pot'; it might support our families in financial terms better? What would happen if a child could not attend, through ill-health or family reason, or change of mind? How does that work? We**



would need to ensure refund. Governors felt it was important for our families to be made aware of financial trip implications at school and how best to plan or to be supported. Consider this further / Tucasi system ability / letter to parents Spring 1 **Action: JA/LL**
We appreciate HCC run Calshot and it may not receive ongoing funding; **look at another venue for Year 6?** Some like to go with Year 5s and share with their friends in that group, or their siblings.

Governors noted other enrichment activities include PTA funding for Christmas pantomime; they noted grant applications are harder to find as charities elect to support housing, food, energy, essential living for grant applications.

(d) Other Planned Revenue expenditure/review of Devolved Capital, review Asset Planning - 'Wish List'

Governors noted Hall Management Team will update with Hall Wishlist (as FGB minutes)

(e) Catering Kitchen staff. JA confirmed that the Catering Assistant is leaving, taking a position in a local pre-school nursery, and the position is not to be replaced based on the amount of meals currently being served.

See Confidential Minute

(f) School transport Mini-bus - options for volunteer back-up drivers; succession planning of driving staff; populating chargeable pupil places

An existing driver confirms plan to retire in Summer 2026. **Where does that leave us for September?** For back-up drivers, JA reported staff asked if interested and one person came forward but strategically JA uncertain this would work as needed for other roles rather than as back-up driver.

Looked at:

- route structure, cannot go down to 1 mini-bus as timings will not allow, eg Farringdon to Herriard. Need 2 mini-buses
- Budget planning, May agenda JA will have considered whole staffing structure
- feedback from parent body to chargeable places; 2 interested parties noted, both from Medstead
- pupils turning 5+ entitled to transport September 2026, 1 definite, 1 possible, 1 not at present, 1 no reply

NB GN checked and volunteer drivers are covered by HCC insurance but do require MIDAS training certification

Agenda - review structure May 2026; recruitment **Action: Clerk**

(g) Pupil Premium report Submitted by 31.12.2025. Thanks noted to CB.

JA confirmed report shared with LLP on visit yesterday; no further comments to add.

(h) Grant applications

- CIL grant application (in relation to development works) March deadline (MF email) **Action: JA/MF**

- JA reported on need for tarmac for car park area; will liaise/request with developer Briarsgate **Action: JA**

- Lyons Santa run (MF email); chosen Storycubes for Art gallery and Creation Station (NB connected to Internet to download story first) Information to MF to complete application **Action: JA/MF**

- £500 kind donation from Shalden Lodge, Ackender Road; JA will arrange to thanks; **Action: JA**

- Charity Christmas Fayre Beech donation for school resources mentioned;

- £500 kind donation from the Masons via DK/MK towards fire safety equipment affirmed; MK will arrange to drop off to school; thanks **Action: JA**

- await information on open-round S106 grant **Action: JA**

(i) SFVS (internal audit system)

- Benchmarking on Staffing, uploaded by GN - kindly thanked; agenda Spring 2 **Action: Clerk**

- Procurement cards audit (MM&LW) defer/agree Summer 1 **Action: SF/SS**

- SFVS Annual Statement (deadline 31.03.2026) present to Resources/to be signed by Chair MF and uploaded. JA will contact EFS for support with this statement in view of the deadline and SS being in training. **Action: JA/MF**



5.0 SSP

Noted governors to gain feedback from class teachers on impact of CPD (assessment on teaching impact/inc LSAs) March gov-teaching link meetings **Action: MF/DSJ, JP, LS (Education Committee agenda)**

6.0 Pre-School Nothing further to add since FGB

7.0 Personnel

We will be welcoming new AO SS 02.02.2026; JA confirmed she has received helpful support from EFS.

8.0 Premises, H&S, Security, Safeguarding (inc Jubilee Hall)

Refer to pages 3-4 of Agenda. No questions.

- Fire Safety equipment replacement Go ahead with 1st 4 replacements with Eastern Extinguishers; £500 donation can be used to off-set payment. **Action: JA-SS**
- Pest Control called in to deal with worse mouse problem, still in Oak Class and now in Hall - BC/ASC above ceiling/under floor; Hall under stage; Ecolab Pest Control to address, reporting to PS Caretaker. Additional costs for works quoted (£85 per hour) relook at current Rodent control quarterly contract visits @ £240 pa; obtain quote update or change contract to cover **Action: JA/SS-Clerk**
quote: Ant/Wasps 6 visits p.a. (April-Sept) @ £916.16 pa. Includes 6 wasp banes and 8 ant bait points - consider Summer 1 **Action: Clerk**
- Annual Accident/Incident Report 2024-2025 uploaded - no concerns; governor noted the substantial reduction in slippages and falls over 4 year-period. JT thanked for report, which governors recognised would have taken some time in information gathering.
- Fire alarm panel fault identified by Premier Fire Security - quote awaited to replace the MX4100 single loop panel. Report when quote received **Action: JT/SS**
- Levelling of school playing field, CK has kindly agreed to roll with tractor. Quote from Grass & Grounds £522.60 (unit price £435.50) to improve field, address mole damage & uneven surfaces, residing, provision of additional soil. Agenda next meeting **Action: Clerk**
- Additional agenda items
Fire Safety Caretaker's building. It has been established that there is no fire safety alarm or detector in this area. Would need to be planned and paid for works. Do we wish to get quote? Governors agreed 2 quotes sound bell and detection quotes **Action: PS/JT**
- Disabled WC in Hall sound alarm cannot be heard in the Hall, no system in place. Governors discussed and acknowledged red alarm light working and sound can be heard in entrance foyer. Agreed amend Hall Hire Policy and risk assessment to highlight; inform Hall Hire Management Team **Action: PS/JT**
- Establish position of lighting. Rear on decking and trim-trail corner of hall; having checked with sensor lighting not light enough to see to walk safely around hall to assembly point in darkness; establish when lights full on; establish lights on emergency-test. Report back. Solar sensory lights not appropriate with wildlife setting off. **Action: PS/JT**
- Termly governor H&S walk volunteer governor for Spring term **Action: CK/PS/JT**
- Termly Pupil H&S walk tba (JA) being arranged Spring term **Action: JA**

9.0 Review of Policies and Procedures

Charging Policy; Governors' Expenses MF thanked for reviewing, no changes suggested; governors agreed. Clerk will arrange to add to next FGB pre-meeting proposal form **Action: Clerk**

For review next meeting: Emergency Plan **Action: CBri/PS/JT**

Site Security; Fire Safety Management audit **Action: CK/PS/JT**



10.0 New Matters for inclusion on next Resources' Committee Meeting Agenda

Spring 2: feedback RAG ICT meeting

Spring 2: Benchmarking: Staffing

Summer 1: Cyber-security; information on Cyber-security audit, etc. SF will circulate draft model AI policy as minuted previously with feedback on HGS training Spring 2 **Action: SF/Clerk**

11.0 Date of next meeting: rearranged to Thursday 12th March 9.10 am

DK may have to offer apologies dependent on work commitment; Clerk to ask MF if new date can suit. **Action: Clerk**

The meeting ended at 11.07 am; length: 1 hr 57 mins

SF thanked governors for their attendance, input and discussion at the meeting today and noting SS start date, governors asked JA to let them know if there is anything they can do to assist in the interim.

Signed Chair
Scott Fitness, Chair of Resources Committee

Date

Précis of Actions in Minutes Resources' Committee 23.01.2026	Timescale if appropriate	ACTION	Discharged
3.0 Approval of Minutes (28.11.2025) arrange DK to sign as on-line at meeting; upload to school website; file confidential minutes	ASAP	DK/Clerk	
<u>Income generation from Hall</u> arrange to inform John Stockdale to circulate email to villagers Place advert in The Villager - consult with JP/DSJ		CK SS-JP/DSJ	
<u>Levelling of playing field;</u> tractor and roller/review Grounds maintenance, re-seeding	March 26 Spr 2	CK/Clerk	
<u>Teachers' Pay Policy 2025-26</u> bespoke to St Mary's, forward to JT to ensure staff aware of circulation		MF/JT	
<u>Sail erection</u> outside Ash Class Await Diocesan reply		JA/SS	
<u>Cyber-security training</u> obtain draft AI model policy		SF	
4.0 Finance			
<u>Refurbishment of Hall floor</u> Approach Bentworth Parish Council for donation Approach Diocese for donation (ask MF)		CK MF	
<u>Bentworth Parish Council post-box</u> If completed use request removal or relocate to Hall building (PS to assist if latter); ask for key to check no school mail in box		JT/JA	
<u>Review of Y Code BC/ASC</u> refresh hall floor quote for Summer works 2026 if hall hire funds allow	April 2026	SS	
(c) <u>Review costs of school trips, Residentials etc</u> Consider adjustment of debt statement/reminders, investigate adapting Tucasi system to create funding pot if required; consider letter to parents	Spring 1	JA/LL	
(f) include in <u>staffing structure 2026 review</u> of mini-bus driver vacancy (Summer); agenda	Spring 2	JA-Clerk	
(h) <u>Grant applications</u>			
<u>CIL grant application</u>		MF/JA	
<u>Contact Briarsgate</u> donation / tarmac		JA	
<u>Lyons Santa run</u> donation for Storycubes		JA/MF	



Write thanking for £500 kind donation from Shalden Lodge		JA	
Write thanking the Masons for kind donations		JA	
Await information on S106 grant		JA	
(i) <u>SFVS internal audit system</u> SFVS Annual statement; JA contact EFS for support, MF to sign March-end Procurement cards audit (MM&LW) agree date	31.03.2026 Summer 1	JA/MF SF/SS	
5.0 School Strategic Plan (SSP)			
Governor-teaching staff link meetings gain feedback from Class teachers on impact of CPD (assessment)	Ed Cttee Spr 1	MF Resources JP/DSJ/LS Educ.	
8.0 Premises, H&S, Security, Safeguarding (inc Jubilee Hall)			
<u>Fire safety equipment</u> Go ahead with 1 st phase of replacements		JA/SS	
<u>Pest Control</u> obtained costings £85 per hour; query for amendment to existing contract to include for additional mouse works-cover Consider insect (wasps) pest control contract	Summer 1	JA/SS Clerk	
<u>Fire alarm panel</u> consider/circulate quote when received from Premier Fire Security		JA/SS	
<u>Fire Safety Caretaker's building</u> quotes for fire alarm or detector	Spr 2	PS/JT	
<u>Disabled WC in Hall</u> amend Hall Hire Policy and risk assessment; inform Hall Hire Mgt Team		JT	
<u>Establish provision of lighting</u> around hall when dark		PS/JT	
<u>Termly governor H&S walk</u> arrange date		PS/CK/JT	
<u>Termly Pupil H&S walk</u> arrange date		JA	
8.0 Review of Policies and Procedures			
<u>Charging Policy and Governors' Expenses</u> both reviewed, no change, add to pre-meeting proposal form	FGB Spr 2	Clerk	
<u>For review next meeting:</u> Emergency Plan Fire Safety Management audit Site Security		CBri-JT CK/PS-JT CK/PS-JT	
9.0 New Matters for Inclusion on next Agenda			
<u>ICT RAG Meeting</u> report on review	Spr 2	Clerk- JA/SF/DK/CK	
<u>Benchmarking - Staffing</u>	Spr 2	Clerk	
<u>Cyber-security</u> , researching and report of findings	Spr 2	Clerk-SF/JA	
Confidential Minutes - 1 action		JA	