

**ST MARY'S BENTWORTH CE PRIMARY SCHOOL
RESOURCES COMMITTEE MEETING MINUTES**

Friday 28th November 2025 at 9.10 am

Autumn 2

Focus: Budget half-yearly Review



Terms of Reference Adopted by Governing Body 1 st October 2025
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Quorum 3	Chair: Debbie Kempton, in absence of Chair
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Clerk Judy Totman	Date of Meeting: 28 th November 2025
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Attendance

Name	Governor*	Associate Member*	Present/ for zoom-linked meeting/ Apologies / Absent
Jo Ayres (Head Teacher)	HT		P arrived 9.45 am
Clare Bridger	Parent		P left 10.00 am
Scott Fitness (Chair)	Parent		Ap
Ashley Feldon-Lawrence		Assoc.	Not reqd for input this meeting
Maria Fordyce	Foundation		P
Debbie Kempton	Foundation		P
Callum Knight	LA		P
Gemma Newbury Admin/Finance	No		P

*tick box where appropriate

DK welcomed everyone to Resources Committee meeting and noted requirement for meeting-end by 11.15 am. JA will join us shortly; CBri needs to leave 10.am.

Issues discussed as follows:

1.0 **Apologies for Absence** Scott Fitness work commitment. Apologies accepted.

2.0 **Declaration of Interests** None

3.0 **Approval of Minutes and Confidential Minutes** (10.10.2025) and **Matters Arising**

The Minutes and Confidential Minutes were accepted as true and accurate copies and DK signed as chairing this meeting and present at last meeting. Clerk to upload in usual way.

Action: Clerk

Matters arising:

Longevity of children's photos on school website take up action point when JA joins meeting (see meeting-end page 7)

Cost of School trips/Residentials discussion as to overall cost, particularly Residentials. Non-refundable deposit payable; cost of Residential alone over 4 year period, families could find it particularly hard in the current climate, if siblings, more than 1 child, eg £800+ for one year; concerns as to pressure of cost of living issues; counter-thought, families expectations for trips over 3 years to Calshot, important for early experience through curriculum; would parents be keen to keep these experiences? How do parents feel? Would they feel relieved if some trips were curtailed? This year's Year 3 cohort East Meon Sustainability Centre residential, some



concern from parents as to young children staying over, some families are choosing for their child to attend daily.

Calshot Residential cost has risen and children now stay for 3 nights instead of 4; cost also reflected in child numbers, Elder Class cohort is smaller, thus combine both years 4 and 5 on trip to obtain lowest price.

JA not yet at meeting; raise discussion further

Grant application to the Masons DK confirmed discharged as request for grant submitted

Hall Kitchen catering equipment MF confirmed having looked at the costs quoted and these are competitive. The equipment is being ordered on 4-5 week delivery time; hot plate warmer delivered/installed. Catering staff report being pleased with it.

Income generation from hall hire DK to pass to GN contact details for Beech magazine; consider further advertising for hall hire locally **Action: JA/Hall Mgt team**

Levelling of playing field March 2026 agreed with Grounds Maintenance for re-seeding and levelling (quote received). CK will run his tractor and roller over the field in Spring to see if this helps. Review in Spring **Action: CK/Clerk-agenda**

Community Grounds day now 06.12.2025 9am-12 noon, all welcome

Jubilee Hall projector tether in transe (NB since circulating Agenda this work has been done by PS)

SFVS audit cycle, amend cycle with new audit points. In transe **Action: GN/JT**

Clerk confirmed SF had undertaken audit of Staff/Governors Interest Registers; all in order

Our Vision 'Imagine If' going forward highlight in School Newsletter so that parents are aware of projects achieved and ongoing; consider request by advertising in Newsletter to see if any parents or their workplaces have items/funds to donate to assist; letter of thanks to PTA for their support in achieving goals **Action: JA/GN**

Asset Planning-Wish List retype with revisions and forward to JA/MF; Ask Hall Mgt Team for their input as to Jubilee Hall requirements in transe **Action: JT**

HCC Finance Management overview, any updates from EFS **Action: DK/GN**

Teachers' Pay Policy 2025-2026 bespoke to St Mary's; forward to JT **Action: MF** Upload to staff policies (in-house not public document) Inform staff **Action: JT**

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

Governors agreed to b/f matters at Points 6 and 8 so that governor reporting is present

6.0 Personnel

See Confidential Minute

9.45 am JA joined the meeting

8.0 Review of Policies and Procedures As having to leave meeting, CBri reported on her actions, having reviewed 2 policies

Animals on Site CBri suggested add reference to service animals being allowed on site with prior notice being given; amendment agreed by governors. **Action: JT**

Ice and Snow (adverse weather conditions) no change to policy.

She was thanked for her review and comments.

10.00 am CBri left the meeting

4.0 Finance

GN was thanked for preparing and uploading Main School Budget and Y Code Budget reviews, together with helpful information/notes on budget revision circulated.

She drew particular attention to the following:

Main School Budget GN had produced colour-coded sheet showing fire equipment projected costs yearly 2025 - 2035. Do we use lithium batteries for the laptop charging cabinets? If so, do we need specific type of fire extinguisher placed in those areas? **Action: GN to check** Governors agreed this was a sensible program to follow.



Reflecting on staffing costs, budget includes recent changed/recruited LSA hours. SEND payments for recovered SALT/OT; GN explained she has to pay invoices and claim back from SEND team, she checks with SEND finance that they have allowance for these costs as she has concerns we may be unable to recoup costs. **Is this support rolled out for all children?** No, applies to certain children at the moment.

Income working on cautious projection of 2 EHCPs coming through in process Spring term. Next year Year R Admissions Sept 2026, 4 expected, possibly 5 anticipated. Realistically 1-2 EHCPs shown each year for budgeting purposes. JA confirmed she has meetings with parents at this point with regard to EHCP intake. **Has the EHCP application process been started at nursery?** Yes. 1 child has EHCP already, 3 applied for.

Governors commented on the need to be aware of our financial stability, the cost implications of inclusion. **Are the children with EHCPs in catchment?** Yes in catchment or with siblings in school. **Is there any chance their child's need is surpassed for this school and there would be better placement in another location?** With the level of support we can give, would they thrive? Do the families look for KS1 and then seek a different provision KS2 or for continuity? **Will these places fall under current govt SEND funding?** Governors are concerned at the level of placements and what the Govt is planning to do. With Local Authorities running into debt, currently Govt discussion, looking like systemic collapse, this is a very difficult situation. Resources governors need to be aware of the effects and impact of this and JA confirmed she would need to have robust conversation with parents.

Governors affirmed that we are always conservative in our budgeting; deficit noted in Years 3, 4 and 5 as worst case scenario.

Main School Budget revision (half-yearly for Current year)

	£ 2025-26	Words and figures
Total Expenditure	1,019,799	1 million nineteen thousand seven hundred and ninety nine pounds
Total Income	977,555	Nine hundred and seventy seven thousand five hundred and fifty five pounds
In year Surplus/(Deficit)	(42,244)	(Forty two thousand two hundred and forty four pounds)
Surplus/(Deficit) Brought forward	76,354	Seventy six thousand three hundred and fifty four pounds
Cumulative Surplus/(Deficit) c/f	34,110	Thirty four thousand one hundred and ten pounds

Main School Budget half-yearly Projected forecast: Current - 2030

	£ 2025-26	2026-27	2027-28	2028-29	2029-30
Total Expenditure	1,019,799	1,060,450	1,091,192	1,126,257	1,157,600
Total Income	97,555	928,569	928,323	928,887	924,835
In Year Surplus/(Deficit)	(424,244)	(131,880)	(162,868)	(197,370)	(232,765)
Surplus/(Deficit) Brought forward	76,354	34,110	(97,771)	(260,639)	(458,009)
Cumulative Surplus/(Deficit) c/f	34,110	(97,771)	(260,639)	(458,009)	(690,774)

DK proposed acceptance of budget figures; CK seconded, unanimous governor agreement to the above half-yearly figures presented. Chair MF and HT JA to sign; **Does this go to FGB?** MF noted in Terms of Reference delegated decision to Resources Committee. GN requested to upload to HCC. **Action: GN**



(b) Review Y Code Budget BC/ASC Y Code forecast: Current - 2030

	£ 2025-26	2026-27	2027-28	2028-29	2029-30
Total Expenditure	£23,321	25,774	26,547	27,356	28,199
Total Income	28,150	25,998	26,518	27,048	27,589
In Year Surplus/(Deficit)	4,829	224	(3)	(308)	(610)
Surplus/(Deficit) Brought forward	(2,278)	2,551	2,775	2,745	2,437
Cumulative Surplus/(Deficit) c/f	2,551	2,775	2,745	2,437	1,827

Are we charging the right cost for BC/ASC to cover for staffing levels? Expenditure 3%, Income 2%.

JA commented on recent development that for following years we will need budget allowance for interpreters for parents at events (eg sign language). Under Equality Act if parent requires this, we need to provide with cost implication to our budget. If cost for the provision is not used, then it can be put back into the budget. We do have a trained member of staff for hearing needs who could potentially provide this service at our events.

JA informed governors that the District Manager is retiring and our new Manager is Chris Brooks Martin with a background in primary schools.

Date for RAG meeting with Harrop ICT confirmed 02/02/2026 08.10 am, DK/CK would also like to attend. **Attendees, JA, SF, DK, CK, GN**

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

Safeguarding: Main entrance door to Jubilee Hall for replacement of release button to open doors, 2 choices. GN had obtained quotes £2k for fob system and £500 to install keypad on inside; JA believes keypad cheaper option is sufficient; governors agreed. GN will turn off keypad for hall hires and confirmed it releases in emergency on sounding of fire alarm. Arrange installation. **Action: GN**

(d) Catering Kitchen staff very pleased with new hot plate-warmer, working well.

See confidential minute

(e) School transport Mini-bus chargeable places refer to FGB Minutes. **Are parents aware that there is no guarantee of a place every year?** Yes. **Are families using BC/ASC provision rather than looking for transport?** At points, yes, but not regularly Mon-Fri. To get 5-10 cars not using parking/off the playground would be a 'game changer'; this was the conversations JA had previously with HCC transport adviser. Based on BC/ASC costs, £3.25 from 8.15 am say £6 each day; £360 per term, equates to nearly £1k per year. This cost would have to be agreed by parental decision. We would arrange pick up at muster points not from personal addresses. **At £5 flat rate per day (for morning and evening), how are you going to deal with administration for this?** Theoretically a bus muster stop with stops further out; invoicing, commit to a week or a term? What will this mean in extra stops logistically for children being on bus for longer periods of time for their journey, contradictory to the set of expectations for those children entitled to transport to/from school. You can't cancel the payment for space, it will be non refundable.

Run on trial basis for one term, bookings on first-come first-serve basis. Gain feedback from drivers, children and parents on using the service, including those 'entitled' to use it. Governors noted that we could potentially gain Year Rs as reach age 5+ of entitlement to travel next term from HCC.

Can Childcare vouchers be used? No, not towards travel costs as legislation states it is the responsibility of parent/carer for getting your child to school (the building) not for transport to get the child to school building; therefore childcare providers will not allow vouchers to be used for transport. **Can Scopay be utilised for payment?** Yes believe so. **Will the transport fees go into Y code?** No, not wrap around care provision. Payments will go into minibus coded line in the Main Budget. **Do we have capacity for January or look for half-term?** We will need to email parents first to explain the process and gain their interest. **Action: JA/GN**



Options for back-up driver whilst we have a governor's family member kind offer, we need to ascertain the insurance for volunteer drivers; needs researching **Action: GN**
See Confidential Minute

(f) Pupil Premium report CB collating information, sharing with staff to check details, share with governors; deadline for submission 31/12/2025. **Action: CB/GN to upload**

(g) Grant applications GN had circulated email on the outcome of her submission for wraparound childcare grant £2,500 - great news! GN thanked for her time working on these grants, which governors really appreciate as applications are time-consuming.

EHDC grants Believed some funds left for Beech area allocation with invitation to apply if links to Beech, being our catchment, will apply. Items outside Ash Class to make outside usable learning area, sail protector, planter, tables, chairs. **Action: JA/GN** We are contacting Susan Hines, Diocese to check on permission required for sail erection, as conservation area.
Action: JA/GN

Christmas Community Lunch 17.12.2025 We are grateful to Councillor Tony Costigan for considering and awarding a £500 grant to enable this event for the local community to go ahead.

JA confirmed we have applied for a discretionary grant for vulnerable families to gain assistance with winter costs. GN awaits outcome.

See Confidential Minute

(h) SFVS audit cycle Governors to considered topic for benchmarking. Governors chose Staffing and GN will prepare to next meeting **Action: JA/GN -Clerk: agenda**

5.0 Pre-School

Ongoing - MF drafting pre-school proposal document. She looked back over our discussions and original costings for creating a classroom, building works 8 weeks, assuming Victoria structure appropriate, cost £110 in 2017.

Considering Nursery Years/Oak/Year 1 where Oak/Ash currently are; Ash and Lime in 2 other classrooms and Elder in new classroom/cloaks, allowing for independence from main building. The new classroom would be of a more permanent nature, nicely clad, fully operational with what Year 6 pupils need, choose a strong structure say with 50-year lifespan. We would also need to check our existing power for electricity load. Probably best placed by playground with nice approach to it so that when parents consider where their children are going in Elder Class it is welcoming and a place to look forward to being in during the last stages of primary school life. **Action: MF**

6.0 Personnel

Our new member of staff, LSA Thurs/Fri joined us end November in Oak Class; she brings fresh energy to the team, supporting a Year R pupil.

See Confidential Minute

JA/CB are meeting later today to ascertain recruitment needs in Oak Class going forward.
Action: JA/CB

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

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

Governors noted Clerk's email relating to recent incident - slip in icy conditions in Oak Class playground. MF thanked staff for their care for the person involved in making them feel comfortable when shaken by it, supported and following up that she was OK when arrived home. Governors asked for this incident to be logged as 'near miss' on H&S Safety team system. **Action: JT**

Air-curtain installation 22.12.2025, looking for volunteer to be on site, let them in **Action: JT-back-up CK**

Site call-out back-up as governors CK and MF volunteered to hold keys, fobs, codes should out-of-hours action be required. JA thanked them for their kind support. **Action: JT**



8.0 Review of Policies and Procedures

Performance Mgt & Pay Committee cycle - Education Committee had discussed Performance Mgt audit at their last meeting; taking into account Pay Committee ToR and Ofsted cycle they suggest seek volunteer FGB Aut 2 2026 for Perf Mgt audit (ie action Spring term 2027). Governors agreed, noted **Action: Clerk**

For review next meeting:

Charging Policy **Action: MF**

A governor queried the length of time between policy reviews; Clerk confirmed the cycle was reviewed recently (DSJ/JT) and if statutory DfE requirement/recommendation annual review; some 2 yearly and a couple on 3 yearly cycle.

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

Agreed points on next agenda

- Discuss cost of trips and Residentials, governors felt this needed to be analysed to identify whether we needed to 'dial back' (cost of living pressures), understand how comfortable families are in funding; take into account Curriculum drivers, outcome and impact of experiences, etc. GN asked to compile matrix showing costs of Calshot 3 years, East Meon 1 year accounting for one child, 2 children or 3 children. Cost of trips/enrichment experiences for a child in year groups eg last year. **Action: GN**

Agenda note for Spring 2:

- Cyber-security **Action: SF/GN** researching and will report findings
- Feedback on RAG ICT meeting

Additional notes:

Governor pen-portrait for school newsletter, please forward to Clerk if not already done so.

Action: Governors

Actions referred back to JA as joined meeting after point 3.0

Longevity of children's photos on school website JA confirmed migration to brand new platform (Juniper) with new photos etc supported by Primariesite, being looked into so this will resolve matters.

Governors on the gate AM: MF kindly volunteered 11th December, Christingle **Action: MF**
Governors continuing to come forward for dates on circulated rota

10.0 Date of next meeting: Friday 23rd January 2026 9:10 am

The meeting ended at 11.05 am; length: 1 hr 55 mins

DK thanked governors for their attendance, input and discussion at the meeting today.

Signed Chair Date ...
Debbie Kempton, Chairing in absence of Scott Fitness

Précis of Actions in Minutes Resources' Committee 28.11.2025	Timescale if appropriate	ACTION	Discharged
3.0 Approval of Minutes (10.10.2025) upload to school website; file confidential minutes		Clerk	
<u>Income generation from Hall hire</u> Beech magazine details <u>Consider further advertising for hall hire locally</u>		DK/GN JA/Hall Mgt team	
<u>Levelling of playing field;</u> tractor and roller/review Grounds maintenance, re-seeding	March 26	CK/Clerk	
<u>SFVS audit cycle</u> , add new audit points		GN/JT	
<u>Our Vision 'Imagine If'</u> highlight in School Newsletter projects achieved/ongoing; consider request for		JA/GN	



parents/workplaces donations; letter of thanks to PTA			
Asset Planning-Wish List retype revisions, ask Hall Mgt Team for their input on Hall requirements		JT	
HCC Finance Management overview, check for any updates from EFS		DK/GN	
Teachers' Pay Policy 2025-26 bespoke to St Mary's, forward to JT to ensure staff aware of circulation		MF/JT	
4.0 Finance			
Fire safety equipment projected costs Check whether we use lithium batteries for laptop charging cabinets - specific type of fire extinguisher reqd?		GN	
New entry code point inside Hall entrance doors Arrange installation		GN	
Date for RAG meeting with Harrop ICT set date; inform governors	02.02.2026 8.10 am	JA/SF/DK/CK/ GN	
(e) School transport explain process of booking places to parents, potential cost, gather feedback on parental interest for transport Review once Year R +5 years old requiring places Research cost of volunteer bus driver insurance (f) Pupil Premium report Complete, circulate to governors, submit by 31.12.2025	31.12.2025	JA/GN GN CB/GN	
(g) Grant applications EHDC grants Beech area allocation, research and apply Ash Class Sail erection, check with Diocese, Susan Hines		JA/GN JA/GN	
(g) SFVS audit cycle			
Present benchmarking topic - Staffing	Spr 1	JA/GN	
5.0 Pre-school			
Drafting pre-school proposal documentation		MF	
6.0 Personnel			
Consider recruitment needs going forward for Oak Class		JA/CB	
7.0 Premises			
Log 'near miss' incident on H&S Team system		JT	
Air-curtain installation volunteer on site	22.12.2025	JT-back up CK	
Site call-out back up issue keys, fobs, codes to MF/CK		JT	
8.0 Review of Policies and Procedures			
Performance Management audit, volunteer at FGB Audit Jan 2027	FGB Aut 2 2026/Jan 27	Clerk	
Review Charging Policy	Spr 1	MF	
9.0 New Matters for Inclusion on next Agenda			
Cost of trips and Residentials, matrix for discussion	Spr 1	GN	
Cyber-security, researching and report of findings	Spring 2	SF/GN	
Harrop ICT RAG meeting feedback	Spring 2	JA/GN	
Additional points: Governor pen portrait for school newsletter		Governors	
Governors on the gate AM Christingle Governors continue to come forward for dates on circulated rota	11.12.2025	MF governors	