

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

Friday 10th October 2025 at 9.10 am

Autumn 1

Focus: Budget Monitoring Review



Terms of Reference Adopted by Governing Body 1 st October 2025
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Quorum 3	Chair: Scott Fitness, Chair
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Clerk Judy Totman	Date of Meeting: 10 th October 2025
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Attendance

Name	Governor*	Associate Member*	Present/ for zoom-linked meeting/ Apologies / Absent
Jo Ayres (Head Teacher)	HT		Ap
Clare Bridger	Parent		P
Scott Fitness (Chair)	Parent		P
Ashley Feldon-Lawrence		Assoc.	Not reqd for input this meeting
Maria Fordyce	Foundation		P
Debbie Kempton	Foundation		P arrived 9.15 am
Callum Knight	LA		Ap
Gemma Newbury Admin/Finance	No		P

*tick box where appropriate

SF welcomed everyone to Resources' Committee meeting and noted requirement for meeting-end, around 10.40 am.

Issues discussed as follows.

1. **Apologies for Absence** Callum Knight, working shift-pattern; JA training
2. **Declaration of Interests** MF declared interest on catering price review, gaining information basis

3. **Approval of Minutes and Confidential Minutes** (27.06.2025) and **Matters Arising**

The Minutes and Confidential Minutes were accepted as true and accurate copies and the outgoing Chair (DK) duly signed. Clerk to upload in usual way. **Action: Clerk**

9.15 am DK joined the meeting

Matters arising:

Installation of air curtain to Hall - another engineer attended site last week and is arranging to check information on quote.

Glazing to hall window - glaziers to return and complete metal trim works shortly.

Photography on website School office to identify children shown, list and contact with parents to be made (to check if pupil-photo-longevity is a problem) Report back Aut1/2

Action: JA/School Office Governors noted that some of the pupils appearing on the website



are now in Year 12; forms part of discussion as to upgrading/updating of school website (Asset planning-Wish List)

Contact details for JA to make contact with John Hewitt - CK gave to JA. (Note: JA has made contact and JH has visited the school)

JA aware of outlining trip costs, couple of parents contacted JA and she is considering best way to address this going forward. **Action: JA**
SFVS

All other matters were either discharged, in tranche 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. GN confirmed meeting with HCC EFS this week for budget revision meeting; budget is not looking positive for next year. **GovQ Is this the same for many schools?** Yes, GN mentioned in 25-26 budget Income supported by grants of £5 and £8k received based on pupil numbers and FSM; Sports Premium grant extended until July 2026. GN looking at key performance indicators, our staff costs 77% of Budget, below HCC average / costs in comparison similar in other schools. Budget shows Oak Class leak expenditure as interim payment; await HCC repayment.

Looking at grants, DK has knowledge of the Masons donating, they might consider application for grant donation to St Mary's - discussion follows with suggestion of money towards IT switches to back-up in situation of network going down (last time affected network, telephone, internet). Harrop ICT fixed it but recommended 2 of these switches, at cost of option 7 year subscription £72 p.a. (£429). **Are we renting?** Harrop are recommending a brand of switch that needs a licence. Governors acknowledged we have not previously had a licensed switch. **Does it give remote management? Does it use Unify?** Investigate further with Harrop **Action: GN**

GN had circulated (email) in details of P50 fire extinguisher quotes. **What is the official training for fire extinguisher use for staff?** (bearing in mind Eastern Extinguishers engineer comment about staff confusion over what type of extinguisher to use). All our nominated fire marshals are trained but our protocol is to remove all persons from building 1st before tackling fire. In this quote training is included for visual extinguisher checks, installation, signage. **Do we have feedback from previous contractor as to why now these extinguishers are condemned and require changing - longevity did not appear an issue with previous contractor?** Governors acknowledged replacement could be required as older style (foam) extinguishers phased out but as to whole extinguisher replacement, they would like to understand this further (previous service contractors Churchers, currently Walkers, quoting company Eastern Extinguishers). GN commented that HCC are also querying this. Governors agreed to replace the 4 identified as needing replacement and budget planning going forward to reflect rolling program of fire extinguisher replacement to spread cost over period of time. **Action: GN**

(a) Main school budget

Reflecting Teachers' Pay September 2025; Governors noted £40k surplus this year, negative £100k next year with continued predicted deficit. No further questions.

Turning to (d) Catering on Agenda, as noted oven warmer broken; dishwasher/1 freezer newer, remaining equipment at least 10 years old. Planning for repairs, planned preventative maintenance going forward is necessary. Await quote.

DK reflected, taking Masons grant application forward, ICT switches, fire extinguisher replacement, kitchen equipment, governors agreed DK will work with GN to list and apply **Action: GN/DK**

MF confirmed comparison costings to kitchen equipment researched; quote appears to be a good price; consider optional canopy cleaner. She confirmed competitive service contract costs quoted. We need a domestic-sized range not largest commercial unit, choosing electricity over gas. GN confirmed quote for hot oven warmer includes delivery, installation, removal/disposal of existing unit cost: 1,211.78p.

PAT testing on kitchen equipment undertaken April 2025, next test will fall in new financial year. Await quote for canopy cleaner 6 monthly, water softener 6 monthly. Lime scaling?



Other kitchen queries include legionella checks? Oven operates own clean with steam. Governors felt if 6 monthly precautionary cleansing checks in place less likely equipment failure. MF will enquire about commercial cleansing/manufacturers' recommendations for kitchen equipment and will report back. **Action: MF** Governors noted that as all kitchen costs will roll into the school remit, having formerly been part of HC3S contract, we need to investigate / long-term plan for budgeting purposes.

MF confirmed undertaking lunch survey last Friday, kitchen operations, serving from both sides. She noted harder for the children now there is more choice; difficulty where to rest trays; for some choices felt overwhelming. MF researching folding-up tray-rest type of table (shelving underneath) which could accommodate better the children's need - consider storage, on rollers, to fit into current space behind counter hatch when not being used, depth with reachable bowls held in dimple so do not move as children try and access food. In case of hall hirers, being on rollers could be moved around the kitchen area to suit. MF will also consult with kitchen staff. Probably cost £350-£1k ex VAT, possibility of finding someone to cover cost by donation. If hinged addition require, possibly CBri / PS could provide/fit metal fabricate part. **Action: MF/GN**

GN passed on for JA, 2 pupil EHCPs currently being processed; 4 EHCPs for Year R admissions 2026 previously reported, figure is actually 5. 4 pupils out of 5 have siblings already here; 5th applicant in catchment. Governors acknowledged that schools are awaiting DfE approach to SEND; Govt approach to Welfare and benefits. **With potentially 5 EHCPs in Year R 2026, will we require an additional LSA for next year?** The budget going forward is looking bleak.

GN confirmed JA affirmation to governors on carrying on her HT work on policies with HCC/Unions providing income to the budget.

Could we generate more income from hall hiring? Advertise in School Newsletter eg children's parties; The Village, Round & About Alton, the Beech magazine. DK will supply contact for the latter. **Action: DK - JA/Hall Mgt Team/** to consider further

See Confidential Minute

IT RAG meeting GN asked to arrange this; apparently Harrop ICT have not opened their calendar to arrange dates yet (anticipated sometime in October) **Action: GN**

(b) Review of Y code BC/ASC budgets. GN confirmed club figures much increased this term, particularly in BC; we now have 2 staff members in place for 4 days per week, rather than 2 days previously. GN had applied for wrap-around care grant, and upon receipt of application, they have raised a number of questions about ASC including why ASC runs on Friday until 4.30 pm and not whole session. GN has explained that partly due to no interest from parents to extend their bookings beyond 4.30 pm on Fridays; 1st hour over the 4 day period Mon-Thurs is also busier. Governors reflected if places at the clubs are higher then they should sustain going forward.

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

Levelling of playing field: Unevenness identified and Grass & Grounds site maintenance team inspected, they report best time to address pitted holes is to fill with top soil in Autumn; March full area topped to gain better levelling across the field would be out of action for 2 weeks). Governors agreed obtaining top soil and schedule works to be included in Community Day in November. Children will not be playing on field in winter months. **Action: GN/JA** In Spring re-inspect to ascertain if further works required, ask for CK advice as to whether he thinks farm equipment might resolve any levelling problems to ensure field is flat. **Action: JT/CK**

Jubilee Hall projector tether, **was this not included in original order/quote?** If not obtain cable and PS to affix. **Action: GN/PS**

Jubilee Hall floor £4k quote for complete strip back, re varnish etc. See how the floor comes up once PS has cleaned half-term. Governors are reluctant to spend further if floor can be brought up to good standard. **Action: GN/PS**

(d) Catering already dealt with

(e) School transport Mini-bus selling spaces, MF had received update from JA that in short term request received to support a pupil to use mini-bus. We will need to make steps as to how to logistically operate this system, charges etc, prompted by family who have enquired.

1. Ensure BC/ASC not an option for pupils;



2. Look at current Registers; when space on mini-bus identified, pick up from nearest point (domestic address of nearest child who is on register) (with pupils entitled to school transport, spaces may diminish - await Sept 2025 Admissions Year R turning 5+ requirements)

3. Equivalent charge to rate of BC/ASC

In future we will have to ascertain the nearest point where parents could park to meet the bus, eg Village Halls, Beech-Medstead-Four Marks We could not have parents parking in narrow lanes at domestic addresses as not safe. Charges would still remain reasonable in comparison with HCC transport charges. GN to inform JA of above to enable action on recent pupil transport enquiry/ update once spaces known for Sept Admissions 2025 Year R turning 5+ **Action: GN/JA**

(f) Grant applications, already mentioned. GN awaits outcome of her submission for wraparound childcare grant.

MF confirmed we had not been successful in Beer Festival application this year; apply again next year.

Waitrose green token scheme has just re-started, make MM aware **Action: GN**

(g) SFVS audit cycle

- Summer purchasing audit completed

- Amend cycle with new audit points **Action: GN/JT**

- Autumn: Interests Registers audit (staff and governors) report Aut 2 (combine with H&S walk) **Action: JT/SF**

5.0 Pre-School

Covered at FGB

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

Refer to pages 3-4 of Agenda.

Governors noted the 2 incidents (p. 4)

Science digitised audit completed, submitted by RD prior to deadline 30.09.2025

Governors aware of Oak Class leak incident (minuted FGB); vinyl flooring and kitchen unit replacement including lower level child sink (lower level one to be paid from our budget); awaiting site attendance for measuring etc. Should be installed Oct half-term. How much extra cost: We are only aware of full cost being around £2-3k, we believe 50% discount being given, although if it has to be bespoke, rather than units available on website, it may have figure adjustment. JA is meeting with contractor to appraise. **Action: JA**

Asset planning Wish List Vision board ('Imagine If') update, highlight those works completed 2024-25 in School Newsletter; highlight our thanks for PTA support in achieving some of these. **Action: GN** Send updated Wish List to MF/JA (incorporate any Jubilee Hall identified requirements as mentioned below) **Action: JT**

Brief list from Wish list (as uploaded to governors' secure website):

1. Car Park outside Jubilee Hall (tarmac)
2. Metal window replacement KS2 boys WC; monitor wooden window frames to PPA from upstairs
3. Whiteboard replacement (will be high need, should whiteboards fail)
4. Outdoor multi-terrain track around planning field; outdoor gym
5. St Mary's website, refresh
6. Identify new sink units/worktop/units in classrooms eg Ash Elder
7. School Site Entrance - vision of better/safer entrance, re-siting of waste bins, replacement of old fence, gate etc
8. Mini-bus parking (utilise our grassed area by Church wall, rear of school)
9. Jubilee Hall floor full strip-back, sand, re-varnish etc
10. Carpet HT & Office areas

Ask Hall Management team for input as to whether there are any Jubilee Hall requirements.

Action: JT-JP/DSJ/MF

Considered/Completed 2024-2025

CCTV - considered, costed, decision not to currently undertake



Art Gallery completed May half-term, PTA funding
 Replacement of blinds in Ash Class, completed Easter, devolved capital-eco funding
 New indoor gym equipment, mats etc, completed Summer term, part devolved capital, part PTA funding
 Ash Class, new carpet/rug Sept 2024 - school budget
 Painted Oak Class Aug 2025 - school budget
 Painted Ash Class Aug 2025 - school budget
 Governors thanked JT for update which they found a useful exercise.

7.0 Review of Policies and Procedures Resources' Committee offered support in reviewing any changed documentation from MoPP.
 HCC Finance Management overview (annual), consider any updates from EFS **Action: DK/GN**
 Teachers' Pay Policy 2025-26 bespoke to St Mary's **Action: MF**
 Performance Mgt & Pay Committee cycle - in tran
For review next meeting:
 Animals on site **Action: CBri**
 Adverse weather conditions: Ice and Snow **Action: CBri**

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

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

9.0 Date of next meeting:

The meeting ended at 10.40 am; length: 1 hr 25 mins

SF, as new chair, thanked governors for their attendance, input and discussion at the meeting today. He thanked DK (standing down as chair but remaining on Committee) for her ongoing support and valued input.

Signed *Scott Fitness* Chair Date 28th November 2025...
 Scott Fitness, Chair

Précis of Actions in Minutes Resources' Committee 10.10.2025	Timescale if appropriate	ACTION	Discharged
3.0 Approval of Minutes (27.06.2025) upload to school website; file confidential minutes		Clerk	
Matters arising: Photography on website Report back on longevity/decision (eg write to parents, delete, replace)		JA/School office	
Outline of anticipated trip costs for year, consider		JA	
4.0 Finance			
Investigate licensed switch/costs with Harrop ICT		GN	
P50 replacement 4 fire extinguishers; budget rolling plan of replacement to be drawn up going forward		GN	
Masons grant application		GN/DK	
Kitchen equipment & maintenance investigate costs		MF	
<u>Costs of new folding-up tray-rest type of table</u> research cost		MF/GN	
<u>Income generation from hall hiring</u> Supply Beech magazine contact to GN Consider further advertising for hall hire locally		DK JA/Hall Mgt team	
<u>Date for RAG meeting with Harrop ICT</u> set date; inform governors		GN	
(c) Other planned revenue expenditure etc			



Levelling of playing field include infilling of holes in Community Day, 15 November		GN/JA	
Ascertain CK advice as to <u>levelling problems, use of farm equipment</u>		JT/CK	
Jubilee Hall projector tether check previous quote for cable tether being included; if not, order and fit cable		GN/PS	
(e) School transport inform JA of governors' views for pupil transport short term request; Review once Year R + 5 register spaces are known		GN JA/GN	
(f) Grant applications Inform MM Waitrose green token scheme just re-started		GN/MM	
(g) SFVS audit cycle			
Amend cycle with new audit points		GN/JT	
Audit Interests Registers (alongside H&S walk)	Aut 2	SF/JT	
6.0 Premises etc			
Oak Class replacement vinyl and unit. Advise after meeting contractor on unit cost implication for lower level child unit		JA	
Asset planning/Wish list 'Imagine If'/Vision update visual board/displaying to parents completed projects achieved, our Vision going forward; highlight in School Newsletter and consider request by advertising Newsletter to see if any parents or their workplaces have items/funds to donate letter of thanks to PTA for achieving some of these goals		JA/GN JA/GN	
Asset planning Wish List, type up revisions and forward to JA/MF; ask Hall Mgt team for their input as to any Jubilee Hall requirements		JT JT-JP/DSJ/MF	
7.0 Review of Policies and Procedures			
HCC Finance Management overview, consider any updates from EFS		DK/GN	
Teachers' Pay Policy 2025-26 bespoke to St Mary's		MF	
Next meeting: Animals on site Adverse weather conditions: Ice and Snow		CBri C Bri	
8.0 New Matters for Inclusion on next Agenda			
Cyber-security	Spring 1/2	SF/GN	
Feedback on ICT RAG meeting	Spring 2	JA/GN	