



**Minutes of St Cyprian's Greek Orthodox Primary Academy
Resource Committee Meeting – Part A
Held on Wednesday, 23 November at 7.00pm
Milan Library, St Cyprian's Greek Orthodox Primary Academy**

Mrs Aredi Christou (AC)	Foundation Governor (Vice Chair)	Present	
Ms Carolyn Kellaris (CK) Chair	Foundation Governor		Apologies
Mrs Zoi Iliokaftou (ZI)	Foundation Governor	Present	
Mr Andrew Mantilas (AM)	Foundation Governor		Apologies
Mr Adrian Prescod (AP)	Foundation Governor	Present	
Mr Philip Prodromou (PP)	Foundation Governor	Present (arrived at 19:31 item 7)	
Ms Rhianne Darko (RD)	Parent Governor		Apologies

In Attendance:

Mr Gareth Thomas (GT) – Interim Headteacher
Ms Victoria Yeats (VY) - SBM
Mrs Nadina Bedlow (NB) – Clerk

Item	Minutes	Action No:
1	Welcome Those present were welcomed to the meeting which was opened in prayer at 18:57 by AC.	
2	Apologies for Absence Apologies were received from CK (prior commitment) and AM (work related). The apologies were AGREED and ACCEPTED by the Committee when PP arrived at 19:31.	
3	Quorum The meeting commenced at 19:15 on the basis that PP would arrive at 19:30 ensuring quorum. At 19:42 upon PP's arrival the Committee was declared quorate.	
4	Election of Chair Upon PP's arrival at 19:31 the election of Chair for the Resources Committee commenced. CK was nominated as Chair (with her consent in her absence), the committee unanimously AGREED to elect CK as Chair of the Resources Committee. Resolution: The Committee resolved to elect CK to the office of Chair for the term of one academic year.	
5	Declaration of Interests No declarations of interest were made in respect of any agenda item.	
5b	The annual declarations of interest were returned – three outstanding declarations were noted. Action: Send individual email reminders to governors with outstanding declarations of pecuniary business. (VY)	1
6	Minutes of the Previous meeting – 28-06-2023 The minutes of the previous Finance Committee meeting were AGREED as an accurate record and would be signed by the Chair for retention by the school. Update on Actions None noted.	



	<p><u>Matters Arising</u> None noted.</p>	
7	<p>Terms of Reference The committee reviewed and APPROVED the Terms of Reference subject to the following inclusions.</p> <ul style="list-style-type: none"> i. Include quorum ii. Include process for apologies, to be received no later than 10am on the day of the meeting. <p>Action: Amend ToR with above inclusions. (VY)</p> <p>Action: Review the Education Committee ToRs apology process. (AC)</p>	<p>2</p> <p>3</p>
8	<p>Finance Report Circulated prior to the meeting VY presented a summary of the Budget Monitoring Report including:</p> <ul style="list-style-type: none"> i. The position in terms of the in-year deficit (p4), and additional funding for maintained schools and COVID recovery (p1). YV explained that income from Wrap Around Car (WAC) was lower than estimated and the budget was increased slightly last year. ii. Catering income was estimated prior to the Mayor’s Free School Meal’s (FSM) scheme, VY advised the Board that the school may be in receipt of additional funding for FSM. Staff costs were impacted by the cost of long-term supply teachers. iii. Premises expenditure was slightly over budget due to cost-of-living increases. The increase impacted the lower paid earners more than higher paid earners. Overall staff expenditure represented 81% of the budget, all other expenditure was as anticipated. iv. VY advised the Committee that additional expenditure in relation to the cleaning contract was for a deep clean in the kitchen (p3). AP and VY discussed the increased costs relating to cleaning including the monthly instalments for the cleaning contract, additional deep cleaning requirements and consumables. v. VY updated the Committee in relation to HR Services, DBS costs, counselling and employment tribunal fees (off set by insurance claims). YV and AP discussed the impact of cost-of-living increases on staffing expenditure. <p>Q. What were the swimming costs? A. The income had gone into “school trips” rather than “swimming costs” the charge would be for the pool but the income would have gone into another cost centre. (VY)</p>	
8a	<p>Budget Review VY presented a summary of the Budget Review including:</p> <ul style="list-style-type: none"> i. Changes in teaching and support staff had increased funding on each pay scale point. The percentage calculated was pro-rata not flat. ii. All costs were applied to all areas/cost centres. iii. There was a 1% increase on premises costs. iv. £40,000 was budgeted for utilities. v. The Drama budget was not being utilised. vi. Costs associated with clerking services had been reduced. 	



	<p>vii. Insurance costs had increased by 1%.</p> <p>viii. Additional funding (teacher’s grant) for the confirmed increase in pay (6.5%) was due to be paid in November.</p> <p>VY left the meeting at 19:40</p>	
9	<p>Headteacher’s Report</p> <p>Recorded confidentially under Part B minutes.</p>	
10	<p>Premises Report</p> <p>The Committee reviewed the Premises Report May-November 2023 (circulated prior to the meeting) and discussed the following remedial repairs: LED light replacement schedule, repairs to the flat roof and unresolved issues with heating.</p> <p>Action: Confirm when remedial works (timeline for heating and clarification of LED replacement) will be completed. (PP)</p>	6
11	<p>Gifts & Hospitality Report</p> <p>Nothing noted.</p>	
12	<p>Key Financial Performance Indicators</p> <p>Nothing noted.</p>	
13	<p>Policies</p> <p>The following policies and statements were due for review and would be reviewed annually.</p> <ul style="list-style-type: none"> • Scheme of Delegation • Finance Policy • Charge Card Policy <p>DECISION: Governors APPROVED the Policies (subject to noted amendments by CK).</p> <p>Action: Send VY written confirmation of approval via email by Thursday, 14 December. (All)</p>	7
14	<p>Confidential Items</p> <p>One item was reported in the Part B Confidential minutes.</p>	
15	<p>Any Other Business</p> <p>There was no other business</p>	
16	<p>Date(s) of Future Meetings</p> <p>The Full Governing Board will next meet on Thursday, 14 December 2023, in person.</p> <p>The Resources Committee will next meet on Wednesday, 13 March 2023 in person.</p>	
17	<p>Closure of Meeting</p> <p>The meeting was closed at 20:31 by AP in prayer.</p>	

Signed: _____ Print Name: _____

Date: _____



No.	Action	Who	By	Status
Meeting of 23rd November 2023:				
1	Send individual email reminders to governors with outstanding declarations of pecuniary business.	VY	ASAP	Open
2	Amend ToR with relevant inclusions.	VY	ASAP	Open
3	Review the Education Committee ToRs apology process.	AC	ASAP	Open
4	Recorded confidentially under Part B minutes.			
5	Recorded confidentially under Part B minutes.	GT/VY	December FGB	Open
6	Confirm when remedial works (timeline for heating and clarification of LED replacement) will be completed.	PP	ASAP	Open
7	Send VY written confirmation of policy approval via email by Thursday, 14 December.	ALL	ASAP	Open