

GOVERNOR SERVICES: EDUCATION IMPROVEMENT

ASHTON COMMUNITY SCIENCE COLLEGE (06104)

Minutes of the meeting of the Resources Committee held in school on Wednesday 8 October 2025 at 4.30pm

Present:

Mr D Maddox (Chair)
Mr S Fern
Mr D Hird
Mr D Holden
Mr C Moore
Mrs D Murphy
Honorary Alderman, Mr B Rollo
Miss S Asquith (Headteacher)

Also Present:

Mrs J Burbidge (Governing Body Adviser)
Ms P Cummins (School Business Manager)

25.29 Apologies for Absence

Apologies for absence were received and accepted from Mrs R Gordon, Mr O Mollart and Honorary Alderman, Mr J Swindells.

25.30 Declaration of Interests

- Mr Maddox declared that he was the Managing Director of Evolve Document Solutions who provided services to the school.
- The headteacher declared that her brother provided environmental drainage services to the school.
- Mr Hird declared that he worked for Eric Wright and was involved in the school's premises maintenance.

It was agreed that in the event of a conflict of interest arising, these governors would exit the meeting at this point.

ACTION

25.31 Election of Committee Chair and Vice Chair

- Mr Maddox was re-elected as chair of the committee until the first committee meeting of the Autumn term 2026.
- Mr Holden was elected as vice chair of the committee until the first committee meeting of the Autumn term 2026.

25.32 Review of Committee Terms of Reference

Governors reviewed the current terms of reference for the committee, and the latest county council model document.

Following a discussion, governors approved the Terms of Reference as outlined in Appendix A, which were appended to the minutes for formal approval at the next full governing body meeting.

GB agenda**25.33 Review of Internal Financial Regulations**

The latest updates to the Internal Financial Regulations were noted, and the committee agreed to adopt the LCC Model Scheme of Delegation Internal Financial Regulations Summer 2025.

In answer to a question regarding item 1.6 and governors receiving the budget monitoring reports and having an opportunity to raise questions or concerns at least 6 times a year, the clerk recommended that a separate folder for the finance reports (including any interim reports) could be created on GovernorHub, and used as channel for reporting to governors on a more regular basis.

**Clerk /
Ms
Cummins****25.34 Minutes of the last meeting**

Mr Hird joined the meeting at 4.35pm

The minutes of the previous meeting held on Wednesday 21 May 2025 having been circulated, were approved as a correct record.

The chair was requested to sign the minutes electronically on GovernorHub.

Chair

25.35 Matters arising from the minutes

A governor enquired whether there had been any delays to the work to resurface the football pitches. Ms Cummins clarified how this would be the last phase of the building project, and that the plan was to have the surfaces replaced at the end of 2027.

Another governor expressed concern that 2027 might be too late as the FA was phasing out any all-weather pitches due to health and safety issues and concerns.

25.36 Finance – Budget Review and Update**a) Budget Monitoring Report**

Reference was made to the Budget Monitoring Report 2025/26 and updated Financial Forecast 2025/26-2027/28 which included actual data to 31 August 2025.

Ms Cummins highlighted the summary report and that compared to the approved budget how the forecasted outturn had increased by £433,063

Approved Revenue Budget

Balance brought forward from 2024/25:	£888,042
In year budget deficit:	-£528,800
Forecast Balance carried forward 31 March 2026:	£359,242

Forecast Outturn

Balance brought forward from 2024/25:	£888,042
Forecast In year budget deficit:	-£ 95,737
Estimated balance carried forward 31 March 2026:	£792,305

Governors were reminded of how £440,000 of the forecasted outturn was the carry forward for the cost of the legacy project building work.

In answer to a question, Ms Cummins described how she had just submitted a request to the Schools Forum to ringfence £440,000 for this year, in order to avoid the risk of any clawback and governors were asked to note that the cost for the astroturf had not been included in this at the moment.

Governors were informed that the school's Finance Officer, Roger Livesey, was due to retire shortly. Ms Cummins acknowledged the valuable support Mr Livesey had provided to both the school and herself, and governors formally expressed their sincere thanks and appreciation to Mr Livesey.

A governor enquired whether there were any plans to bring any spending plans forward to reduce the risk of clawback, and Ms Cummins illustrated that without safeguarding the £440,000 the school would be vulnerable to clawback, but with having the exemption how this would completely remove any liability. However, this would continue to be closely monitored.

A governor shared how £65million was currently held in school bank accounts in Lancashire, and in answer to a question, described how clawback would be utilised to address this.

A governor questioned whether there was any risk that a central legislation could be imposed for schools, and governors considered how the current situation also undermined any applications for DfE funding from schools with smaller reserve balances.

In addition, it was noted that the clawback guideline balance had been reduced from 12% to 8%.

The headteacher informed governors of how it had taken the school several years to build up the financial balance to be allocated to the building project, how it had been important to ringfence this balance, and how similar situations may exist in other schools, which would in turn contribute to the overall £65 million surplus.

A governor raised a question regarding any potential risks associated with the devolution of Lancashire County Council. Governors also reflected on the unpredictability of the Government strategy around school funding, acknowledging that changes could occur at any time. Ms Cummins noted that the situation was largely beyond the school's control and currently involved many unknowns. The headteacher reiterated how the funding allocated for the building project was ringfenced, assuring governors that the school would not lose access to these funds.

Governors also discussed the issues between the revenue and capital funding.

Governors also noted the longer-term impact on the budget, the recommendations included in the report, the current assumptions and associated risks, the reasons for any significant variances to the budget and the updated financial forecast.

Governors approved the adjustments to the budget heading allocations which included the following movements:

- £60,000 from E01 - Teaching Staff to E26 - Agency Supply Teaching Staff for vacancy savings to supply
- £40,000 from E03 - Education Support Staff to E27 - Bought-In Professional Services - Curriculum for vacancy savings to supply
- £15,564 from E13 - Grounds Maintenance and Improvement to E24 – Special Facilities from balance available for legacy project

Governors reviewed and approved the Lancashire County Council Catering Service Level Agreement for the provision of the catering services fully managed service in school.

b) Three Year Budget Plan

Reference was made to the updated financial forecast within the budget monitoring report, and Ms Cummins demonstrated how a more realistic forecast for 2027/28 would be provided at the next meeting.

Governors were asked to note that this predicted overall budget deficit would need to be reviewed and areas for savings and/or additional income generation would need to be identified in order to avoid entering into an overall deficit.

Ms Cummins suggested on how this was potentially a more realistic forecast than previous, and described how this was also based on a very pessimistic outlook.

Ms Cummins reassured governors of how she had an "eye of caution but not panic" with the current long-term forecasts.

A governor enquired whether the school had any internal documents that provided more accurate budget monitoring, and Ms Cummins explained how the school could only work from the local authority guidance and recommendations.

The headteacher and Ms Cummins reiterated how the budget was closely monitored, and how the school's financial position was always considered in line with any recruitment decisions, staffing structures and timetables and how any decisions were made in the best interests of the school as a whole.

c) Monitor the income and expenditure of additional funding

- **Pupil Premium Funding**

Ms Cummins described how the Pupil Premium Strategy was due to be updated and published on the school website by 31 December, was currently work in progress and would be presented at the Spring term meeting.

A governor pointed out how there were 360 pupils currently in school eligible for Pupil Premium funding which was a very high percentage.

The headteacher explained how the Government guidance now requested that the school published the numbers of Disadvantaged pupils, instead of the percentages, and governors were asked to be mindful of how the number of Free School Meal pupils was constantly changing due to the transience in school.

In addition, Ms Cummins indicated how the Pupil Premium was funded on just one day of eligibility.

A governor commented on how there were also 95 EAL pupils in school, which the headteacher clarified was over 10% of the school population. The headteacher demonstrated how this was also linked to the budget, and how the school now had three EAL teachers compared to just one in previous years, and how the school needed more staff to support these pupils due to the growing number of EAL pupils.

The headteacher commended Ms Cummins for her robust management of the school budget, particularly with authorising any spend, and the headteacher illustrated how the EAL pupils contributed quite significantly to the school's Attainment 8 measures, but how there was a cost to the school to do this.

A governor commented on how they had been unaware that the school had so many staff who were specifically focussed on EAL pupils, and enquired whether an organisational chart was available.

The headteacher described how a breakdown of the staffing structure was available rather than an organisational chart, and following a discussion, Ms Cummins suggested that a more detailed report could be provided following the Workplace census that was due to be completed on 6 November.

Governors considered the usefulness of this information, how the information would be very fluid but also needed to be very concise, and could potentially be reported online as a representation of the school's structure.

After further discussion, Ms Cummins clarified how any staffing changes, shortfalls or vacancies were highlighted at the governors meetings, and Ms Cummins acknowledged how governors needed to know where staff fitted into school. Governors were also reminded of how TA's were assigned to pupils or groups rather than departments and Ms Cummins agreed to try to provide a report for the next meeting with the caveat that it would be useful for governors to receive.

In answer to a question, it was noted that the needs of the EAL pupils were constantly changing and the headteacher described how there were around 25 different languages currently spoken in school. The headteacher provided a summary of the different languages spoken by the EAL team and governors were reminded of the very successful Culture Day that was held during the Spring term that brought families together, to celebrate their heritage through traditional dress and authentic dishes from their home countries.

Ms Cummins

25.37 Premises, Health and Safety including Buildings Reviews and Proposals

a) Building Development Plan Update

Ms Cummins presented the updated School Maintenance Improvement Plan.

Ms Cummins explained that the work on the Music Room roof was currently on hold due to a collapsed drain beneath the building, which needed to be repaired before the roof work could begin.

It was reported that the relocation and conversion of the Music Room to the Inspire building, and the relocation of the Library to the Music Room had been completed over the Summer and were working very well, and that the refurbishment of the boys and girls changing rooms had also been completed and were now much more suitable for the pupils.

Ms Cummins described how it had been a very busy Summer period to complete all of this work on time, and a governor enquired whether there was a complete list of all the PPM activities. Ms Cummins explained how this was available on PAMS, however there were ongoing issues with the local authority PROp group, which she was not looking to renew.

In response to a follow up question, Ms Cummins provided assurance that all of the PPM activities were being completed at the moment, with any actions being followed up. Mr Hird offered to provide Ms Cummins with support with this.

b) Maintenance and Upkeep of School Premises and Grounds

Ms Cummins presented her written report on the maintenance and upkeep of the school premises and grounds, which included a list of general maintenance and other work that had been completed.

Reference was made to the Lettings update, and governors were reminded of how a decision had been made last year, to allow the use of both the internal and external facilities, and facilities during the school closure periods.

Ms Cummins highlighted the income growth from the lettings and the increased value of the current bookings for April 2025/26 compared to April 2024/25.

Governors were informed of how the lettings of the school facilities were continuing to grow, and in answer to a question, Ms Cummins confirmed that the school's costs had only increased marginally.

Ms Cummins demonstrated the positive impact the current lettings were having, and the importance of continuing to develop the community links.

Following a discussion, the headteacher described how the previous lettings company had been generating around £100,000 income at their peak, and Ms Cummins indicated how the lettings income would increase further and was increasing every week. Additionally, how the school had identified other areas in school that could be utilised and how a plan was being created to further develop these facilities.

The headteacher also described how the improvements to the Hall had helped to increase the lettings, and Ms Cummins shared an example of how the school had supported the opening of a Tae Kwon Do Club.

In response to a question, Ms Cummins confirmed that any funding gaps would be offset and vired from the lettings income, in the event of any additional funding being needed for any projects such as the changing rooms etc.

The headteacher further explained how the lettings staff were now also being managed inhouse, and how a casual lettings team was being developed in school. Additionally, how there was currently a lot of goodwill with staff, and the headteacher shared an example of how Mr Fern regularly provided support.

In response to a comment from a governor, Ms Cummins described how the income was kept separate from the main school account through the use of different ledger codes, in line with the advice from the school's Finance Officer, how the income was being used for the good of the school and that there were no implications with any crossover.

In response to further comments, Ms Cummins summarised how the only issue would potentially be in the event of the school wanting to apply for some grant funding that was only available to a charitable trust.

After further discussion, a governor questioned whether there would be any tax or VAT implications, and Ms Cummins described how VAT was declared on any income the school collected, was included on the school's VAT return, and that she was fully confident with the school's VAT submission.

In answer to a follow up question, Ms Cummins clarified that the school did not have to declare the income from any external source and that this was just classed as an additional funding stream.

Governors recognised the significant benefit of the lettings to the community, and Ms Cummins pointed out the importance of showcasing the school.

A governor demonstrated how the lettings would also continue to grow with the continued development of the school premises, and Ms Cummins described how there had been no additional staff costs during the Summer holidays, due to the schools own staff being in school during this period.

Ms Cummins also illustrated how the children attending the clubs had a positive association with the school, and Mr Fern shared an example of the links he had made with some of the current and former pupils attending a football club.

In answer to a question, it was reported that the facilities were promoted through the use of social media, the school website, direct canvassing to local clubs and leaflet drops to other schools.

Governors acknowledged how the schools facilities were in very high demand, and a governor enquired whether there was any scope to introduce a Padel Court. Ms Cummins described how this had recently been discussed with the Operations Manager, as part of the appraisal process, and a governor suggested how there was currently a lack of courts and that venues were being paid to build courts.

c) Risk assessments and Health and Safety

Ms Cummins presented the Fire Risk Assessment Parts A & B which had been completed by the school and approved by the local authority, and Parts C & D which were completed by the local authority Officer during the Health and Safety inspection during October half term, with any updates to follow.

Reference was made to the Health and Safety update and Ms Cummins described how a very successful first fire drill of the academic year had been completed, how a lockdown drill was scheduled for the second half of term.

Ms Cummins explained how the school's lockdown policy and procedures were due to be reviewed free of charge by Lancashire Constabulary, which would provide guidance for any improvements, and that an update on this review would be shared at the next meeting.

d) Accidents and Incidents

Governors attention was drawn to the First Aid Summary Report 2024-2025, and it was confirmed that there had not been any major accidents or incidents to be reported.

e) Audit Reports

There were no other audit reports to be considered by governors.

25.38 Staffing

Governors received a written update on staffing and it was noted that there were no current vacancies.

Ms Cummins explained how the school's Exam Officer had resigned at the end of August, and had continued with a split contract for September. A new Exam Officer had now been appointed, and was due to begin on 10 November, with Mrs Hoyle and the Data Manager covering the role during the meantime.

In answer to a number of questions, it was confirmed that only four weeks' notice was needed for the Exam Officer grade, and that staff were able to technically leave the school during an exam period. The headteacher and Ms Cummins explained how the school was unable to change any contracts for employment and the headteacher provided an overview of the roles and responsibilities of an Exam Officer.

The headteacher assured governors of how the new Exam Officer was very capable, and would work very closely with Mrs Hoyle who was a very experienced and knowledgeable deputy. In addition, the headteacher emphasised how the Exam Officer role was predominately compliance and critical admin support.

Governors noted the other resignations and appointments and Ms Cummins described how the ongoing disciplinary had been resolved with a management instruction.

Reference was also made to the other updates, and governors were asked to note the maternity and sick leave absences.

Ms Cummins explained that the information was provided solely for governors' awareness, and that there were currently no issues of concern.

25.39 Policies and Procedures

Governors reviewed and approved the following policies:

- a) Charging and Remissions Policy**
- b) Lettings Policy**
- c) CCTV Policy**
- d) Privacy Notice for Parents and Carers**
- e) Privacy Notice for Students**
- f) Privacy Notice for Governors and Other Volunteers**
- g) Privacy Notice for Job Applicants**
- h) Privacy Notice for Staff**
- i) Data Protection Policy**
- j) School Emergency Plan**
- k) Lockdown Procedure**
- l) Fire Safety and Procedure Policy**
- m) Health and Safety Policy**

In answer to a question regarding the School Emergency Plan, the headteacher confirmed that Elaine Cluet was the Senior School Adviser and Secondary Lead in addition to being the Head of Governor Services Education Improvement.

Ms Cummins repeated how the Lockdown Policy and Procedures were due to be reviewed by Lancashire Constabulary, and governors discussed how the school would be unable to lockdown and evacuate at the same time, however the school would take the advice of the emergency services at the time of any incident.

The headteacher shared an example of how she had been challenged at an Open Evening by a parent about the lockdown procedures, and Ms Cummins reiterated how any plans had been formulated to ensure that the pupils and staff knew what to do in the event of an incident, but that any response would need to be fluid and dependent on the scenario.

Following a discussion, Ms Cummins outlined her expectations for how the school would be supported by the emergency services in the event of a major incident or serious threat, and governors were assured that the school was fully compliant and currently taking all practical steps to ensure it was prepared.

After further discussion, Ms Cummins described how a quote had also been received for a very sophisticated lockdown communication system, which could be presented at the next meeting, however this expenditure could not be justified this year.

25.40 Confidentiality

Governors were reminded that all matters discussed at meetings were not for general discussion outside the meeting particularly the staffing update.

The committee considered whether any items discussed were required to be recorded in the minutes as confidential; that is, that should not be made available to the general public should a request be received to view governing body papers.

It was agreed that for the purpose of the minutes there were no items deemed confidential.

25.41 Date and Time of Next Meeting

The dates and times of future meetings were noted as follows:

Spring Term:

- Wednesday 21 January 2026 at 4.30pm

Summer Term:

- Wednesday 22nd April 2026 (budget setting) at 4.30pm
- Wednesday 13th May 2026 at 4.30pm

Governors were thanked for their attendance and input and the meeting closed at 5.35pm.

APPENDIX A

ASHTON COMMUNITY SCIENCE COLLEGE (06104)

RESOURCES COMMITTEE TERMS OF REFERENCE

Membership

The Committee shall consist of at least 6 members of the governing body including the Headteacher and Chair of governors.

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

The Committee will be chaired by an experienced member of the governing body.

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

The Committee shall have such associate members, non-voting, as the governing body shall appoint. The Committee may make recommendations for these appointments.

The membership of the Committee shall be reviewed and determined annually by the governing body. The agreed membership of the Committee is attached. It is recommended that the SBM attends meetings, as they will be able to advise on financial considerations.

Staff members should **not** form a majority of the committee.

The governing body will appoint a Clerk to the Committee, who will not be another governor.

Quorum

The quorum shall be a minimum of 3 governors, including the Headteacher, but excluding any associate members.

Meetings

The clerk to the committee 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 will meet as often as is necessary to fulfil its responsibilities, including in relation to timescales outlined in the school's financial policies and procedures, but at least once per term.

FINANCE

Responsibilities

1. To ensure proper and effective use of the school's financial resources.
2. To provide guidance and assistance to the headteacher and the governing body on all finance related matters.
3. To review and approve Internal Financial Regulations for the financial management of the school taking account of guidance issued by the Authority.
4. To approve virements between budget headings and purchasing of goods where the value is in excess of the sum delegated to the Headteacher under the school's approved Internal Financial Regulations.
5. To consider budget plans presented by the Headteacher and to make recommendations for a balanced, well informed and sustainable budget to the governing body for approval (with an agreed and timed plan for eliminating any deficit in accordance with the Scheme for Financing Schools).
6. To monitor income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan, including Pupil Premium and other grants, and where necessary, make recommendations to the governing body.
7. To establish and regularly update / monitor a three-year financial plan using the latest available information, as required in SFVS.
8. To consider unofficial funds information provided by the headteacher including:
 - Details of the unofficial funds which are in existence or have existed during the year, indicating the general purpose of each fund.
 - As soon as possible after the end of the accounting year a summary of the accounts of each unofficial fund signed by the Headteacher and the auditor appointed by the governing body.
 - Confirmation that the headteacher has submitted the unofficial school funds information to the Authority in the required format.

Note: The governing body of a school must spend the school's official funds "for the purposes of the school". This means making educational provision for pupils on roll at the school.

An unofficial fund is any fund, other than official school funds, which is controlled either wholly or in part by the headteacher or other members of the staff by reason of their employment in the school. The Authority has no direct responsibility for their management and use. The headteacher is responsible to the school governors for any unofficial funds and the use to which they are put.

9. Review arrangements for service level agreements and traded services, as appropriate.
10. Approve, monitor and review all finance-based policies on behalf of the governing body, including, but not limited to, those related to Charging & Remissions, Lettings and Governors' Expenses.
11. To contribute to the School Development Plan including consideration of the longer-term resource requirements of the school.
12. To consider the appropriate level of reserves and balances taking account of guidance produced by the Authority.
13. To consider audit reports and other relevant reports and make recommendations to the governing body.
14. To consider appropriate arrangements to meet the Schools Financial Value Standard (SFVS).
15. To consider and advise on any financial matter referred to it by the governing body.
16. To respond, on behalf of the governing body, to any consultations relating to the Scheme of Delegation or the Funding of Schools.

HEALTH AND SAFETY COMMITTEE / PREMISES

The governing body's responsibilities for health and safety may be carried out by:

- a Health and Safety Committee
- including the health and safety remit within the terms of reference of another Committee
- appointing a Health and Safety Governor with designated responsibilities.

The governing body's responsibilities for health and safety are often incorporated in the remit of the Premises Committee. A further committee may be required by the Safety Representatives and Safety Committee Regulations 1977, which states that if two union members formally request a safety committee to be set up, this must be done within three months. Representation on this committee is usually from the school staff. In any event, the Health and Safety (Consultation with Employees) Regulations 1996 extends the right of consultation on health and safety matters to all workers, not just those represented by trade union representatives.

Objectives

The objectives are broadly similar:

1. Prepare and review Health and Safety Policy
2. Study accident reports and statistics
3. Examine safety inspection reports
4. Analyse and implement information provided by the LA
5. Develop safe systems of work
6. Determine risk assessments
7. Promote and review safety culture
8. Communicate health and safety issues to all concerned
9. Identify training requirements
10. Act as a school safety forum

In this document the health and safety remit has been included in that of the Premises Committee as outlined below.

PREMISES COMMITTEE

Responsibilities

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. To approve such policies as appropriate.
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 Equalities Act 2010.

Approved: 8 October 2025

Review Date: Autumn term 2026