

**Southend Education Board (EB), Resources Sub Group (RSG)**

**3<sup>rd</sup> October 2023, 4.15pm-5.30pm, (SHSB – in person)**

**DRAFT Minutes of the meeting**

| <b>Membership of the sub group for Resources</b>   | <b>(nominations received) representation</b>   |
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| <p>3 nominations from the Education Board (Headteacher/Governor)</p> <p>4 other members nominated from the four associations. (optional composition of RSG)</p> <p>1 school business manager nominated from the RSG</p> <p>Council Officer representation as required for the papers</p> | <p>Robin Bevan (secondary) CHAIR<br/>Jane Ladner (secondary, governor)<br/><b>Vacant</b> (secondary/primary or governor)</p> <p>Andy Douglas (primary)<br/><b>Vacant</b> (early years)<br/>Jackie Mullan (special)<br/><b>Vacant</b> (post 16)</p> <p>Simon Oxenham (SHSB)</p> <p>Paul Grout (Senior Finance Business Partner)</p> <p>Optional:<br/>Gary Bloom (Head of SEND)<br/>Cathy Braun (Head of Access and Inclusion)<br/>Liz Hunt (Director of Education, Inclusion and Early Years)</p> |

| <b>Time</b> | <b>Agenda item</b>   | <b>Decision? Action</b>  |
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| 4.15        | <p>Membership Apologies</p> <p>And council officer representation as required for papers</p> <p>Officers present:<br/>Paul Grout</p> | <p>Apologies and Resignation from Nicki (post 16)</p>  |
|             | <p>Membership Vacancies</p>  | <p>3 vacancies now present (based on current constitutional set up)</p> <p>For noting – on the 13<sup>th</sup> October 23 there is a Education Board Chair and Sub Group chairs meeting with officers. This meeting will discuss wider constitutional arrangements for refreshment, and following which it can be determined most appropriate route for current vacant roles to be filled (and</p> |

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|      |   | any such potential changes to those current vacant roles).   |
| 4.20 | Minutes of the last meeting 06.06.23  | No amendments. Minutes agreed.   |
| 4.25 | <p>DSG 2024/25 Indicative budget allocations and 2023/24 budget update.</p> <p>DRAFT Paper and Appendices supplied</p> <p>Officer Lead – Paul Grout</p>   | <p>Discussion through the paper.</p> <p>paper amendments agreed:</p> <p>Section 3.5 – make note teacher pay grant was for 3% of a 23/24 6.5% teacher pay award.</p> <p>Section 9.3 – further referral to Head of SEND for confirmation of special school place numbers from September 2023. And appropriate appendices to be updated (subject to confirmation)</p> <p>Section 12.1 – within the body of the text expand and highlight the cumulative pressures that have now mounted within School Budgets</p> |
| 5.15 | <p>AOB</p> <p>FYI only:</p> <p>Date of next meetings and current forward plan</p> <p>Future RSG meeting dates – MS Teams or Southend High School for boys 4:15 pm to 5.30/6.00 pm current planned papers ahead of Education Board (EB):</p> <p>December 2023 (Date <b>27<sup>th</sup> November</b> ahead of EB date <b>12<sup>th</sup> December</b>)</p> <ul style="list-style-type: none"> <li>• DSG 2024/25 Final Budget planning including ISB allocations and Forecast Outturn 2023/24</li> <li>• 22/23 Maintained and Academy Year end reserve balances compared to 21/22</li> </ul> | 5 mins   |

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| <p>March 2024 (Date <b>tbc</b> ahead of EB date <b>tbc</b>)</p> <ul style="list-style-type: none"><li>• Mainstream Falling Rolls Fund (for consideration)</li></ul> <p>June 2024 (Date <b>tbc</b> ahead of EB date <b>18<sup>th</sup> June 2024</b>)</p> <ul style="list-style-type: none"><li>• DSG Final Outturn 2023/24</li><li>• DSG High Need detailed budget allocations 2024/25</li></ul> <p>Meeting close</p> |  |
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