

Tranmere Park Primary School

Resourcing Sub-Committee End of Year Report

Academic Year: 2025-2026

Introduction

This report summarises the work of the Resourcing Sub-Committee for 2025-2026. The committee oversees the school's budget, staffing, premises, health and safety and the policies that support them, making sure resources are used well to give every child the best education. Our School Development Plan responsibility this year was the Ducklings pre-school and wrap-around care.

Meetings and Membership

- **Number of Meetings Held:** Meetings held: 3. The Autumn agenda was taken on 20 January 2026, then Spring on 28 April and Summer on 17 June
- **Membership:** Peter Lewis (Chair), Kirsten Finley (headteacher), James Davis, Ryan Sample (joined January 2026) and Diane Sanderson (clerk).
- **Chair of Committee:** Peter Lewis
- All meetings were quorate, and actions were followed up in a timely manner.

Key Areas Discussed

Finance and Budget

- Governors monitored the budget throughout the year through monthly reports and the Autumn review with the finance officer.
- The year-end position was better than forecast at the Autumn review.
- The committee approved the 2026-27 budget, which shows an in-year surplus, with a recovery plan in place for the remaining balance.
- Governors noted funding changes for 2026-27, including the phasing out of the PE grant, new inclusion funding and the expansion of free school meals from September.
- Governors continued to monitor the reliability of financial reporting following Leeds City Council's move to a new finance system.
- The Schools Financial Value Standard was signed and submitted on 31 March 2026, and all actions from last year are complete.
- The school fund audit was completed in Autumn 2025.
- Best-value reviews of the photocopier, grounds maintenance and insurance contracts were completed.
- Pupil Premium criteria are unchanged. Funding mainly supports intervention groups and helps pupils access trips, residentials and music lessons. PE and Sport Premium spending reports are on the website.

Pupil Numbers and Admissions

- Reception is full for September 2026, thanks to the success of Ducklings, open mornings and Saturday stay-and-play sessions.

Ducklings and Wrap-Around Care

- Ducklings opened on 29 September 2025, fully staffed, with positive parent feedback gathered through termly feedback.
- From September 2026 wrap-around care for Reception children moves in-house. Governors reviewed the income and expenditure of Ducklings and will keep monitoring it.

Staffing

- Governors reviewed the staffing structure for 2026-27. Most classes retain full-time TA support, and the school continues to invest in staff development, including apprenticeship training for teaching assistants.
- The school complies with the statutory guidance for early career teacher induction.

Premises, Health and Safety

- The fire risk assessment was updated, the annual inspection took place, first aid certificates were renewed, and no accidents or near misses were reported.
- Governors agreed to commission a tree survey.
- The roofing programme continues, with phase 2 planned for summer 2026 and phase 3 next year. A canopy for Ducklings is planned for Easter 2027.
- The committee decided a separate health and safety governor is not needed, given the walk rounds it already carries out on an annual basis.
- The school is preparing for new allergy requirements from September 2026, including whole-staff training.

Policies

- Approved: Governor Expenses, Data Protection/GDPR, Freedom of Information, Whistleblowing, Work and Families and Charging and Remissions.

Risk Management

- Governors reviewed risk management arrangements, including cyber security, and are developing a risk register based on Leeds for Learning guidance, working with the wider governing board.

Key Strengths and Impact

- Reception is full for September 2026, thanks to the success of Ducklings and the school's open mornings and stay-and-play sessions, which secures the pupil numbers that drive funding and staffing.
- Ducklings opened on time and fully staffed, and it has received consistently positive feedback from parents, with wrap-around care extending to Reception from September.
- Financial management was sound and transparent, with governors challenging reports, a year-end position better than forecast and a 2026-27 budget showing an in-year surplus.
- Statutory deadlines were met, including the Schools Financial Value Standard, the school fund audit and best-value reviews of key contracts.
- The school protected what matters most to pupils by keeping full-time teaching assistant support in most classes and investing in staff development.
- Premises oversight was proactive, with inspections and first aid training completed, no accidents reported, a tree survey commissioned and the roofing programme delivered in planned phases.

Areas of Focus

- Managing the budget carefully in a period of rising costs.
- Implementing new national requirements, including expanded free school meals and allergy training.

Priorities for 2026-27

- Launch the Reception wrap-around provision and monitor its performance.
- Progress the tree survey and roofing works.
- Continue developing the risk management register and approach.

The committee thanks the headteacher, school business manager, office team and staff for their support and transparency throughout the year.

Signed: Peter Lewis, Chair of Resources Sub-Committee

Date: 20/09/2026