

Minutes of the Resources Sub-Committee Meeting held at South Wootton Infant School on Friday 11th March 2016 at 8.05 a.m.

Present: Rev. G. Wilkins, Mrs. C. Gayton, Mrs. C. Johnston, Mrs. T. Sampson.

In attendance: Miss J. Davenport (Headteacher), Mrs. L. Thomas (Clerk).

No	Agenda item	By date	By whom
1	<p>Consideration of apologies sent No apologies. Rev. Wilkins welcomed Mrs. Sampson to the meeting.</p>		
2	<p>Minutes & Confidential Minutes <i>The minutes of the meeting held on 4th February were agreed and signed. Acceptance was proposed by Mrs. Gayton, seconded by Rev. Wilkins and carried unanimously.</i></p> <p><i>The confidential minutes of the meeting held on 4th February were agreed and signed. Acceptance was proposed by Rev. Wilkins, seconded by Mrs. Gayton and carried unanimously.</i></p>		
3	<p>Matters arising – i) Solar panels – the Headteacher reported she would investigate options in the summer term. ACTION: investigate solar panel projects for schools. ii) Broadband options – the Headteacher reported that she had looked into the County option with Updata. Also with our IT provider, InTouch who had matched the figures for Updata. This was the Headteacher’s preferred option as she felt there was more security in knowing they would be on hand. She proposed that the school should sign with InTouch for Broadband provision. The Sub-Committee gave their agreement.</p>	Summer 16	H/T
4	<p>Finance a) SFVS correspondence – letter from County to say self-assessment questionnaire had been received. b) BCRs - the Clerk presented the BCRs and Monitoring Reports for discussion. Budgets for buildings and training were discussed. c) Year End Projection 2015-16 – the Headteacher reported that the account for the outdoor classroom was still outstanding as Andrew Waterfield was unhappy with the fence painting. A quotation to replace windows in the school office, staff toilet and kitchen(3) had been received at a total cost of £9,165. <i>Mrs. Johnston proposed acceptance of the quotation. This was seconded by Mrs. Gayton and carried unanimously.</i> There had been three quotations for playground markings with Norse Commercial Services being the cheapest at £5,755. They had also quoted to artificial grass the train area at £2,440 and the Friendship Area at £610. <i>Rev. Wilkins proposed acceptance of these quotations. This was seconded by Mrs. Johnston and carried unanimously.</i> The Headteacher explained that £10,000 had been set aside in the budget for ‘Refresh’, replacement of ICT equipment. She proposed buying a class set (30) of iPad minis through Apple Education. <i>Mrs. Sampson asked if it had to be Apple as androids were cheaper.</i> The Headteacher</p>		

	<p>explained that as staff were already familiar with Apple iPad minis she would be more confident purchasing the same for children to use. The total cost including grip cases, storage cabinet, Macbook and training would be £14,014. <i>Mrs. Johnston proposed agreement to these purchases. This was seconded by Mrs. Gayton and carried unanimously.</i> Carpeting for the Year 1 classes had been quoted through an ESPO contract at £1,500. <i>The Sub-Committee also agreed to this purchase.</i> Taking into account these purchases the projected year end carry forward figure would be £71,000.</p> <p>d) Budget Plan 2016-2019 – the Headteacher presented the Budget Plan. <i>Mrs. Gayton queried the projected pupil numbers for future years.</i> The Headteacher responded these were based on this year’s current Reception figure. <i>Rev. Wilkins asked if the school knew the pupil number for this September.</i> The Headteacher stated that this would not be known until late April and the projected pupil numbers would be adjusted in Budget Revision 1 to take account of this. <i>Mrs. Gayton commented that there was a big jump in the teaching line from 2016-17 to future years.</i> The Headteacher replied this was due to maternity leave and that additional funding had been put in the supply line to cover this. <i>Mrs. Gayton also asked why there was more funding in 2016-17 than in other years for Learning Resources & ICT.</i> The Headteacher responded that this was due to the fact that there was sufficient funding in that year and the future 2 years had been reduced taking into account the projected pupil numbers. The Sub-Committee recommended the Budget Plan 2016-19 to the Full Governing Body for approval. ACTION: Budget Plan 2016-2019 to Full Governing Body meeting for approval.</p> <p>e) Contract to Services 2016-17 – the Headteacher presented the information for services for next year. Discussion was held regarding support staff insurance and the implications of purchasing 6 day cover for all support staff instead of the current arrangement which covers the caretaker, cleaner and admin staff. The Sub-Committee agreed to pay for 6 day cover for all support staff for the coming year and review the situation in a year’s time. The Sub-Committee recommended the Contract to Services 2016-17 to the Full Governing Body meeting for approval. ACTION: Contract to Services 2016-17 to Full Governing Body meeting for approval.</p>	23/03/16	Full Govs
5	<p>Personnel The Headteacher reported that there were currently 3 members of support staff absent. Two were due back next week and one had been off since 11th January. A confidential discussion followed during which the <i>Clerk left the meeting at 9.35 am and returned at 9.47 am.</i></p>		
6	<p>A.O.B. Rev. Wilkins reminded Governors about confidentiality.</p>		
7	<p>Premises The Annual Building Inspection then took place (report attached).</p>		

The meeting closed at 10.25 a.m.