

Minutes of the Resources Sub-Committee Meeting held at South Wootton Infant School on Thursday 16th June 2016 at 8.05 a.m.

Present: Rev. G. Wilkins, Mrs. C. Gayton, Mr. T. Smith.

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

| No | Agenda item | By date | By whom |
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| 1 | <p>Consideration of apologies sent Mrs. C. Johnston (work commitments). Apologies accepted. Mr. Smith was welcomed to the meeting.</p> | | |
| 2 | <p>Minutes & Confidential Minutes <i>The minutes of the meeting held on 11th March were agreed and signed. Acceptance was proposed by Rev. Wilkins, seconded by Mrs. Gayton and carried unanimously.</i></p> <p><i>The confidential minutes of the meeting held on 11th March were agreed and signed. Acceptance was proposed by Mrs. Gayton, seconded by Rev. Wilkins and carried unanimously.</i></p> | | |
| 3 | <p>Matters arising – i) Solar panels – the Headteacher reported she would discuss this with Andrew Waterfield, NPS, when she met with him on Monday. ACTION: investigate solar panel projects for schools.</p> | Summer 16 | H/T |
| 4 | <p>Finance a) BCRs – Rev. Wilkins queried the credit on E16 (Energy). This was clarified as a creditor for expected bills. He also requested a breakdown on E12 (Building Maintenance & Improvements). This was explained as costs for the outdoor classroom, replacement windows and playground markings. b) Budget Plan 2016-2019 Revision 1 – the Headteacher reported that the Education Finance Officer had visited on Monday to carry out the Budget Revision. She had been surprised by the surplus in Year 1 of 12.95% but after checking all the information this had proved to be correct and was mainly due to additional income for SEN and reduced staffing costs. Discussion followed regarding Breakfast Club. Mrs. Gayton asked what Day 6 represented in E10 (Teacher Insurance) and E11 (Non-Teaching Insurance). The Headteacher explained this was an insurance which paid out for absences from the 6th day. Mrs. Gayton referred to the £12,000 for “Talk for Writing” project. The Headteacher said this was for staff training and was the amount for 2 years, paid up front instead of £6,000 each year for 2 years. Rev. Wilkins asked if the increase in teaching staffing costs was to cover pay increments. The Headteacher confirmed these had been built in, and would be awarded on successful performance management. Rev. Wilkins also queried the changes in support staff costs over the next three years. The Headteacher explained this was due to staff changes; resignation and retirement of HLTAs and restructuring of Teaching Assistants which had resulted in reduced costs. The</p> | | |

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| | <p>Headteacher distributed copies of Revision 1 Plan B which included an amount of £34,000 for transfer to Capital for a major project. This would reduce the surplus in Year 1 to an acceptable level of 7.94%. There was an additional amount of approximately £7,000 in the Capital Formula Grant which required spending by August 2016. The Education Finance Officer had contacted Neil Leeds to ascertain whether this amount could be carried forward to next year if the school were to carry out a major project next year. The Headteacher proposed re-designing the front entrance of the school. Discussion followed. <i>Rev. Wilkins proposed that the Budget Plan 2016-19 Revision 1, Plan B be recommended to the full governing body for approval. This was agreed.</i></p> <p>ACTION: take Budget Plan 2016-2019 Revision 1, Plan B to Full Governing Body for approval.</p> <p>c) Charging & Remissions Policy – <i>recommended to Full Governors for approval.</i></p> <p>ACTION: take Charging & Remissions Policy to Full Governing Body for approval.</p> | 07/07/16 | Govs |
| 5 | <p>Premises</p> <p>i) Annual Building Inspection update – the Headteacher reported that the flooring had been replaced in Caterpillars and Crickets classes; artificial grass had been laid to the friendship and train areas and the boundary hedge had been cut down. The Student Council had requested a re-launch of the Friendship Area and had requested that the outdoor classroom be used during break-times for a reading area. Other items listed in the ABI were in hand.</p> <p>ii) Energy Monitoring – the Headteacher presented the reports on the use of water, electricity and oil. From these it appeared that electricity was above the benchmark. This was being monitored by the school and would hopefully be reduced following the installation of sensors on many of the light fittings. The school was now compliant and displayed an Energy Certificate in the front lobby.</p> <p>iii) update – covered in Agenda Item No. 4.</p> | | |
| 6 | <p>Personnel</p> <p><i>The clerk declared an interest in this agenda item.</i></p> <p>The Headteacher reported that appointments had been made to cover maternity leave – Mrs. Chaplin (Breakfast Club) and Miss Sampson (Teaching Assistant). From September Mrs. Martin would be employed full-time to cover Outdoor Learning and Reception. <i>Governors agreed these appointments.</i> Miss Brice had offered to cover 2 days maternity leave for the Autumn Term for Crickets class. The Headteacher commented that Mrs. Martin, Mrs. Chaplin and Miss Sampson had been volunteers in the school whilst undertaking their courses, before being employed. The Headteacher had received one application for a Breakfast Club Supervisor but had yet to interview and appoint.</p> <p><i>Mrs. Thomas left the meeting at 9.02 am.</i></p> <p>Confidential matters were discussed.</p> <p><i>Mrs. Thomas returned to the meeting at 9.12 am.</i></p> | | |

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| 7 | A.O.B. i) The Headteacher and Mrs. Burt had attended a meeting the previous evening with NB2B regarding Ofsted. Documentation regarding “overseeing the finances of schools” was discussed and governors decided they were compliant. ii) Rev. Wilkins reminded Governors about confidentiality. | | |
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The meeting closed at 9.25 a.m.