

Minutes of the Resources Sub-Committee Meeting held at South Wootton Infant School on Tuesday 17th March 2015 at 8.40 a.m.

Present: Rev. G. Wilkins, Mrs. L. Williamson, Mr. L. Hunt.

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

No	Agenda item	By date	By whom
1	<p>Consideration of apologies sent Mrs. C. Johnston (work commitments). The apologies were accepted.</p>		
2	<p>Minutes <i>The minutes of the meeting held on 6th February were agreed and signed. Acceptance was proposed by Rev. Wilkins, seconded by Mrs. Williamson and carried unanimously.</i></p>		
3	<p>Matters arising – Governors’ Action List a) Arrange MSA training – scheduled for summer term. ACTION: arrange MSA training b) PE update – the Headteacher reported that PE lessons are currently being covered by class teachers. Also that Miss Hayes had an interest in PE and had taken on responsibility for the subject. Rev. Wilkins asked if teachers had been trained in PE. The Headteacher stated that this was part of their initial training; however she was looking at resources and training for the future. Money had been set aside in the budget to purchase iPads and a projector for the hall to use as learning resources. Mrs. Williamson asked if the school intended to send someone on another PE course. The Headteacher said this was something she would be looking at once the new staff were in post.</p>	07/15	H/T
4	<p>Finance i) SFVS correspondence – a letter had been received from NCC to confirm receipt of the SFVS. This had been followed by a second letter to say that Governors had met the criteria and that no further support or intervention would be required. ii) The Clerk presented BCRs for discussion. Year End Projection 2014-15 – documents were presented. The carry forward figure would be more than anticipated at approximately £50,000. The reasons for this were discussed. There were substantial balances remaining in supply, staffing and UIFSM in addition to other small pockets of money. The Headteacher requested permission to order mini iPads (£2,000), a projector for the hall (£1,500) and PE resources (£2,500). <i>These purchases were agreed.</i> iii) Budget Plan 2015-2018 – copies of the document were distributed. Rev. Wilkins queried the amount in the</p>		

	<p>Teaching Line which was less in 2015/16 than in later years. The Headteacher stated there was no obvious explanation but she would check the figures again. Rev. Wilkins also queried the amount in Learning Resources for 2015/16. The Headteacher explained that with new staff coming to Reception she would like to give them the opportunity to update the EYFS resources. Also for the school to purchase £5,000 of books for reading and topics. Rev. Wilkins asked when the school would have the new reading areas. The Headteacher replied that the furniture had been delivered and that the reading areas would be set up ready for the end of term. Mr. Hunt queried why there was an amount in ICT for interactive whiteboards and projectors in 2015/16 only. The Headteacher explained that this was to replace the projectors and interactive whiteboards in the remaining two classrooms and then all classrooms would have up-to-date equipment. Rev. Wilkins asked when the New National Curriculum would be in place and the Headteacher replied it had been statutory since September 2014.</p> <p>Mr. Hunt proposed that the Budget Plan 2015-18 should be recommended to the Full Governing Body for approval. This was seconded by Mrs. Williamson and carried.</p> <p>ACTION: Take Budget Plan 2015-2018 to Full Governing Body for approval.</p> <p>iv) Contract to Services – the Headteacher presented the information based on the previous year’s provision. Three quotations had been sought for ICT technician support and this was discussed. The Sub-Committee decided to sign up with InTouch for the next financial year and review the position in a year’s time. They also decided to continue with Norse for Caretaking/Cleaning support. The Contract to Services was recommended to the Full Governing Body for approval.</p> <p>ACTION: Take Contract to Services to Full Governing Body for approval.</p>	19/03/15	Governors
5	<p>Premises</p> <p>Annual Building Inspection update – Andrew Waterfield had visited the school following the ABI. The Clerk reported he would arrange repairs to the bowing ceiling tiles in Classes 3 and 4; have the wall monitors in Classes 5 and 6 removed and request a company to assess the roof light areas for asbestos. He also offered to replace the ICT suite window in the next financial year under a replacement scheme which would then be of no cost to the school.</p>		
6	<p>Personnel</p> <p>Update on staffing – the Headteacher informed Governors that with the new staff in place after Easter she was hoping for a period of stability. Further confidential matters were discussed as part of this Agenda item.</p>		
7	<p>A.O.B.</p> <p>Rev. Wilkins reminded Governors regarding confidentiality.</p>		

The meeting closed at 9.45 a.m.