

Minutes of the Resources Sub-Committee Meeting held at South Wootton Infant School on Thursday 17th November 2016 at 8.10 a.m.

Present: Mrs C Gayton, Mrs T Sampson, Mr B Legrove

In attendance: Miss J Davenport (Headteacher), Mrs R Curtis (Clerk).

No	Agenda item	By date	By whom
1	<p>Consideration of apologies sent Apologies were not sent by Mr Smith, however he did not attend the meeting. The Headteacher will email him to make contact.</p>		
2	<p>Election of Chair and Vice-Chair Mr Legrove was proposed by Mrs Gayton for the position of Chair, this was seconded by Mrs Sampson and he was duly elected. Mrs Samson was proposed by Mrs Gayton for the position of Vice-Chair, this was seconded by Mr Legrove and she was duly elected.</p>		
3	<p>Adopt Terms of Reference The committee agreed to propose to adopt The Resources Committee Structure and Terms of Reference at the next full governors meeting. The terms are standard and nothing new has been added since the last review.</p>		
4	<p>Minutes of previous meeting <i>The minutes of the meeting held on 16th June 2016 were agreed and signed. Acceptance was proposed by Mr Legrove, seconded by Mrs. Gayton and carried unanimously.</i></p>		
5	<p>Matters arising – Mr Legrove asked if there was an update on the solar panel idea. This has not been progressed at present. ACTION: Headteacher to speak to NPS surveyor. The Headteacher has already spoken to the surveyor regarding a project for redesigning the front entrance area to the school. The items for ACTION in point 4 of the previous minutes have taken place.</p>	Before next meeting	HT
6	<p>Finance a) Budget Revision 2 Revision 1 had not been uploaded to the system after discussion in July, therefore the Headteacher has made handwritten notes on the report. The Education Finance Officer had visited to carry out the Budget Revision 2, figures look healthy for the school, large projects have been budgeted for including building renovations to the</p>		

	<p>front of the school, IT equipment and a ‘talk for writing’ project in 2017. Revision 2 now shows a budgeted surplus to carry forward of £62,575, (9.21%). Mr Legrove asked how pupil premium money is used – for supply staff intervention. There was some discussion regarding how some of the surplus money could be spent, one suggestion was in IT, replacing tablets, Yr 2 whiteboards and teachers laptops. ACTION: Headteacher to ask the IT service provider to review server and hardware and look into a big one off project such as an outdoor wooden classroom.</p> <p>Mr Legrove asked if large purchases can be spread over 2 or more financial years, the Headteacher explained that budget allocations are required to be spent in the current financial year, special circumstances can be applied for where money can be ringfenced for a specific project and it is acceptable to carry forward 8% of the budget to the following year.</p> <p>Mr Legrove asked what the PE grant is for. Refers to a sports grant which was brought in after 2012, it was suggested that this could be spent on after school clubs. ACTION: Headteacher to look into this starting in the January term.</p> <p>I05 - Pupil Premium was discussed, the budget is based on the number of children eligible and this has gone down in Revision 2 based on October census.</p> <p>E01 – staffing costs have increased due to incremental pay rises.</p> <p>Mrs Gayton asked what the financial implications would be of any unspent surplus in the event of becoming an academy. The Headteacher said that this is not yet known.</p> <p>The committee are happy to recommend Revision 2 at the next full governors meeting.</p> <p>b) RAG Rating This is currently GREEN. However, next term it will be Amber, due to a new member of staff in the School Administrator post. The importance of governors keeping up to date with their training was discussed. ACTION: Mr Legrove and Mrs Sampson to complete online or face to face training courses for Finance</p> <p>c) Pupil Premium A Pupil Premium Strategy is now required for publication on the School’s website. The Headteacher has completed this in the new format and the committee agreed for it to be put onto the website. Mr Legrove asked for the checklist of what should be included on the schools website so that he can ensure it’s up to date. ACTION: The Headteacher to provide this.</p> <p>d) SFVS Visit (Schools Financial Value Standard) The Headteacher and Mrs Gayton emphasised that statements made in this document require proof of evidence. Areas covered include funds, auditing, business continuity plan and disaster recovery. to back up. ACTION: The Headteacher will up date this and present at the next Resources meeting on 1st Feb. The School Fund was discussed which currently has a balance of approximately £3,000. Mrs Gayton queried the need to hold this account if it is then required to be audited when expenditure could come out of the main school budget. ACTION: The Headteacher to investigate.</p>	<p>Before next meeting</p> <p>Current Term</p> <p>Before end of Spring Term</p> <p>Before next meeting</p> <p>Before next meeting</p> <p>Before next meeting</p>	<p>HT</p> <p>HT</p> <p>BL, TS</p> <p>HT</p> <p>HT</p> <p>HT</p>
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	<p>e) FSO – Fair Funding Consultation The Headteacher said that budgets are being cut, the SEN budget in particular; this has not been put into next years budget so won't impact upon the figures. ACTION: The Headteacher to respond to the Fair Funding Consultation by the end of November.</p>	End of November	HT
7	<p>Teachers and Headteachers Appraisal As reported at the last governors meeting the teachers appraisals have been completed within the deadline of 31st October. Appraisal for the Headteacher needs to be done by 31st December. ACTION: Mrs Gayton and Mrs Sampson to arrange date and time to complete this.</p>	End of December	CG, TS, HT
8	<p>Staffing Updates</p> <p>A member of staff is planning to take maternity leave beginning at Easter. Another member of staff currently on maternity leave will be returning in February, they will also resume the role of SENCO which has been covered by the Headteacher. Arrangements for cover in the Reception and Year 1 classes to accommodate these staff movements are being finalised and cost implications factored into the budget.</p> <p>An application is being processed for a child with a EHCP (Education Health Care Plan) to start at the school.</p>		
9	<p>AOB The Headteacher handed out observation forms to Governors to complete when they come in to school.</p>		

The meeting closed at 9.35 a.m.