

Minutes of the Resources Sub-Committee Meeting held at South Wootton Infant School on Wednesday 1st February 2017 at 8.05 a.m.

Present: Mrs C Gayton, 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. Mrs Sampson's daughter was unwell.</p>		
2	<p>Minutes of previous meeting <i>The minutes of the meeting held on 17th November 2016 were agreed and signed. Acceptance was proposed by Mr Legrove, seconded by Mrs. Gayton and carried unanimously.</i></p>		
3	<p>Matters arising –</p> <ul style="list-style-type: none"> ○ The Headteacher has asked the NPS surveyor to look into the solar panels. ○ The IT server has been assessed and is working well and no need to replace at this time, 6 new laptops have been purchased. ○ The school is looking to introduce childrens yoga as part of PE. ○ Mr Legrove has started his finance training. ACTION: To ensure that 3 finance courses are completed by Governors by Easter, ensure this is on the agenda for Full Governors on 9th Feb 17. ○ SFVS to be discussed in item 4. ○ It was suggested that in order to close the school fund, the balance in the account (approximately £3,000) should be used as part of the celebrations for the schools 50th birthday. ○ The Headteacher reported there are to be no changes to the SEN budgets for this year. ○ Mr Legrove said he had looked at the website content against the checklist of what needs to be included and will send his notes to the Headteacher. 	Before end of March	All
4	<p>Finance</p> <p>i) BCR – ACTION: The Headteacher to update and send out.</p> <p>ii) Budget Revision 3 The Finance Officer from County visited on 31st January to discuss the budgets and this revision. The committee went through the headings, items noted were;</p> <ul style="list-style-type: none"> · Staff Development and Training £12,500 to be used in the latter half of the term to pay for Primary Writing Project – confirmed and awaiting an invoice · The new windows have been paid out of the capital budget rather than revenue · The energy budget is on track · Staffing lines have not needed to be adjusted · Some funds have been taken out of the internal decoration budget and other areas and added to capital 		

	<p>line for the School Entrance re-modelling project. Additional £22,000 to make £56,000 to transfer to capital</p> <p>In summary the surplus of around £60,000 is being carried forward, the committee feel that the school is demonstrating it is spending for the benefit of the pupils, investing in staff training and learning resources. Mr Legrove proposed approval of the 3rd budget revision and its recommendation to Full Governors and this was seconded by Mrs Gayton</p> <p>iii) RAG Rating This is currently a GOOD AMBER. This is due to a new member of staff in the School Administrator post.</p> <p>iv) SFVS Visit (Schools Financial Value Standard) The Headteacher went through this document with the committee and updated some areas. Action points that are to be included in the document;</p> <ul style="list-style-type: none"> · Asset Register to be updated in the February half term · Request that a school audit is carried out – it was felt that although the Governors and school are confident with its financial procedures, an audit would give assurances. <p>ACTION: Headteacher to update the SFVS and Business Continuity Plan and bring to full Governors meeting on 9th Feb for approval and confirm when the financial policy should be reviewed. Make request to County that an audit is carried out.</p> <p>Benchmarking to be carried out at the next Resources sub-committee meeting.</p>	<p>9th Feb</p> <p>22nd Mar</p>	<p>H/T</p> <p>Resources sub cttee</p>
<p>5</p>	<p>Personnel Movements in staff due to taking/returning from maternity leave can be accommodated without the need for additional staff cover.</p>		
<p>6</p>	<p>AOB</p> <ul style="list-style-type: none"> ○ The Headteacher gained approval from the committee to purchase a new shed for the bikes and trikes, costing £1,395. ○ The Headteacher is in contact with an organisation of artists to redesign and work with the children on a new wall painting for the hall, to replace the existing Monet style artwork. The committee approved this expenditure thought to be in excess of £1,000. ○ The quotes for the library were considered and it was agreed to choose the Bookspace company, cost to be £11,000. It was also agreed to obtain a quote for plastering the walls to cover up the painted brickwork areas. ○ The Headteacher has received an indication of costs for the school entrance re-modelling from NPS, however this is around £60,000 and Governors felt was too high. ACTION: Headteacher to obtain quotes from local builders who complete school based building projects. 	<p>Before next meeting</p>	<p>H/T</p>

The meeting closed at 9.45 a.m.