

**Minutes of the Resources Sub-Committee Meeting held at South Wootton Infant School on Friday 20<sup>th</sup> November 2015 at 8.07 a.m.**

**Present:** Rev. G. Wilkins, Mrs. C. Gayton.

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

No	Agenda item	By date	By whom
1	<b>Consideration of apologies sent</b> Mr. L. Hunt (work commitments) and Mrs. C. Johnston (work commitments). The apologies were accepted.		
2	<b>Election of Chair and Vice-Chair</b> <i>Mrs. Gayton proposed Rev. Wilkins as Chair. Rev. Wilkins accepted the position which was agreed by all. Rev. Wilkins proposed Mrs. Gayton as Vice-Chair. Mrs. Gayton accepted the position which was agreed by all.</i>		
3	<b>Adopt Terms of Reference</b> The Terms of Reference were presented. It was agreed to recommend the document to the full governing body for adoption. <b>ACTION: adopt Terms of Reference at Full Governing Body meeting.</b>	26/11/15	Govs
4	<b>Minutes</b> <i>The minutes of the meeting held on 25<sup>th</sup> June were agreed and signed. Acceptance was proposed by Rev. Wilkins, seconded by Mrs. Gayton and carried unanimously. The Confidential minutes of the meeting held on 25<sup>th</sup> June were agreed and signed. Acceptance was proposed by Mrs. Gayton, seconded by Rev. Wilkins and carried unanimously.</i>		
5	<b>Matters arising –</b> <b>Mrs. Gayton referred to energy monitoring and asked if the school had considered solar panels.</b> The Headteacher responded that she was unaware of any projects at the moment but would investigate with NPS. <b>ACTION: investigate solar panel projects for schools.</b>	Spring 15	H/T
6	<b>Finance</b> The Clerk presented the BCRs and Monitoring Reports for discussion. <b>Rev. Wilkins queried the amount spent for Supply Staff.</b> The Headteacher explained that this had been for class cover and cover for sickness. <b>Mrs. Gayton asked for an explanation of what ‘Bought in Professional Services’ were</b> and this was confirmed as buy-back from County for services for Finance, HR, Grounds, Governors, ICT, etc. <b>Rev. Wilkins queried the percentage of overspend in Catering Supplies.</b> This was explained as Universal Infant Free School Meals which had been amended in Budget Revision 2. A general discussion regarding UIFSM followed. There were no further questions regarding the BCRs.		

<p>a) Budget Revision 2 - the Headteacher presented the details as follows:</p> <p>I01) Funds Delegated by the LA – pupil forecasts amended in line with expectations.  I07) Other Grants – additional funding of £1,260 received for Professional Network supply cover.  I08) Income from Facilities &amp; Services – amended re expected Breakfast Club income and interest received.  I12) Income from Contributions to Visits – increased by £651 for BeWILDerwood trip.  I18) Additional Grant for Schools – increase of £5,017 (2015/16 PE grant) and £31,607 (UIFSM)  E01) Teaching Staff – amended to take account of staff changes and pay awards.  E02) Supply Staff – amended re class cover and cover for staff sickness.  E03) Education Support Staff – amended re staff changes and sickness cover.  E07) Cost of Other Staff – amended re staff changes.  E08) Indirect Employee Expenses – amended re expected expenditure (car allowances).  E09) Staff Development &amp; Training – amended re PE grant.  E13) Grounds Maintenance &amp; Improvement – inclusion of cost to repair trim trail.  E15) Water &amp; Sewerage – reduced in line with expected expenditure.  E16) Energy – reduced in line with expected expenditure.  E18) Other Occupation Costs – increased to cover skip hire.  E19) Learning Resources – increased to include costs for resources, school trips, subscriptions etc.  E22) Administrative Supplies – reduced re fees (NB2B), and to include costs for ID badges and new office printer.  E25) Catering Supplies – increased to cover additional costs for Free School Meals, UIFSM and Catering Contract.  E28) Bought in Professional Services – amended in line with expenditure.</p> <p><b>Rev. Wilkins asked whether any of the grant for UIFSM would be returned to County.</b> The Headteacher confirmed that the figure received was as expected for this year based on the numbers on our Census returns. Also that the uptake of meals was greater this year than last year so we were not expecting to have to pay back a huge sum. <b>Rev. Wilkins also queried the receipt of the PE grant.</b> The Headteacher replied that this had been unexpected as originally the grant was to be awarded for two years ending 2014/15. <b>Mrs. Gayton asked how the Breakfast Club was managed due to the fact that it includes children from the Junior School.</b> The Headteacher explained that it was managed solely by the Infant School on behalf of both schools. <b>Mrs. Gayton also asked if the school had been affected by this year's lower intake number.</b> The Headteacher stated that in view of this the figure had been adjusted for the 2016-17 pupil forecast. <b>Mrs. Gayton then asked if the school had prior knowledge of admission numbers before parents were informed.</b> The Headteacher responded that the school gets an indication in January but does not receive confirmation until the day before parents are informed in April. <b>Rev. Wilkins asked if staff point increments had been included for future years in the budget plan</b> and the Headteacher confirmed that they were. The Sub-Committee recommended the Budget Revision 2 to the Full Governing Body meeting.</p> <p><b>ACTION: take Budget Revision 2 to Full Governors' Meeting.</b></p> <p>b) NAS (Norfolk Audit Services) Themed Audits. The Headteacher informed the Governors that regarding Information Security in Schools the school was compliant with the Data Protection Act 1998 and that staff had signed a Code of Conduct. Areas to work on were terms of use for use of iPads/laptops/memory sticks. A brief discussion ensued</p>	<p>26/11/15</p>	<p>Govs</p>
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	<p>regarding staff use of Facebook. The Headteacher stated that this had been covered in the Safeguarding training in September. With regard to the completion of the Schools Financial Value Standard return it was decided to hold a working party on Thursday 4<sup>th</sup> February 2016 at 8.00 am to complete both the SFVS and Governing Body Skills Matrix.  <b>ACTION: working party for completion of SFVS and Governing Body Skills Matrix</b></p> <p>The Headteacher stated that benchmarking data was presented to Governors each autumn term. She followed this with a presentation of the benchmarking data for 2014/15. Both Mrs Gayton and Rev. Wilkins commented that there was nothing in the data that gave them any concern or that was unexplainable.</p> <p>c) Pupil Premium - the Headteacher distributed copies and presented the information. <b>Mrs. Gayton asked if there was a difference in ability between Pupil Premium children and the other children in the school.</b> The Headteacher replied not currently. <b>Rev. Wilkins asked how the school records the outcomes of school visits.</b> The Headteacher stated this could not be recorded through data but through personal, social outcomes. The Headteacher had discussed the Sports Premium with Mrs. Chimes, PE Subject Leader and the following had been suggested for expenditure: gymnastics (class lessons and training for staff); Yoga Day and training for staff; training of a TA in NPETCS and to purchase resources (additional gym and PE equipment).</p>	04/02/16	Res. S-C
7	<p><b>Teachers' Appraisal</b></p> <p>The Clerk declared a Business Interest for this agenda item. The Headteacher informed Governors that she had completed appraisals for all teachers except for Miss Riddington, who as an NQT would be appraised regularly as part of her induction year. The Headteacher reported that all teachers had met their targets and that the Chair of Governors had signed off the paperwork to enable submission of the necessary documentation by the deadline of 31<sup>st</sup> October. Pay awards had been made to staff in line with Teachers Pay &amp; Conditions.</p>		
8	<p><b>A.O.B.</b></p> <p>RAG rating – Rev. Wilkins was pleased to report that the current rating was green. Training was discussed. Rev. Wilkins reported he had recently completed an on-line training session which had been very informative and Mrs. Gayton asked for details so that she could arrange to complete the same training. This would leave one remaining session for Governors to complete to be compliant for the next year.</p> <p>Headteacher's Performance Management – Mr. Blogg, External Adviser, had met with the Headteacher and had arranged a further date of the 7<sup>th</sup> December to meet with Governors.</p> <p>Financial Support Officer's visit – the Headteacher presented the report outlining the areas covered.</p> <p>Rev. Wilkins reminded Governors regarding confidentiality.</p>		

The meeting closed at 9.33 a.m.