

Minutes of the Resources Sub-Committee Meeting held at South Wootton Infant School on Wednesday 22nd March 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 1st February 2017 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 £3,000 in the school fund is planned to be spent by 31st March. ACTION: Headteacher to find out if this account will need to be audited when it is closed. ○ Mr Legrove has audited the website, and will do so every half term. ACTION: Headteacher will now look at his feedback notes/action list. ○ The Budget Control Report has been sent out by the Headteacher. ○ The Primary Writing Project has been paid for, this project is ongoing over the next 2 years. ○ The Asset Register has been updated and uploaded onto STAR accounts. ○ Financial Audit to be completed in the summer term. ○ Benchmarking for the financial year 15/16 against other schools in the Norfolk area is nothing of concern and comparable. Need to monitor the amount per pupil spent on staffing. ○ The £56,000 transfer to the capital budget for the reception area project has been done. ○ The new shed for the bikes and trikes is now in place. ○ The mural artist is coming to the school on 27th March to begin work on the wall in the Hall. A felt artist is visiting to work with the children on a piece of art on 29th and 30th March. ○ The library walls have been plastered and are now ready to paint. Bookspace will be in school on 30th March to install the fixtures and fittings, ready for the grand opening on 31st March as part of the schools 50th birthday celebrations. Previous members of staff and past pupils from when the school opened have been invited and the Press should be in attendance. 	<p>ASAP</p> <p>Ongoing</p>	<p>H/T</p> <p>H/T</p>
4	<p>Finance</p> <p>a) SFVS correspondence – The overall RAG rating is A1 – Good Amber. In terms of the new finance officer, the A1 will be applicable for 2 terms and will be Green in Summer 2017. The action required for finance refresher training which is currently A1 for Headteachers and Governors has now been met. Headteacher has completed 3 courses and 2 Governors have completed refreshers and staff governor attended a budget setting meeting.</p>		

b) Budget Control Reports

The Headteacher presented the reports which show actual figures to the end of February. The committee went through the headings, items noted were;

- I08, still some breakfast club income to be received
- E27, sports premium to be carried forward.

The committee were happy with the budget and variances to actual spend were minimal.

c) Year End Projection 2016-17

The Norfolk County Finance Officer has reviewed this report and some adjustments are required;

- E15 and E16, accruals for utilities (water and electricity)
- E25, some accounts are outstanding for February and March

d) Budget Plan 2017-18

- The budget for the next 3 years is based on the progression of the current numbers of pupils in Reception being 52 and Year 1 is 60. Therefore the 18/19 and 19/20 figures show a predicted drop in numbers. It was noted by the Headteacher that the indication for intake in September 2017 is to be undersubscribed; however town schools are currently oversubscribed.
- There is some uncertainty that the universal free school meals grant may continue long term and has not been included from September 2017 or in the forecast for 18/19 and 19/20.
- 17/18 budget includes £3,000 in part for the costs associated with training days for the primary writing project. £2,400 has been included for professional networks and 1 course per teacher training.
- Classroom stock levels are estimated to remain the same.
- Learning Resources keep the same spend going forward about from some minor adjustments in the Foundation Subjects which are currently well-resourced. [Mr Legrove asked if the Forest Schools is a new initiative in teaching methods, the Headteacher explained that it enables the children to learn outside which enhances their personal and social development. It has been around for a number of years now and has its origins in Scandinavia.](#)
- In summary net expenditure is budgeted to be a surplus of £19,712 and 18/19 and 19/20 predicting overspends at present which are being cushioned by the carry forward figures. The County Finance Officer is happy that a surplus of 11.9% is budgeted for 17/18. It was noted by the Headteacher that the County Finance Officer reported that the school needs to be mindful of figures moving forward and the impact of maturing staff and their associated costs

Recommendation to full governors of the budget plan was proposed by Mr Legrove seconded by Mrs Gayton and carried unanimously.

e) Contract to Services

The Headteacher reported on the list of bought in services.

- BMP 4 – building maintenance

	<ul style="list-style-type: none"> · Educational Visits · Enhanced financial service from County (this will be reviewed and could be changed to the standard service in future years) · Governance support package · Human resources, service A · ICT services, staff Nsix emails · Media Services · Norfolk Public Law · NORSE catering · Norse grounds maintenance · Tree management survey · Energy monitoring · County payroll service · Fischer Family Trust · Sickness Insurance (pays after 5 days of sickness from a member of staff including caretaker, cleaning and clerical, does not cover support staff.) · Headteacher Appraisal 		
5	<p>Personnel</p> <p>A member of staff has begun her maternity leave, and another has returned to work 2.5 days per week. These staff movements can be accommodated by existing staff and TA's without the need for additional staff cover. Another member of staff will be returning from maternity leave at the end of June and will be doing outdoor learning mornings only.</p>		
6	<p>Premises</p> <p>Entrance remodelling</p> <ul style="list-style-type: none"> · The committee considered 3 quotes for the front entrance remodelling project. Mrs Gayton proposed that Bespoke Builders carry out the work, with an estimate of £48,700, this was seconded by Mr Legrove. This recommendation will be taken to the full governors meeting on 30th March. <p>Annual Building Inspection</p> <ul style="list-style-type: none"> · The annual building inspection was carried out by Mr Legrove, Mrs Gayton, the Headteacher and Clerk present. <p>Front Office - window replaced</p> <p style="padding-left: 100px;">- re-configure area – Summer Holiday period 2017</p> <p>Toilet - window replaced</p> <p>Hall - metal windows noted for future replacement – have been repainted</p>		

	<ul style="list-style-type: none"> - walls redecorated - new PE equipment fitted - mural change March 2017 - overall condition is good 		
Year 1 cloakroom	<ul style="list-style-type: none"> - toilet refurbishment (future planning for 17/18) 		
Class 3	<ul style="list-style-type: none"> - classroom has been redecorated and flooring replaced 		
Class 4	<ul style="list-style-type: none"> - classroom has been redecorated and flooring replaced 		
Year 2 corridor	<ul style="list-style-type: none"> - some evidence of water damage to ceiling tiles, any work will be covered by the BMP4 building maintenance contract - discussion regarding improvement to storage facilities – Governors looking at options (ongoing) 		
Class 6	<ul style="list-style-type: none"> - look to reduce numbers of tables - creative areas reorganised 		
Class 5	<ul style="list-style-type: none"> - look to reduce numbers of tables - creative areas reorganised 		
Year 2 toilets	<ul style="list-style-type: none"> - light sensors fitted 		
External decoration	<ul style="list-style-type: none"> - check date for re-decoration 		
Rear grounds	<ul style="list-style-type: none"> - friendship area – artificial grass laid and tiles re-done - train area – artificial grass laid to surrounding area - bikes & trikes sheds – replacement purchased and put up - large shed – has been cleared and obsolete materials disposed of - PE shed – being sorted to separate PE and lunchtime equipment - trim trail – log replaced - tree with seating around – look at re-seeding ground area - outdoor classroom – create path from playground to classroom - small garden shed – remove as new one purchased - playground markings completed - external blackboards have been repainted - outdoor benches – look at replacing - new shed in the forest area 		

	-	look at removing the wooden boat and re-turfing around the outdoor classroom		
Reception cloakroom	-	staff to sort equipment and skip obsolete material		
Class 2 & 1	-	flaking paint around roof light areas (asbestos) – requires professional re-decoration – NPS requesting costs		
	-	new furniture purchased		
	-	new outdoor/indoor reading area		
	-	outside area, mud kitchen has been moved		
Class 2 quiet room	-	shabby –walls require cleaning or re-decorating		
Computer suite	-	window replaced		
Disabled toilet	-	roof light requires re-decoration		
Garden area	-	new shed, greenhouse and path		
Graffiti wall	-	to be painted over (17/18)		
Boundary hedge	-	too high, requires cutting down		
Front playground	-	bicycle shed requires cleaning		
	-	playground markings replaced		
Library	-	light sensors fitted		
	-	internal walls plastered and new woodland design including fixtures and fittings to be completed by 31 st March 17		
Library corridor	-	book shelves have been installed which were removed from the library		
Ex-Head's office	-	this is now a group room, used for THRIVE and intervention work		
Kitchen	-	roof leak - on-going situation (NPS have in hand)		
	-	windows replaced		
	-	has recently been awarded a 5 star hygiene rating		
	-	some internal redecoration work which the caretaker is undertaking		

The meeting closed at 10.00 a.m.