

Minutes of the Resources Sub-Committee Meeting held at South Wootton Infant School on Tuesday 25th June 2015 at 8.42 a.m.

Present: Rev. G. Wilkins, Mrs. L. Williamson, Mrs. C. Johnston.

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

No	Agenda item	By date	By whom
1	<p>Consideration of apologies sent Mr. L. Hunt (work commitments). The apologies were accepted.</p>		
2	<p>Minutes <i>The minutes of the meeting held on 17th March were agreed and signed. Acceptance was proposed by Mrs. Williamson, seconded by Rev. Wilkins and carried unanimously.</i> <i>The Confidential minutes of the meeting held on 17th March 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. The Headteacher reported this was on hold due to current staffing issues. A confidential conversation then followed. Whole school training on First Aid had been arranged for September and the Headteacher was looking into Paediatric and First Aid at Work training which she would discuss with other Headteachers at the Cluster Headteachers’ meeting this week. ACTION: arrange MSA training</p>	Aut term	H/T
4	<p>Finance The Clerk presented BCRs for discussion. Due to the changes in staffing the staffing figures had been more complicated to work out as some days had been budgeted under supply. This should be rectified in Revision 1 of the Budget Plan. Capital Funding was discussed. i)) Budget Plan Revision 1 2015-16 – copies of the document were distributed. Rev. Wilkins asked if there had been any suggestion of changes to funding following the Government election. The Headteacher responded that she was unaware of any changes however our funding would be affected due to the lower intake figure this year. A discussion followed on the situation and whether there should be more advertising and promotion of the school. The Headteacher said that further links would be built with Lodge Cottage and other local Pre-Schools. Rev. Wilkins queried the rise in Teacher salaries over the next two years. The Headteacher confirmed this was attributed to staff pay awards. Mrs. Williamson queried the amount in Learning Resources. The Headteacher stated that this amount included £10,000 for</p>		

	<p>the SIDP, £10,000 to improve resources in Reception and increased budgets for all subjects. The amount of £5,500 for Broadband was also queried. The Headteacher reported this was reasonable however was currently being re-negotiated by County. <i>Rev. Wilkins proposed that the Budget Plan Revision 1 2015-16 should be recommended to the Full Governing Body for approval. This was seconded by Mrs. Johnston and carried.</i></p> <p>ACTION: Take Budget Plan Revision 1 2015-2016 to Full Governing Body for approval.</p> <p>Orders – the Headteacher presented the order for mini iPads which had been previously approved. Also for EYFS furniture which totalled £4,200 and indoor/outdoor items which totalled £1,100. New trays had been ordered to replace all old grey ones currently in the school. <i>The Sub-Committee approved these expenditures.</i></p> <p>ii) School Fund – this had been submitted to County for auditing.</p>	09/09/15	Govs
5	<p>Premises</p> <p>i) Energy monitoring – the reports prepared by Michael Dawson were presented and discussed. The school would be closely monitoring the use of electricity in the future following an extremely large bill. The Headteacher reported that Andrew Waterfield was in the process of arranging for the installation of a new outdoor classroom and fencing, hopefully during the summer holiday. This was being funded by the PTFA. He was also getting quotations to redecorate the school hall. Discussion then took place regarding improvements to the front playground area. This could involve removing the wall mural to replace with the new school logo etc. and revamping the playground markings.</p>		
6	<p>Personnel</p> <p>Update on staffing – the Headteacher presented the staffing structure for the new academic year in September. Further confidential conversations followed.</p>		
7	<p>A.O.B.</p> <p>Rev. Wilkins reminded Governors regarding confidentiality.</p>		

The meeting closed at 9.50 a.m.