

Minutes of the Resources Sub-Committee Meeting held at South Wootton Infant School on Thursday 4th February 2016 at 8.05 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	<p>Consideration of apologies sent Mrs. C. Johnston (sickness). The apologies were accepted. The Clerk confirmed Mr. Hunt's resignation from the governing body. The Headteacher reported that the Chair was currently drafting a leaflet to send home to parents prior to the Parent Governor election. ACTION: preparation of leaflet re Parent Governor</p>	12/02/15	Chair
2	<p>Minutes <i>The minutes of the meeting held on 25th June were agreed and signed. Acceptance was proposed by Mrs. Gayton, seconded by Rev. Wilkins and carried unanimously.</i></p>		
3	<p>Matters arising – Solar panels – the Headteacher reported that she had received information regarding solar panels and would be investigating further options. She also reported that energy efficiency had been looked at throughout the school and motion sensitive lighting had been installed in the library, office corridor, toilets and cupboards. ACTION: investigate solar panel projects for schools.</p>	Spring 15	H/T
4	<p>Finance a) BCRs - the Clerk presented the BCRs and Monitoring Reports for discussion. There were no significant budget areas to report on and those minor areas had been adjusted in Budget Revision 3. a) Budget Revision 3 - the Headteacher presented the details as follows: I08) Income from Facilities & Services – amended re expected Breakfast Club income. I12) Income from Contributions to Visits – increased by £327 for KL Arts Centre trip. I18) Additional Grant for Schools – increase of £256 for Baseline Assessment. E07) Cost of Other Staff – increased by £191, amended re staff changes. E08) Indirect Employee Expenses – reduced by £50, staff medical fees and increased by £150, car allowances and £43, duty meals. E09) Staff Development & Training – reduced by £485, re staff training. E14) Cleaning & Caretaking – increased by £150 in line with expected expenditure. E15) Water & Sewerage – reduced by £100 in line with expected expenditure. E16) Energy – reduced by £1,100, re oil expenditure, increased by £250 re electricity expenditure.</p>		

	<p>E18) Other Occupation Costs – reduced by £35 for refuse collection. E19) Learning Resources – increased by £1,405 to include costs for resources and school trips. E20) ICT Learning Resources – reduced by £116, Espresso subscription and increased by £163, Anti-virus. E25) Catering Supplies – reduced by £1,000, purchase of Free School Meals and increased by £6,500 for UIFSM. Following a brief discussion the Sub-Committee recommended the Budget Revision 3. Due to time constraints the Chair would be asked to sign this off prior to the Full Governors’ meeting. ACTION: Chair to sign off Budget Revision 3. c) RAG rating – this was green except for training areas. The Headteacher and School Administrator were due to attend Budget Workshops and Governors expressed interest in courses they wished to attend. ACTION: Governors to book Finance courses</p>	a.s.a.p.	Chair
		03/16	Res. S-C
5	<p>SFVS & Governing Body Matrix The School Financial Value Standard was completed by those present and would be drafted in readiness for the Full Governors’ meeting. The Headteacher reported that she was currently costing options for an Asset Management review. ACTION: take SFVS to governing body for signing off. The Governing Body Matrix was then completed by those present.</p>	10/02/16	Gov. Body
6	<p>Personnel The Headteacher informed Governors that there were now two members of the Year 1 team pregnant. A confidential discussion followed during which <i>Mrs. Thomas left the meeting at 8.55 am and returned at 9.10 am.</i></p>		
7	<p>A.O.B. Pupil Asset – the Headteacher reported that the contract for the current Management Information System (Capita SIMs) would end March 2016. The school had been looking at the option of Pupil Asset which was already used for assessment. Costs had been quoted at £1,823 as against £3,045 which we presently pay for Capita SIMs. Governors present were happy to proceed with Pupil Asset. Broadband – the Headteacher reported this was also under review. School currently pays £5,500 and the new County option with Updata works out much cheaper at £1,552 for installation and £1,560 for the annual charge. However, other options had been offered including from our ICT support provider, InTouch. The Headteacher would investigate further and report back to Governors. ACTION: investigate options for Broadband. Rev. Wilkins reminded Governors regarding confidentiality.</p>	23/03/16	H/T

The meeting closed at 9.22 a.m.