

Minutes of the Resources Sub-Committee Meeting held at South Wootton Infant School on Friday 6th February 2015 at 8.37 a.m.

Present: Rev. G. Wilkins, Mrs. L. Williamson, Mr. L. Hunt.

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

No	Agenda item	By date	By whom
1	Consideration of apologies sent Mrs. C. Johnston (work commitments). The apologies were accepted.		
2	Minutes <i>The minutes of the meeting held on 21st November were agreed and signed. Acceptance was proposed by Mrs. Williamson, seconded by Rev. Wilkins and carried unanimously.</i>		
3	Matters arising – Governors’ Action List a) Siting of outdoor classroom – discuss as part of the ABI. ACTION: discuss during ABI b) New outdoor seating – discuss as part of the ABI. ACTION: discuss during ABI c) Business Continuity Plan – Headteacher to discuss with Mr. Rice, Headteacher of Junior School. ACTION: Headteacher to discuss with Mr. Rice d) Elect Cluster Governor – appointed Mrs. Johnston at Full Governors’ meeting in December. e) Capital Budget – Neil Leeds had been contacted and had raised a journal for the smaller amount of £453. f) Budget Plan Revision 2 – accepted at Full Governors’ meeting in December. g) Finance training - discussion deferred to Agenda Item No. 4. ii). ACTION: discuss during Agenda Item No. 4 ii) h) Working party re SFVS – Governors had met to work through document.	06/02/15 06/02/15 06/02/15 06/02/15	Governors Governors H/T Governors
4	Finance The Clerk presented BCRs for discussion. Mrs. Williamson questioned salary costs regarding NQTs. The Headteacher explained that even though the salary costs would be less there were other cost implications to consider i.e. release time, visits to other schools etc. Mr. Hunt requested clarification of the Monthly Profile which was given. Rev. Wilkins commented on the Frozen Day lunch which had been provided on Census day to encourage the majority of children to take up a Universal Free School Meal. He questioned when the claw-back would be should funding have to be paid		

<p>back. This was confirmed as April.</p> <p>i) Budget Revision 3 – the Headteacher presented the budget revision. Amendments were made to the following:</p> <p>I07 Other Grants & Payments Received – increased by £358 I12 Income from Contributions to Visits etc. – increased by £285 I13 Donations and/or Private Funds – increased by £149</p> <p>E01 Teaching Staff – reduced by £24,450 E02 Supply Staff – increased by £15,210 E03 Education Support Staff – reduced by £826 E04 Premises Staff – increased by £76 E05 Administrative & Clerical Staff – increased by £21 E07 Cost of Other Staff – increased by £471 E08 Indirect Employee Expenses – increased by £257 E15 Water & Sewerage – reduced by £280 E16 Energy – reduced by £1,950 E18 Other Occupation Costs – reduced by £54 E19 Learning Resources (not ICT) – increased by £311 E20 ICT Learning Resources – increased by £5,629 E24 Special Facilities – increased by £400 E25 Catering Supplies – reduced by £360 E27 Bought in Professional Services – Curriculum – increased by £450 E30 Direct Revenue Financing – reduced by £1,404</p> <p>The Headteacher informed Governors that three classrooms required new projectors and interactive whiteboards. The quotation received from ICT Solutions had totalled £6,622. Mrs. Williamson questioned 'Value for Money'. The Headteacher stated that it was unlikely to get a better quote as these would be purchased through Norfolk County Council contracts. <i>The Governors agreed to the expenditure.</i> The Headteacher also informed Governors that we would need to budget for new projectors and interactive whiteboards in two other classrooms in future planning. Discussion took place regarding the provision of iPads for children's use. The Headteacher stated this would be another area to look at in the future.</p> <p><i>The Sub-Committee agreed to recommend the Budget Revision 3 to the Full Governors' meeting.</i> ACTION: Take Budget Revision 3 to Full Governors' meeting for approval.</p> <p>The Headteacher reported to Governors that as part of the School Improvement Development Plan the school wanted to create reading corners in each classroom. The School Library Service had visited to carry out a classroom audit of the books and had advised staff on reading areas. Furniture needed to create the reading corners totalled £2,299 and</p>	<p>12/02/15</p>	<p>Governors</p>
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	<p>the Headteacher requested permission to place an order. The figure had been allowed for in the SIDP so this would not be additional funding. <i>The Governors agreed to the expenditure.</i></p> <p>ii) Financial Management Rating – this was green overall. The Headteacher had emailed Education Finance regarding her training and was awaiting a reply.</p> <p>iii) SFVS – Governors had met as a Working Party and had completed the documentation. <i>This was recommended to the Full Governors’ meeting.</i></p> <p>ACTION: Take SFVS to Full Governors’ meeting for approval.</p> <p>iv) BMP4 – the Headteacher reported that the BMP3 contract ended this March. The new scheme, BMP4, started in April for 5 years. <i>The Headteacher recommended continuation to be a member. Following discussion this was agreed.</i></p> <p>v) Smoothwall Swurl – internet filtering. <i>Headteacher recommended ICT to manage this on behalf of the school rather than the school manage it themselves. Following discussion the Sub-Committee agreed and recommended to Full Governors’ meeting for signing off.</i></p>	12/02/15	Governors
5	<p>Personnel</p> <p>Update on staffing – appointments had been made for the new Reception teachers. One who would be an unqualified teacher for the summer term and would be a NQT from September. The other being a job share, 60/40 split. One candidate had withdrawn prior to the interviews. There had been a MSA resignation and the cleaner had been appointed the position. The Headteacher would be arranging MSA training for the summer term.</p> <p>ACTION: Arrange MSA training</p> <p>For personal reasons Mrs. Pemberton had decided not to continue providing PE for the school to cover PPA release time. This was currently being covered by Top Coaching one afternoon a week with Miss Hayes teaching PE across Year 1 for the other afternoon. Provision for the future would be looked at. Governors requested an update for the next meeting.</p> <p>ACTION: PE update</p>	07/15 17/03/15	H/T H/T
6	<p>A.O.B.</p> <p>Rev. Wilkins reminded Governors regarding confidentiality.</p>		
7	<p>Premises</p> <p>Annual Building Inspection – Governors left the meeting to carry out the ABI (see attached).</p> <p><i>Mr. Hunt left the meeting at 9.40 a.m.</i></p>		

The meeting closed at 10.15 a.m.