

Minutes of the Resources Sub-Committee Meeting held at South Wootton Infant School on Thursday 15th June 2017 at 8.10 a.m.

Present: Mrs C Gayton, Mr B Legrove, Mrs T Sampson

In attendance: Miss J Davenport (Headteacher), Mrs R Curtis (Clerk).

No	Agenda item	By date	By whom
1	<p>Consideration of apologies sent Mr Smith did not attend the meeting and did not send apologies, Mrs Gayton will contact him to ask if he is able to carry on in his role as Governor.</p>		
2	<p>Minutes of previous meeting <i>The minutes of the meeting held on 22nd March 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 School Fund has been spent with a small amount remaining which has been transferred into the main account. The paperwork has been compiled and sent off for auditing and then the account can be closed. ○ ACTION Mr Legrove will complete another audit on the website before the next full Governors meeting. 	6 th July	BL
4	<p>Finance</p> <p>a) BCRs – The Headteacher presented the monitoring report for May 2017-18 and the following points were noted.</p> <ul style="list-style-type: none"> · Variance of 494% on budget line I03 (SEN Funding), was an incorrect journal entry which will be corrected in period 3. · Variance of 58.90% on line E10 (Supply Teacher Insurance) is due to some costs being paid for monthly and some annually. <p>Governors were happy with the monitoring, and at present have no concerns.</p> <p>b) Budget Plan 2016-19 – Revision 1 The Headteacher presented the reports and said that the income in I01 (Funds delegated by the LA) are now based on 58 reception spaces moving forward. There is some uncertainty regarding the provision of Universal Free School Meals at present, awaiting a decision from Government. Mr Gayton asked if school meals have to be paid for by parents again, could the school look into online payment options. ACTION The Headteacher to see what packages are available for schools. Mr Legrove asked what the £5,106 difference was in line E27 (Bought in Professional Services – Curriculum), the Headteacher explained this was a grant for PE. Mr Legrove asked if the County Finance Officer is happy with the projected surplus for Revision 1 to be 9.91%, the Headteacher confirmed he was.</p> <p>Mrs Gayton proposed that this budget provision is recommended for approval at the full Governors meeting on 6th July, this was seconded by Mrs Sampson and unanimously agreed.</p> <p>c) Charging & Remissions Policy/Finance Policy</p>	Summer Term	H/T

	<p>Finance Policy – Mr Legrove asked if this needed to be published on the website, the Headteacher said no, as it is an internal policy.</p> <p>Remissions Policy – Mr Legrove asked how children are identified who are eligible for free school meals, the Headteacher said that parents declare this.</p> <p>Mr Legrove proposed that these policies are recommended for approval at full Governors (6th July), this was seconded by Mrs Sampson and unanimously agreed.</p>		
5	<p>Premises</p> <p>i) Energy Monitoring The Energy Monitoring Report found that the spend on electricity is higher than average. Mrs Gayton asked if the School is able to shop around for their energy supplier, the Headteacher said that this is all done via County. At present no further action needs to be taken.</p> <p>ii) Update on Building Project Plans have been submitted to the County Council for the extension to the front of the building. In addition to the quote of £48,700 for the extension, Bespoke Builders have quoted an additional £12,000 to clad the remainder of the front of the building to incorporate the kitchen and boiler room and render the carrstone panels underneath the windows. There is a capital budget of £21,000 under heading ECAPFM (Devolved Formula Capital Grant) from which the additional work can be covered. It was proposed by Mrs Gayton that this additional expenditure has the full support of the Resources sub-committee and goes to full Governors (6th July) for approval, this was seconded by Mr Legrove and unanimously agreed.</p>		
6	<p>Personnel</p> <p>Update on Staffing The Headteacher reported there have been some internal interviews and appointments to cover outdoor learning and extra support in Reception and Yr 2 classes.</p>		
7	<p>AOB</p> <ul style="list-style-type: none"> · A new scheme for teaching phonics has been identified, with a potential one of cost of £2,000. There was some discussion with the Headteacher explaining it can be linked to the Schools Improvement Project and also aspects of Ofsted Inspections. Mrs Sampson asked if any other schools have used it, the Headteacher said Hillcrest at Downham Market with good results. Mrs Gayton proposed that this expenditure is recommended to full Governors (6th July), this was seconded by Mrs Sampson and unanimously agreed. · The Headteacher said that £3,000 worth of books have been purchased for the library (including £1,000 donated by the PTFA). Future expenditure to be looked at for the library is a new database system as the present one is becoming out of date. Parents will be asked if they are able to volunteer in the library to help keep it tidy and ensure books are on the database and with a view to the library being open some days after school. Mrs Gayton suggested that Governor monitoring in the library would be a good idea. 		

The meeting closed at 9.25 a.m.