

Minutes of the Resources Sub-Committee Meeting held at South Wootton Infant School on Thursday 16th November 2017 at 8.10 a.m.

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

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

No	Agenda item	By date	By whom
1	Consideration of apologies sent None		
2	Election of Chair and Vice Chair Brendan Legrove was nominated for position of Chair by Mrs Gayton and seconded by Mr Smith and was duly elected. Thomas Smith was nominated for position of Vice-Chair by Mrs Gayton and seconded by Mr Legrove and was duly elected.		
3	Adopt Term of Reference This item to be deferred to full governors.		
4	Minutes of previous meeting <i>The minutes of the meeting held on 15th June 2017 were agreed and signed. Acceptance was proposed by Mr Legrove, seconded by Mrs Gayton and carried unanimously.</i>		
5	Matters arising – <ul style="list-style-type: none"> ○ The Headteacher will revisit payment packages for parents, but while pupils are still in receipt of free school meals there are few payments which the school received by parents. Mr Legrove asked the Headteacher's thoughts, if it is better that a child receives a hot school meal. She said that she could not see a difference as in most cases children from this School are fed well at home.		
6	Finance <ul style="list-style-type: none"> a) BCRs – The Headteacher presented the Budget Revision 2 and the following points were discussed. <ul style="list-style-type: none"> · 118 line 'Additional Grant for Schools' relates to universal free school meals. · Pupil premium numbers have been adjusted due to the census figures. · E09 – Training. There was an amount carried forward for a member of staff to attend SENCO training, this will now happen next year, so it will be used for staff training on pupil asset, ICT and reception staff training and a recent leadership conference attended by the Headteacher and Mrs Burt. · Sports Premium – ways of spending this money were discussed, possible replacement of bikes and trikes and installation of a traverse wall and new outside climbing frames and offering different after school sports clubs. The Headteacher noted that spending of the sports premium is closely monitored and there is a need to be specific about the objectives of spending and to have measurable outcomes. This report is published on the school website. ACTION: Headteacher to cost out ideas and discuss at full Governors meeting. <ul style="list-style-type: none"> · Breakfast Club is popular and doing well. · A donation was received from the preschool of £3,311 which was used to buy equipment for the Early Years. · There is a need for full time behaviour support for a child in reception, this post will be split between 2 	30 th Nov 2017	H/T

	<p>people, one existing member of staff and recruitment of another.</p> <ul style="list-style-type: none"> · The ICT equipment in the front office will be upgraded and the wires and trunking relocated to enable the desks to be moved so that the screens are not visible to the public when entering the building. · The pupil funding forecaster has been adjusted and there is already a surplus predicated for Yr 3. · Attendance on courses will have an impact on the supply teaching budget. · The bottom line of the budget plan revision shows surpluses being carried forward of over 8%, which Governors noted will need to be closely monitored. <p>b) RAG Rating It was noted that the number of training courses that Governors attend should be continually monitored to ensure targets are met.</p> <p>c) Pupil Premium The completed Pupil Premium strategy was discussed ensuring it is in line with the compliance audit guidance. There is a need to ensure that both income and expenditure are clearly linked on the budget plan to the Pupil Premium amount. On the budget plan, income is clear but expenditure needs to be clearly costed against staff. The Pupil Premium strategy is published on the website and backdated years are also kept to allow for review. ACTION: Headteacher to look at costings and how these are shown in the budget lines. ACTION: Headteacher to meet with the pupil premium Governor to discuss. Governors agreed that they were happy for the Headteacher report costs as rounded figures.</p> <p>d) SFVS Visit The Schools Financial Value Standard report will be sent out to all Governors prior to the next meeting. ACTION: A request will be made for a full financial audit in the Spring term by County.</p> <p>e) FSO Fair Funding Consultation The County Finance Officer has worked through implications of changes in the funding formulas and how these may impact the school finances. The findings were not cause for concern. County Audit Findings Compliance with these findings were discussed. In regard to information security there needs to be a mechanism in place for staff to be aware of confidentiality, the named officer will be the Headteacher. Staff records are kept secure, confidential emails are sent from secure email addresses and passwords are changed regularly. The data protection policy will need to be reviewed and possibly more training needed. ACTION: Act on and adopt policies. Create form for staff to sign annually around information security and use of equipment. Monthly verbal reminders in staff meetings.</p> <p>f) School Fund Audit Although this audit came back with some findings and recommendations, due to the small monetary values involved the Governors felt these were no cause for concern. Staff will be reminded not to use reward cards for individual purchases and a VAT amount of £12 could have been reclaimed. ACTION: Report will be brought to full Governors to be signed off.</p>	<p>30th Nov 2017</p> <p>This Term</p> <p>Ongoing</p> <p>30th Nov 2017</p>	<p>H/T</p> <p>H/T</p> <p>H/T, Staff and Govs</p> <p>H/T, Govs</p>
7	<p>Teachers and HT Appraisal</p> <ul style="list-style-type: none"> o All staff appraisals have been completed for this year. Governors discussed that it would be a good idea for 		

	<p>teachers to come to the full Governors meetings. ACTION: To invite teachers to full Governors meetings to give an update on their subject. Maths subject leader to be invited to November meeting. Aim to have seen all teachers by the end of the school year. Teacher Reports item would be early on each agenda.</p>	Ongoing	H/T, Staff
8	<p>Staffing Updates</p> <ul style="list-style-type: none"> ○ As discussed in the budget item, there is a need to appoint additional TA support in Reception, also a pupil who is currently part time will be starting full time in January and may need additional support. ○ A TA in Yr2 is currently off sick for approximately 6 weeks following an operation; her role is being covered by existing staff. 		
9	<p>Building Updates</p> <ul style="list-style-type: none"> ○ The ramp outside Owls classroom will be redone in the Christmas holidays. ○ The new fire alarm panel has been fitted in the front entrance. ○ Extension project - Correct screws have been fitted to the external red panelling, internal wall in the front office has been made good. Headteacher is making a snagging list which will include the external lighting, as the motion sensors do not appear to work correctly. <p>It was noted that Benchmarking will be discussed at the next Resources sub committee meeting.</p>		
10	<p>AOB</p> <ul style="list-style-type: none"> ○ The Headteacher said that her salary had not been aligned to the advisory scale since September 2015. Governors agreed to a payment being made to cover this shortfall. Mrs Gayton will email County to confirm this. ○ Mr Legrove gave feedback from a recent monitoring visit to a forest schools lesson. He was impressed by how much the children were getting out of the lesson and their responsible attitude to safety rules. It was noted how the school values are coming through and a group of children remarked they would be 'collaborative' to solve a problem. ○ Mrs Gayton attended a Talk 4 Writing lesson, she saw how the children knew what was expected of them in terms of behaviour and liked the way the room was set out to allow the teacher to engage with the children in her group. It was also noted have valuable on the spot marking was as children get instant feedback about their work. <p>ACTION: Mr Smith said he would diary some dates to carry out monitoring.</p>	This term	TS

The meeting closed at 9.50 a.m.