

Minutes of the Resources Sub-Committee Meeting held at South Wootton Infant School on Thursday 1st February at 8.10 a.m.

Present: 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 Claire Anderson – Work commitments Claire Gayton – Family Illness		
2	Appointment of new committee member Mrs Anderson is appointed to the Resources sub-committee. However, due to work commitments she is unable to attend meetings on a Thursday morning. Clerk suggested discussing future sub-committee meeting dates at the next governors meeting when all members of the sub-committee will be present.	8 th Feb	
3	Minutes of previous meeting <i>The minutes of the meeting held on 16th November 2017 were agreed and signed. Acceptance was proposed by Mr Legrove, seconded by Mr Smith and carried unanimously.</i>		
4	Matters arising – <ul style="list-style-type: none"> ○ ACTION: Headteacher to set up a meeting with Mrs Cook to discuss pupil premium. ○ ACTION: Finance audit to be arranged to be carried out before end of the summer term. ○ Headteacher and Mrs Crosby will be attending a briefing on the General Data Protection Regulations. ○ Mr Smith has visited the school and monitored a Talk for Writing lesson. It was agreed that Governors should keep up with regular visits into school. ○ Headteacher will be providing a short report for full governors meeting on 8th February. 	ASAP July 2018	HT/JC HT
5	Finance <ul style="list-style-type: none"> a) BCRs – The Headteacher presented the Budget Control Report and the following was noted; <ul style="list-style-type: none"> · At this point of the financial year, the target spend is 75% of the budget. Most of the budget lines are on track and those that are not have explanations for variances. There is budget in hand for building improvements and the rates will go out at the end of the year. Overall the budget is in a healthy position and no cause for concern. b) Budget Revision 3 <ul style="list-style-type: none"> · The budgeted carried forward figure is 11.35%, which is above the accepted 8% allowed to take forward. Income is increased due to SEN funding. · Refurbishment of the Year 1 toilets and transferring some surplus money to the capital budget to pay for this was discussed. To begin this project Mr Legrove proposed that NCC are contacted to obtain a feasibility study and quotation to complete the work, this will costs £475 and was seconded by Mr Smith. It is hoped that a quote would then be available to discuss at full governors meeting on 8th February. · The Headteacher noted that staff have been made aware of their spend for each subject. c) RAG Rating 		

	<p>The rating is currently GREEN. The Headteacher must complete a course and Mr Legrove will complete a finance one. ACTION: Mr Legrove will send an email to all sub-committee members requesting that they complete an online finance course.</p> <p>d) SFVS Each questions on the SFVS form was reviewed; It has been identified that the enhanced services package is not required to support the use of the finance software. ACTION: The Headteacher will review the business continuity document and then submit the SVFS.</p>	ASAP	BL
		ASAP	HT
6	<p>Personnel</p> <ul style="list-style-type: none"> ○ There have recently been 2 TA resignations. Both posts have been advertised and filled, the full time TA in reception will start after half term. The SEN TA will cover SEN hours in the afternoon and carry out 121 reading and intervention in the mornings. ○ <i>The following discussion is recorded in confidential minutes.</i> 		
7	<p>Building Updates</p> <p>Governors carried out an inspection of the new front extension and noted the following;</p> <ul style="list-style-type: none"> ○ The Headteacher had already requested a soft closure to be fitted to the external door. ○ The outside corner of the internal wall needs some attention. And repainting the wall adjacent the library. ○ Request the ceiling light above the internal door is removed. ○ Adjustments are required on the outside lights as at present are too bright and sensitive to movement, which is causing a disturbance to neighbours. <p>Mr Legrove proposed that the building work is signed off and the final payment to Bespoke is made, this was seconded by Mr Smith.</p>		
8	<p>AOB</p> <ul style="list-style-type: none"> ○ The Headteacher said that NORSE had reviewed their contract and a specification listed. This will be discussed at full Governors meeting on 8th February. 		

The meeting closed at 9.45 a.m.