

**Minutes of the Resources Sub-Committee Meeting held at South Wootton Infant School on Tuesday 20<sup>th</sup> March at 8.05 a.m.**

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

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

No	Agenda item	By date	By whom
1	<b>Consideration of apologies sent</b> None		
2	<b>Minutes of previous meeting</b> <i>The minutes and confidential minutes of the meeting held on 1<sup>st</sup> February 2018 were agreed and signed. Acceptance was proposed by Mr Legrove, seconded by Mr Smith and carried unanimously.</i>		
3	<b>Matters arising –</b> <ul style="list-style-type: none"> <li>○ <b>ACTION: Headteacher to meet Mrs Cook to discuss pupil premium on 23<sup>rd</sup> March.</b></li> <li>○ <b>ACTION: Purchase the Services to School package which will include a finance audit to be carried out before end of the summer term.</b></li> <li>○ Training courses have been completed as follows;                      Mrs Gayton – attended a budget setting meeting.                      Mrs Anderson – Basic Finance                      Mr Legrove – SFVS                      Head Teacher – Asset Management                      Mrs Burt will attend the budget setting meeting with the county finance officer on 21<sup>st</sup> March.</li> <li>○ <b>ACTION: Front entrance extension – external lighting still requires adjusting.</b></li> <li>○ Candidates for the full time teaching position have been shortlisted and interviews will take place before the Easter holiday.</li> </ul>	23 <sup>rd</sup> March July 2018	HT/JC HT
4	<b>Finance</b> <ul style="list-style-type: none"> <li><b>a) SFVS Correspondence</b> <ul style="list-style-type: none"> <li>· A letter has been received acknowledging receipt of the document and the School is now awaiting comments.</li> </ul> </li> <li><b>b) Budget Control Report</b> <ul style="list-style-type: none"> <li>○ The County Finance Officer will visit on 21<sup>st</sup> March. Governors reviewed the BCR and the following was discussed;</li> <li>○ Variance on E09, this is due to an amount being carried forward for SENCO training which will be completed by the SENCO officer is 18/19.</li> <li>○ Support staff costs – will be increasing for the coming year.</li> <li>○ Funding is given for children with an Educational Health Care Plan, this can be applied for by parents or through the school.</li> <li>○ Attendance – this is becoming an issue with figures falling below 96%. <b>ACTION: Headteacher to include a breakdown of absence due to sickness and holiday for the full governors meeting.</b> Fixed penalty notices are being pursued. <b>Mrs Gayton asked if the Headteacher can invite parents to come in and discuss children's</b></li> </ul> </li> </ul>	26 <sup>th</sup> March	HT

	<p>absence, the Headteacher said that she writes to parents, but requesting face to face discussions can be considered.</p> <ul style="list-style-type: none"> <li>○ Surpluses can be explained and Governors are happy with the figures.</li> </ul> <p><b>c) Year End Projections 2017-18</b>  <b>d) Budget Plan 2018-19</b>  <b>e) Contract to Services</b></p> <p>c), d) and e) were not prepared at the time of the meeting and will be discussed at full governors on 26<sup>th</sup> March.</p>		
<b>5</b>	<p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>○ Five applicants have been shortlisted for the full time teaching position and interviews to be carried out before the Easter holiday. Student Council will interview initially, then there will be a teaching activity with Year 1 class and then the formal interview.</li> <li>○ Mrs Gayton asked how the Reception team are working now. Teaching will be more structured in Reception in the summer term. A child who has recently spent time in Year 1 will return to Reception after Easter. The new TA's are settling in well. It was noted that support staff have a 6 month probation and within the SVFS the staff structure is evaluated.</li> <li>○ The list of new intake for September 2018 will be published after Easter, it was discussed that the number of children will have an impact on the 3 year budget projection. Currently Year 1 has 55 pupils. Mrs Gayton asked if the newly recruited teacher was to be placed in Reception, how would they be able to carry out the visits in July. The Headteacher said the majority of these visits would be done by the EYFS lead and it would then be dependent upon the availability of the new member of staff.</li> <li>○ The Headteacher noted that at a meeting she attended recently the Infant and Junior Schools are the only ones within the cluster to not to be part of an academy. She will attend a meeting next week of schools in a similar position to discuss the benefits or working more closely.</li> <li>○ Forest Schools will continue after Easter with an external person working on a Friday to provide this. An existing member of staff will begin training for the level 3 qualification.</li> </ul>		
<b>6</b>	<p><b>Premises</b></p> <p>Toilet Remodelling – The Headteacher has requested one quote so far and will get 2 more.</p> <p>Annual Building Inspection – Governors walked round the school and completed the Annual Inspection Sheet (attached)</p>		
<b>7</b>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>○ None</li> </ul>		

The meeting closed at 9.45 a.m.