Minutes of the Resources Sub-Committee Meeting held at South Wootton Infant School on Tuesday 12th June at 8.05 a.m.

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

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

No	Agenda item	By date	By whom
1	Consideration of apologies sent		
	Mrs C Anderson – Family Illness		
2	Minutes of previous meeting		
	The minutes and confidential minutes of the meeting held on 20 th March 2018 were agreed and signed. Acceptance		
	was proposed by Mr Legrove, seconded by Mr Smith and carried unanimously.		
3	Matters arising –		
	ACTION: Headteacher to meet Mrs Cook to discuss pupil premium.	July 2018	HT/JC
	ACTION: Arrange for the finance audit to be carried out before end of the summer term.	July 2018	HT
	 Pupil absence due to holidays is increasing with 10 families away during the week following half term. There was a 		
	recent incident of a parent being abusive to the Headteacher in a telephone conversation following a fine being		
	made for unauthorised holiday absence. This case was discussed by Governors and it was felt that if the School		
	had been made aware of the family's circumstances on this occasion compassion would have been shown. The		
	Headteacher later retracted the paperwork with County and this decision was supported by Governors.	4045	00
	ACTION: Mrs Gayton will write to the parent to inform them of the discussion. Cllr Smith asked if the School	ASAP	CG
	suspects a child is absent for holiday despite a parent phoning in and saying they are ill, can they follow this up.		
	The Headteacher said they can ask for proof of doctor's appointments. The Headteacher has had meetings with		
4	most parents of children will low attendance and keeps a breakdown of absence due to sickness and holiday. Finance		
4	a) Budget Control Report		
	The County Finance Officer visited on 5 th June. Governors reviewed the BCR and the following was discussed;		
	 A top up of cluster funding for SEN is expected. 		
	 Income has been received for having a student placement. 		
	 The whole amount allocated for the Year 1 toilet refurbishment may not be required, Mrs Gayton suggested 		
	asking the contractor if they could offer a better price for doing the Reception toilets at the same time.		
	b) Budget Plan 2018-19 Revision 1		
	New intake for September 2018 is at capacity of 60 pupils with 3 families appealing, the pupil funding		
	forecaster has been adjusted to reflect this. Mr Legrove asked what the mixture of boys and girls was and		
	the Headteacher said it was about 50/50.		
	 It is assumed that the free school meals will continue in September 2018, there has been no notification to 		
	the contrary.		
	 SLA and other contracts have been adjusted slightly. 		
	 The finance officer suggested recoding some expenditure items. 		

The Finance officer also recommended making payments via BACS.	
 Surplus is showing as just under 8%. Charging and remissions policy This will remain unchanged and recommend to be adopted at the Full Governors meeting in July. It was noted that some changes will be required for the Finance Policy to reflect the introduction of BACS 	
payments as above.	
5 Premises	
a) Energy Monitoring	
The information has not yet been received and will be updated at Full Governors.	
b) Update on Toilets Project	
This is due to take place in the summer holidays and the Headteacher will enquire about pricing for carrying out	
work in the Reception toilets also.	
6 Personnel	
 Due to a member of staff not wishing to complete further SENCo training, the school will be in a situation of not 	
being compliant with the regulations. Therefore the Headteacher has contacted the Junior School Headteacher	
and is discussing the possibility of sharing a member of staff for this role, the idea has been met with a positive	
response.	
 The new teacher starting in September is attending school one afternoon a week. 	
7 AOB	
o None	

The meeting closed at 9.10 a.m.