

**Minutes of the Resources Sub-Committee Meeting held at South Wootton Infant School on Friday 23<sup>rd</sup> November 2018 at 8.05 a.m.**

**Present:** Mrs C Gayton, Mr B Legrove

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

No	Agenda item	By date	By whom
1	<p><b>Consideration of apologies sent</b> Mrs Anderson – work commitments It was noted that Cllr Smith had not sent any apologies. (Clerk later found an email sent at 7.48am, notifying her of apologies due to illness).</p>		
2	<p><b>Election of Chair and Vice Chair</b> Brendan Legrove put himself forward for the position of Chair, this was seconded by Mrs Gayton, pending approval at Full Governors and was duly elected. Mrs Gayton put herself forward for the position of Vice-Chair, this was seconded by Mr Legrove, pending approval at Full Governors and was duly elected.</p>		
3	<p><b>Adopt Term of Reference</b> It was discussed that given the sub committee is made up of only 4 members, a quorum of 3 is unworkable. It was suggested to amend the terms of reference to reflect this. Discussion also took place regarding confidential minutes and they should be placed on Governor Hub with restricted view for those Governors present at the meeting to which they refer. It was reiterated that confidential minutes should not be printed. Adoption of the terms of reference and a review of those for the Teaching and Learning Sub-Committee will take place at the next full governors meeting on 6<sup>th</sup> December.</p>		
4	<p><b>Minutes of previous meeting</b> The minutes of the meeting held on 12<sup>th</sup> June 2018 were agreed and signed. Acceptance was proposed by Mr Legrove, seconded by Mrs Gayton and carried unanimously.</p>		
5	<p><b>Matters arising –</b></p> <ul style="list-style-type: none"> <li>○ The finance audit will be carried out on 30<sup>th</sup> November 2018.</li> <li>○ Mrs Gayton had previously written a letter to a parent regarding their child’s absence from School for a holiday, she has not received a response. <a href="#">Mr Legrove asked if absence due to holidays was still a problem, and Mr Gayton asked for a breakdown of reasons for absence for the next Full Governors meeting, The Headteacher said it would be in her report.</a></li> </ul>		
6	<p><b>Finance</b></p> <p><b>a) Budget Revision 2</b> The Headteacher presented the Budget Revision 2, reasons for variances had been noted and these were discussed.</p> <ul style="list-style-type: none"> <li>· 107 – more income than expected, made up of £1,500 cluster funding and EHCP £2,000.</li> <li>· There have been some amendments on teaching staff to incorporate the pay review.</li> <li>· It was noted that the subject leaders are made aware of their allocations to know what they have to spend.</li> </ul>		

	<ul style="list-style-type: none"> <li>· Mrs Gayton said that she felt the budget is being managed well and Mrs Crosby is doing a great job.</li> <li>· 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.</li> </ul> <p><b>b) RAG Rating</b> The current rating is Green. It was noted that the number of training courses that Governors attend should be continually monitored to ensure targets are met. Mrs Crosby is to complete a finance refresher, with the Heateacher to complete two. And also 2 more Governors to do finance refreshers.</p> <p><b>c) Pupil Premium</b> This report was also shared at Teaching and Learning Sub Committee. Mrs Gayton asked if there were any SEN children in the new Reception intake, the Head teacher said this year group has a manageable set of needs, some for speech and language. A current TA has experience in this area and with some additional training has been able to fulfil this need.</p> <p><b>d) SFVS (Schools Financial Value Standard) Visit including Themed Audits.</b> <i>Purchasing Cards</i> – areas noted and discussed;</p> <ul style="list-style-type: none"> <li>· There is one member of staff responsible for breakfast club who has a card and orders supplies and has a spending limit of £50. The Headteacher has a card, however has not used it recently. Upon discussion it was agreed that – <b>ACTION: Headteacher uses card to keep activated, to ensure one other member of staff is able to access and use a card.</b></li> <li>· Purchases are approved by the School Secretary and adequate paper records are kept.</li> <li>· Cards were not used for inappropriate expenditure ie staff room tea and coffee and loyalty cards were not used on any purchases.</li> </ul> <p><i>Website</i> – areas noted and discussed:</p> <ul style="list-style-type: none"> <li>· Upon discussion the following was noted and agreed;</li> <li>· <b>ACTION: Headteacher to ensure equality objectives are shown to comply with public sector equality duty and the Schools equality objectives.</b></li> <li>· <b>ACTION: Ensure parents are made aware on the website that they can request a paper copy of any information shown and that it is provided free of charge and details of where to make requests are stated.</b></li> </ul> <p><i>SFVS Return</i> – areas noted and discussed:</p> <ul style="list-style-type: none"> <li>· Action: All financial governors to complete a financial schools matrix</li> <li>· 17/18 Benchmarking – The teaching salary line was analysed to identify why it is low in spending with the following conclusions - new staff are have been recruited at a lower level on the pay scale, the SENCO is only half a day, the deputy head also holds a teaching post.</li> <li>· The potential of fraud was discussed, it was felt that the School has good regulations in place to guard against fraud. Payments are made by cheque.</li> </ul> <p><b>ACTION: the business continuity plan will be reviewed and placed on Governor Hub, with restricted access to those Governors who need it.</b></p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>Dec 18</p>	<p>H/T</p> <p>H/T</p> <p>H/T</p> <p>All, H/T, Clerk</p>
7	<p><b>Teachers and HT Appraisal</b></p> <ul style="list-style-type: none"> <li>o All staff appraisals have been completed for this year, any pay increases were discussed with Mrs Gayton and the</li> </ul>		

	Headteacher prior to submission. Decisions were based on targets on greater depth and exceeding on writing. As a result of reviewing the staffing structure Mrs Gayton and the Headteacher agreed in light of responsibility and performance Mrs Burt would move into the leadership scale and be given the title of deputy Headteacher.		
<b>8</b>	<b>Staffing Updates</b> ○ Recorded in confidential minutes.		
<b>9</b>	<b>Building Updates</b> The Headteacher explained that she feels the ICT suite is not required any more. She proposes that investment is made in class laptops and to reinstate a stud wall into the ICT suite. The large area would be Rabbits quiet area and the smaller room used for group work and to store the laptops. The existing Rabbits quiet room would become a Thrive/Therapy space. The Headteacher would move into her previous room next to the library and her current office used as a space for subject leaders to work, meet parents and speech language and therapy space. ACTION: Headteacher to obtain 3 quotes for the proposed work. Mrs Gayton suggested ring-fencing money for the capital expenditure – this will be discussed at full Governors meeting.		
<b>10</b>	<b>AOB</b> ○ The Activities Accounts of the last 4 school trips were reviewed, Mr Legrove proposed their approval and this was seconded by Mrs Gayton and signed off. ○ Mr Legrove said that Greenyard Foods are offering a child the chance to turn on their Christmas star. The Headteacher agreed to promote the competition in school.		

The meeting closed at 9.45 a.m.