

Minutes of the Resources Sub-Committee Meeting held at South Wootton Infant School on Tuesday 19th March 2019 at 8.10 a.m.

Present: Mr B Legrove, 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 – illness		
2	Minutes of previous meeting <i>The minutes of the meeting held on 29th January 2019 were agreed and signed. Acceptance was proposed by Mr Legrove, seconded by Mrs Gayton and carried unanimously.</i>		
3	Matters arising – <ul style="list-style-type: none"> ○ Headteacher to carry out a transaction on her School purchasing card. ○ Headteacher to ensure equality objectives are shown to comply with public sector equality duty and the Schools equality objectives. ○ Ensure it stated on the website that parents can obtain paper copies of any information shown. 	ASAP ASAP ASAP	H/T H/T H/T
4	Finance <ul style="list-style-type: none"> a) SFVS Correspondence <ul style="list-style-type: none"> · Since making the last submission the Headteacher has not had any feedback. b) Budget Control Report <p>This was discussed with the following points raised;</p> <ul style="list-style-type: none"> ○ The majority of the income for the year has been accounted for. ○ The teachers pay line is low, the Headteacher explained that some teaching had been allocated to the supply teaching line and this may need to be adjusted for. ○ Learning Resources is underspent, ACTION: Ensure stock levels are checked and orders placed where required before year end. ○ The Purchase of Universal Infant Free School Meals is underspent, however the Headteacher explained that this is a calculation which the School has no control over. c) Year End Projections 2018-19 <p>The current reports are showing a carried forward figure of £61k.</p> d) Budget Plan 2019-20 	ASAP	H/T

	<p>There are 2 versions of the budget plan to review, this is due to teacher pension contributions increasing to 24%. The live budget plan has a grant to cover the cost for a limited period and the trial budget shows the grant projected for 3 years.</p> <ul style="list-style-type: none"> · The main factors entered into the projection are; · The pupil forecaster is set to a full capacity intake of 60 pupils. · Staff sickness insurance has been increased from day 6 to day 11. · Energy costs are inflated by 9%. · Subject leaders budgets have been decreased. <p>Therefore on the live budget Year 1 and Year 2 are showing a surplus and Year 3 is a deficit.</p> <p>Governors considered the above and assuming a carried forward of £61k, the effect of the change is mainly due to the pensions making a difference of around £20k per year. There is concern that the Year 3 projection is a deficit figure and close scrutiny needs to be maintained. The Headteacher said that NCC are currently accepting deficit budgets due to this impact. ACTION: The Headteacher to speak to a finance officer at NCC to ask advise and steering on how to account for the pension and the universal free school meals and report back to Governors.</p> <p>e) Contract to Services Governors reviewed the list of Contracts to Services which totals £44,833.83 and agreed the purchase.</p>	ASAP	H/T
5	<p>Personnel</p> <ul style="list-style-type: none"> ○ The Headteacher will have the job description ready for the Caretaker position to review at the Full Governors meeting on 28th March 19. 		
6	<p>Premises</p> <p>Annual Building Inspection</p> <p>Annual Building Inspection – Governors walked round the school and completed the Annual Inspection Sheet (attached)</p> <p>Mr Legrove left the meeting during the inspection at 9.15 a.m.</p>		
7	<p>AOB</p> <ul style="list-style-type: none"> ○ None 		

The meeting closed at 9.25 a.m.