

Minutes of the Resources Sub-Committee Meeting held at South Wootton Infant School on Tuesday 29th January 2019 at 8.00am

Present: Mr B Legrove, Mrs C Anderson. Cllr T Smith

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

No	Agenda item	By date	By whom
1	Consideration of apologies sent Mrs Gayton – work commitments.		
2	Minutes of previous meeting The minutes of the meeting held on 23 rd November 2018 were agreed and signed. Acceptance was proposed by Mr Legrove, seconded by Cllr T Smith and carried unanimously.		
3	Matters arising – <ul style="list-style-type: none"> ○ Pupil's absence was mentioned in the Headteachers report which was discussed at the last full Governors meeting. ○ Headteacher is still to use her purchasing card, to be discussed later in the meeting. ○ Website actions have been completed. ○ Business Continuity Plan has been reviewed and ACTION: Clerk and Headteacher to place on Governor Hub with restricted access. 	ASAP	Clerk/HT
4	Finance <ul style="list-style-type: none"> a) Budget Control Revision The Budget Control report was reviewed from December with no items causing concern and it was noted that any large percentage variations have been adjusted in Budget Revision 3. b) Budget Revision 3 The following items were noted. <ul style="list-style-type: none"> · E02 – Supply Staff - contracts have been adjusted. · E04 – Admin and Clerical staff has been adjusted to reduce an allocation for a staff pension which is currently not required. · There is a forecast 8.60% carried forward figure, of which some can be explained by unspent Sports Premium and Pupil Premium due to the time of year of it being awarded. · Subject leaders are being encouraged to spend their budget allocation. · New exterior signs have been purchased for the front of the school, canvass pictures have been purchased for the entrance area and freestanding signage for the pavement in front of the school to discourage cars parking near the entrance. · There is currently a contribution from revenue to capital of £20,000 for the project to make the ICT suite into a quiet room. From initial indicative prices for the building work it would appear that this may be too much and ACTION: H/T to check if the remainder of this money can be spent on the new portable IT equipment which is part of this project or if a transfer back to revenue would need to take place. Governors are happy with the Budget Revision 3 and recommended to take to Full Governors for approval.	ASAP	HT

	<p>c) Financial Audit Findings The County Review contained the following which were discussed by Governors and noted;</p> <ul style="list-style-type: none"> - Confirm capital costs and revenue costs for the Quiet Room project (as above). - Pupil forecaster has been updated. - SEND has been reviewed. - Payment to the Junior School to be completed for a transferred looked after child. - Grants were reviewed. - Teacher on costs were checked to HR records and staff profiles were looked at. - Contract costs were checked. - Noted creditor for a laptop. - Build in a SENDCo charge for Staff, currently the member of staff is being shared with the Junior School. Mr Legrove asked if this had been a positive addition, the Headteacher said that having a member of staff dedicated to SEND work was good as their focus was purely on this and issues could be acted upon quickly. <p>Findings from the Schools Finance Audit were as follows; 1 Medium Finding;</p> <ul style="list-style-type: none"> - Paperwork and checking of transactions made on the schools purchasing card to be expanded. The school secretary checks the online transaction list to the bank statement; an additional check will now be carried out by the Headteacher also. <p>5 Low Findings;</p> <ul style="list-style-type: none"> - A review will now take place of the financial policy every year instead of every 2 years. - Ensure an order form is raised for every order placed. - Ensure payments over £1,000 are agreed at Governors meetings prior to purchases being made. - The low petty cash amount held should be banked and the income updated on STAR accounts. - School should ensure employment tax checks are made of employees. <p>The above were noted and Governors agreed the Schools approach to action any changes. Governors confirmed they are happy with the work carried out by the School Secretary and extended their thanks to her.</p> <p>d) SFVS (Schools Financial Value Standard) All questions had a Yes answer. As noted in the finance audit the findings around the Purchasing Cards procedure for checking transactions will be included in the SFVS and will be taken to Full Governors. The deadline for submission is 28th Feb 2019.</p>		
5	<p>Personnel</p> <ul style="list-style-type: none"> o The TA in Yr 2 is due back to work this week. Cover by existing staff worked well in her absence. o The student placement in Reception has settled well. o There have been changes in TA staffing due to a child attending a Specialist Resource Base from Monday to Thursday. 		

	<ul style="list-style-type: none"> ○ The new Yr 1 teacher is settling in well. 		
6	Building Updates <ul style="list-style-type: none"> ○ 3 quotes for the ICT/Quiet Room project should be ready for the Full Governors meeting. ○ DFE survey has been completed and surveyors were happy with the condition of the building. 		
7	AOB <ul style="list-style-type: none"> ○ Mr Legrove asked if the Headteacher thought Brexit may have an impact on the school. She said she had received no communication from County regarding any issues to be aware of. Cllr Smith speculated that the country of origin of pupils, if they were Eastern European could mean that they could potentially leave the UK. 		

The meeting closed at 9.00 a.m.