

Minutes of the Resources Sub-Committee Meeting held at South Wootton Infant School on Tuesday 11th June 2019 at 8.05 a.m.

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

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

| No | Agenda item | By date | By whom |
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| 1 | Consideration of apologies sent None | | |
| 2 | Minutes of previous meeting <i>The minutes of the meeting held on 19th March 2019 were agreed and signed. Acceptance was proposed by Mr Legrove, seconded by Cllr Smith 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. ○ Headteacher to liaise with the Finance Officer for guidance on accounting for pensions and free school meals, this is ongoing. | ASAP ASAP ASAP | H/T H/T H/T |
| 4 | Finance <p>a) Budget Control Report This was reviewed with the following points raised;</p> <ul style="list-style-type: none"> ○ I03 - There is an outstanding query with the County finance officer regarding the additional income for 'exceptional circumstances' on SEN funding. ○ I05 - Pupil premium funding is over budget, but this could be reduced later in the year and the budget will be kept the same for Revision 2. ○ E04, E07 - Staffing expenditure to note, a clerical member of staff has come out of the pension scheme and there is a credit for staff mileage which is a creditor brought forward. ○ E08 - Training course fees will be paid later in the year. ○ E20 – General computer equipment is showing as overspent, this is capital expenditure for a new white board which incorrectly coded and needs to be moved from revenue. ○ E22 – Cllr Smith asked about the postage budget as it nearly all spent for the year – this is payment for a Post Office service called Keep Safe where post is held by them during school holidays. <p>b) Budget Plan 2019-20 Revision 1 This was reviewed with the following points raised;</p> | | |

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| | <ul style="list-style-type: none"> ○ I05 - Current pupil premium is based on 9 pupils and will be looked at in Revision 2. ○ I10/E02 - The income for insurance cover for the members of staff who have taken sick leave will be balanced to expenditure for supply staffing. ○ E08 - Some additional budget has been put against indirect employee expenses for the cost of advertising the caretaker post and an additional DBS check. ○ E28 – Mr Legrove asked if the bought in professional services for media also covered social media. The Headteacher said if she had an issue relating to this area she would initially direct it at this service. <p>c) Charging & Remissions Policy ACTION: Headteacher to make some updates and put on Governor Hub for all Governors to review and include on the agenda for Full Governors to accept.</p> | July | H/T |
| 5 | <p>Premises</p> <p>i) Energy Monitoring This report has not been received, ACTION: Headteacher to chase for the next meeting.</p> <p>ii) Health and Safety Policy This is the County policy and can be adopted without any amendments, ACTION: Headteacher to put on Governor Hub for all Governors to review and include on the agenda for Full Governors to accept. Mr Legrove asked if anything needs to be added to reflect the building work which has been completed in school, the Headteacher said this is all covered. Cllr Smith asked if there is any asbestos in the building, the Headteacher said there is indication there may be some in window frames and this has been registered and recorded and is surveyed within the BMP building maintenance service from County.</p> | ASAP July | H/T H/T |
| 6 | <p>Personnel</p> <ul style="list-style-type: none"> ○ One member of the Year 1 teaching staff has come back to work with a phased return. The other Year 1 teacher has been signed off until the end of the summer term. Mr Legrove asked if there is anything the Governors can do in terms of approving money for additional resources - classes are being covered internally where required to minimise the impact upon the children. Mrs Anderson asked if the school offers any support for staff if they are signed off, the Headteacher said yes there are services available. ○ There has been 1 resignation, and the Headteacher will now begin looking at the staffing structure for the September term and consider the mix of children in classes within each year group. ○ The Caretaker position has been filled, an offer has been made subject to references, with a view to a start date towards the end of July to overlap with David. | | |
| 7 | <p>AOB</p> <ul style="list-style-type: none"> ○ None | | |

The meeting closed at 9.25 a.m.