Minutes of the Resources Sub-Committee Meeting held at South Wootton Infant School on Friday 29th November 2019 at 8.00 a.m.

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

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

No	Agenda item	By date	By whom
1	Consideration of apologies sent	-	
	None		
2	Election of Chair and Vice Chair		
	Brendan Legrove said he would be happy to continue as Chair, Cllr Smith proposed Mr Legrove for the role and this		
	was seconded by Mrs Anderson. Mrs Anderson said she would be happy to be Vice Chair, this was proposed by Mr		
	Legrove and seconded by Cllr Smith. Both these appointments were unanimously agreed.		
	Mr Legrove welcomed Mr Arrowsmith to the sub-committee and the board of governors.		
3	Adopt Term of Reference		
	The document was reviewed; there were no changes from last year. Mr Legrove proposed to adopt the terms of		
	reference; this was seconded by Cllr Smith and unanimously agreed.		
4	Minutes of previous meeting		
	The minutes of the meeting held on 11 th June 2019 were agreed and signed. Acceptance was proposed by Mr Legrove,		
	seconded by Mrs Anderson and carried unanimously.		
5	Matters arising –		
	The Headteacher has made 2 transactions on her school purchasing card. ACTION: Headteacher has made 2 transactions on her school purchasing card.	A C A D	
	ACTION: Headteacher to ensure equality objectives are shown to comply with public sector equality duty and the	ASAP	H/T
	Schools equality objectives. Work on the Charging and Remissions policy has been completed.		
	 Work on the Charging and Remissions policy has been completed. ACTION: The Headteacher is still chasing the energy monitoring report. 	Ongoing	H/T
	The Health and Safety Policy has been reviewed and adopted by Full Governors.	Origoning	11/1
6	Finance		
	a) Budget Revision 2		
	The Headteacher presented the Budget Revision 2, reasons for variances had been noted and these were		
	discussed.		
	It was noted that the budget does not reflect ongoing pension grant funding, however there is a trial budget in		
	place which does reflect this ongoing for 3 years – a decision is yet to be reached on this by the Local		
	Authority.		
	Increase to the budget for contributions to educational visits, this is income from parents to pay for school		
	trips, it is difficult to forecast as it's not always known in advance what school trips may be organised during		
	the school year.		

	E01 - Due to 2 members of staff being on maternity leave, the teaching staff line has decreased, but offset by the supply teaching line.		
· E	E03 – a member of staff left which has decreased this line, PE is now being taught by teachers, which is		
	hought to be positive as it upskills staff and they are enjoying it.		
	The new caretaker is settling in well.		
	509 - Some additional budget put in for training, while the school is closed for the Election on 12 th December,		
	taff will have maths training on manipulatives and representations.		
	The current NORSE catering contract ends in April 2020, this will be reviewed at the Full Governors meeting,	By 12 th	H/T
	2 th Dec 19. ACTION: Headteacher to put the information relating to a new contract on Governor Hub.	Dec 19	1 1/ 1
	19 – It was noted that some subscriptions have increased which is reflected in this budget.		
	The new RE syllabus was discussed, but the Headteacher said this should not impact on the budget as the		
	School has a wide and varied stock of resources.		
	E19 – Budget provision has been allocated to buy each child in the new reception intake a 'Fit Friday'		
	ACTION: Headteacher to find out what the PE equipment line has been adjusted for and report to Full Sovernors.	By 12 th	H/T
	The revision shows the finances in a better position with the surplus increase by £20,000.	Dec 19	
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	Governors have no concerns with the budget revision and will recommend its approval at the Full Governors neeting on 12 th Dec 19.		
b) RAG	s Rating		
	current rating is Red. It was noted that the number of training courses that Governors attend should be		
	nually monitored to ensure targets are met and for everyone to notify the Clerk when courses have been	Ongoing	All/Clerk
com	oleted so she can check they are recorded on Governor Hub.	Origoning	All/Clerk
	I Premium		
	pil premium child has left the school which could impact on the future budget. Mr Ring has met with the		
	dteacher and will give a report at Full Governors – 12 th Dec 19.		
	S (Schools Financial Value Standard)		
	Headteacher said there is a new interactive dashboard in which to input figures/data and it will then		
	erate comparisons with schools in a similar situation and compare with all schools. This interactive	Feb 2020	Resources
	hmarking is thought to be useful and will be discussed further at the next Resources sub-committee.		Sub-Cttee
•	ned Audits.		
Gove	ernors fully reviewed the following audits and actions recorded as required.		
Asha	estos Management – areas noted and discussed;		
	There is asbestos thought to be in some surrounds of the metal framed windows in school and in the		
	kylights in Reception.		

	 The Headteacher has completed training incorporating asbestos management. The caretaker has seen the asbestos register and is aware of the potential areas affected. All contractors read the up to date survey and sign before commencing any work to the structure of the School. A local asbestos management plan is in place. Documents are kept for 6 years plus 1. 		
	Governors were happy with the management of asbestos at the School.		
	 General Data Protection Regulations (GDPR) – areas noted and discussed: The ICO has been provided with details of the designated DPO at the School. The School pays into a Data Protection service for schools. Headteacher has begun to map data on a new processing tool which considers all personal data that is processed and held in School. ACTION: Headteacher to complete this input. There is GDPR compliance paperwork held for all 3rd party suppliers. ACTION: Headtecher to gain advice for the completion of Data Protection Impact Assessments. Governors were happy with the management of GDPR at the School. 	Ongoing ASAP	H/T H/T
7	 Teachers and HT Appraisal All staff appraisals were completed by 31/10/19. Headteacher to seek an independent representative to attend her appraisal with Governors – to be completed before Christmas. 	ASAP	H/T
8	 Staffing Updates There have been some changes in the days worked by a teacher who had increased her hours to help cover maternity leave, the hours worked could change again. Support staff cover will be reviewed when the child from the SRB returns to School full-time. 		
9	 Building Updates New interactive white boards have been installed in all classrooms and are working well. The building surveyor from County has offered some work to be done at the School to replace the metal windows in Owls class and the reception and library. This will be funded by County and no cost to the School and could then result in potential energy savings on heating. County have identified the School as requiring more detailed investigation for having a potential issue with RAAC (reinforced autoclaved aerated concrete) planks. This is due to the materials used at the time of the School being built and a surveyor will visit the School to inspect. 		
10	AOB		
	None		