

**Minutes of the Resources Sub-Committee Meeting held at South Wootton Infant School on Thursday 26<sup>th</sup> November 2020 at 5.30pm via Zoom**

**Present:** Mr B Legrove, Cllr T Smith, Mr J Arrowsmith

**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> None – It is unclear if Mrs Anderson will confirm if she will continue on the Governing Body – awaiting to hear.</p>		
2	<p><b>Election of Chair and Vice Chair</b> Brendan Legrove said he would be happy to continue as Chair, this was proposed by Mr Arrowsmith and seconded by Cllr Smith. Mr Arrowsmith said he would be happy to be Vice Chair, this was proposed by Mr Legrove and seconded by Cllr Smith. Both these appointments were unanimously agreed.</p>		
3	<p><b>Adopt Term of Reference</b> 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 – Mr Legrove to electronically sign on Governor Hub.</p>		
4	<p><b>Minutes of previous meeting</b> The minutes of the meeting held on 31<sup>st</sup> January 2020 was agreed and signed. Acceptance was proposed by Mr Legrove, seconded by Mr Arrowsmith and carried unanimously.</p>		
5	<p><b>Matters arising –</b></p> <ul style="list-style-type: none"> <li>○ ACTION: Skills Audit to be carried out by sub-committee Governors.</li> <li>○ ACTION: The SFVS will be reviewed in January.</li> </ul>	ASAP	All
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>· The Covid catch up fund is £80 per pupil, which is awarded in 3 stages, this is used to address any gaps in learning.</li> <li>· An additional £16,000 income was noted for the School Fair Funding consultation.</li> <li>· Line I18 includes sports premium and free school meals funding.</li> <li>· Although supply staff have not been widely used so far this school year, it was thought prudent to keep the</li> </ul>		

	<p>budget in place and this will be reviewed in Revision 3.</p> <ul style="list-style-type: none"> <li>Development and training budget has been reduced as mostly all training is now taking place online and some is free.</li> <li>Energy usage is reduced and therefore the budget reduced to reflect this.</li> <li>The catering budget has increased due to free school meals, but this increase is offset by additional grant income.</li> </ul> <p>Governors have no concerns with the budget revision and will recommend its approval at the Full Governors meeting on 10<sup>th</sup> Dec 20.</p> <p><b>b) RAG Rating</b> The current rating is Red. <b>ACTION: Resources Governors to ensure they attend training and inform the Clerk to record on Governor Hub.</b></p> <p><b>c) Pupil Premium</b> The Headteacher will put this report on Governor Hub to review for the Full Governors meeting, 10<sup>th</sup> Dec.</p> <p><b>d) SFVS (Schools Financial Value Standard)</b> <b>This will be discussed further at the next Resources sub-committee.</b></p> <p><b>e) Themed Audits.</b> Governors fully reviewed the following audits and actions recorded as required.</p> <p><i>Safer Recruitment Checks</i> – areas noted and discussed;</p> <ul style="list-style-type: none"> <li>Third party agency staff will now be recorded on the Single Central Record.</li> <li>A front sheet will be placed on staff's HR file where checks for evidence of the right to work will be recorded and other checks noted so that it is clear to see at a glance the record for each member of staff.</li> </ul> <p>Governors agreed to these areas being addressed and were happy with the measures to be put into place.</p> <p><i>Internal Financial Control</i> – areas noted and discussed:</p> <ul style="list-style-type: none"> <li>The school has recently had a school audit and therefore many checks were in place which were noted in this audit.</li> <li>An updated procedure is now in place for employment status checks.</li> <li>Annual independent check on assets – an independent is now being sought to carry out an annual check on the assets against the register.</li> <li>The Headteacher is speaking to the police to establish a robust system for security marking equipment.</li> </ul> <p>Governors were happy with the internal financial control at the School and supported the new measures to be put into place.</p>	ASAP	All
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7	<b>Teachers and HT Appraisal</b> <ul style="list-style-type: none"> <li>○ All staff appraisals have been completed with 2 pay rises awarded. <b>ACTION: Headteacher to chase County seek an independent representative to attend her appraisal with Governors – to be completed before Christmas.</b></li> </ul>	ASAP	H/T
8	<b>Staffing Updates</b> <ul style="list-style-type: none"> <li>○ A new MSA will be needed after Christmas.</li> <li>○ The Headteacher said that staff have taken on change and adapted well and remain keen and motivated.</li> <li>○ A student placement will come into School in the Spring term</li> </ul>		
9	<b>Building Updates</b> <ul style="list-style-type: none"> <li>○ Work on new gas pipework was completely with minimal disruption.</li> <li>○ There has been a drain issue, but this was dealt with by the County BMP contract.</li> </ul>		
10	<b>AOB</b> None		

The meeting closed at 6.30pm.