

Minutes of the Resources Sub-Committee Meeting held at South Wootton Infant School on Friday 31st January 2020 at 8.10 a.m.

Present: Mr B Legrove, Mr J Arrowsmith

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

No	Agenda item	By date	By whom
1	<p>Consideration of apologies sent Mrs Anderson, Cllr Smith – both work commitments.</p>		
2	<p>Minutes of previous meeting The minutes of the meeting held on 29th November 2019 were agreed and signed. Acceptance was proposed by Mr Legrove, seconded by Mr Arrowsmith and carried unanimously.</p>		
3	<p>Matters arising –</p> <ul style="list-style-type: none"> ○ ACTION: The Headteacher is still chasing the energy monitoring report. ○ Work on GDPR is ongoing with Data Protection Education to complete the Data Protection Impact Assessments. 	ASAP	HT
4	<p>Finance</p> <p>a) Budget Control Report The Headteacher presented the Budget Control Report and reasons for variances had been noted and the following points were discussed.</p> <ul style="list-style-type: none"> · Subject leaders have been made aware of any budget left to spend by year end. · Target spend to date is 75% with an actual of 66.67%. · It was noted that spend on supply staff was reviewed in Revision 2 and will need a further increase, to cover for maternity leave. · More training has been booked in, it was noted by Mr Arrowsmith to take every opportunity to join up with other schools with training to share costs where possible. · There is an indication that the teachers pay and pension grants will continue. · Need to ensure 8% or below is a carry forward at the end of the year. <p>Governors felt the figures looked on track and had no cause for concern.</p> <p>b) SFVS (Schools Financial Value Standard) Governors carefully considered each line of the dashboard and identified the following follow-up actions; ACTION: The following Governors to complete a Skills Audit – Mrs Cook, Mr Legrove, Mr Anderson, Cllr Smith, Mr Arrowsmith. ACTION: Clerical Assistant to attend some finance training to ensure business continuity and also look at Junior School for support if required.</p>	ASAP Ongoing	JC, BL, CA, TS, JA HT

	<p>ACTION: To ensure value for money compare against DFE national deals and consider at Governors meetings.</p> <p>ACTION: To look at teaching resources spend and consider why this is low.</p>	Ongoing ASAP	All HT
5	<p>Staffing Updates</p> <ul style="list-style-type: none"> ○ It was noted that the Headteacher will need to take into account working patterns of staff returning from maternity leave in the summer and then look at the staffing of classes for the next school year. 		
6	<p>Premises</p> <p>Annual Building Inspection – Governors walked round the school and completed the Annual Inspection - see attached document.</p>		
10	<p>AOB</p> <p>None</p>		

The meeting closed at 9.35 am