

Minutes of the Resources Sub-Committee Meeting held via Zoom on Thursday 28th January 2021 at 5.30pm

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

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

No	Agenda item	By date	By whom
1	<p>Consideration of apologies sent None</p>		
2	<p>Minutes of previous meeting The minutes of the meeting held on 26th November 2020 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"> ○ The Clerk has sent the skills audit to Governors to complete. ○ ACTION: Governors to try and complete some online training. ○ The Headteachers appraisal was completed in December 2020. 	Ongoing	BL, JA, TS
4	<p>Finance</p> <p>a) Budget Control Report</p> <p>The Headteacher presented the Budget Control Report and reasons for variances noted and the following points were discussed by Governors.</p> <ul style="list-style-type: none"> · 97% of income has been received. Adjustments of around £8,000 have been made for reduced income from Breakfast Club, Milk and PTA donations due to COVID lockdowns, however, this is offset by reduced expenditure on these items. The cost of the Breakfast Club has been covered by the carried forward figure from last year. · Spend is 66% against a target of 75% expected spend to date. Increased cleaning costs due to COVID were noted and energy costs come in the last period of the year, however oil prices have decreased this year so forecast is to spend less. · Training has been undertaken by the Clerical Assistant to enable cover to be provided for financial work in the absence of the Secretary. This has involved some online financial training and one to one by the Secretary. Teaching staff have also attended training, but as at present much of this takes place online and free, therefore training course fees expenditure will be adjusted. · Around 60 Duty Meal vouchers are in hand as there are no visitors in school to have a school lunch. · Revision 3 forecasts a carried forward surplus of 8%. <p>Governors were happy with the accurate budget and felt the figures looked on track and had no cause for concern.</p> <p>The Capital budget was discussed and a scheme noted to extend the canopy in the Reception outdoor area</p>		

	<p>to increase the undercover use and have additional space for dry storage of resources. The purchase of Cromebooks was also discussed for children's use.</p> <p>b) SFVS (Schools Financial Value Standard) Governors carefully considered each line of the dashboard and identified the following follow-up actions;</p> <ul style="list-style-type: none"> - Spend on Teaching Resources rating is lowest 10% of similar schools. The Headteacher said this could be due to the School not using any workbooks and newsletters are sent electronically. Governors are satisfied that teaching staff are given opportunity to buy resources when needed and are regularly asked if they require supplies. - Teacher contact ratio is much higher than recommended, this is based on an aspirational target set by the Association of School and College Leaders, but guidance also notes that 'when deciding how much of their staff's time is spent on PPA and management activity, schools should always consider their individual context and circumstances'. - Pupil to teacher ratio is in the higher 20% of similar schools. Reasons for this could be that the school has many part time staff, and the SENCO is not included in the teaching line as her contract is with SWJS and SWIS pay for 1 day a week of her contract. <p>ACTION: Look at how teaching resources are coded in the accounts, some adjustments could be made. ACTION: Look to benchmark against a similar sized school to compare ratios.</p>		
5	<p>Staffing Updates</p> <ul style="list-style-type: none"> o Teachers are now COVID testing twice a week, this is going well and all members of staff were happy to participate. o It was noted that the Headteacher will need to take into account working patterns and responsibilities of staff returning from maternity leave later in the year. A member of staff could be required for COVID catch up with children for maths and phonics and SENCO provision. 		
6	<p>Premises Annual Building Inspection – The Headteacher carried this out as Governors were not able to visit the School. The following areas were noted for action;</p> <ul style="list-style-type: none"> - There is a leak in the front entrance extension where the new roof joins the existing building. This is covered by the BNP and will be dealt with through County. - Internal decoration will be done in the Year 2 corridor and Year 1 cloakroom. - When it rains there is standing water in the front car park, the drains were cleared at Christmas, but the problem persists. ACTION: Cllr Smith will write to Highways and Anglian Water for further investigation. - A sensory garden was discussed for children's wellbeing, Sports Premium can be used for this. It was suggested that Cllr Nockolds could be contacted for recommendations for carrying out this work. 	ASAP	TS
7	<p>AOB A review of the Business Continuity Plan to be included on the next Full Governors agenda in February.</p>		

The meeting closed at 6.55pm.