

Minutes of the Resources Sub-Committee Meeting held via Zoom on Monday 21st June 2021 at 6.00pm

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 None – it was noted that Cllr Smith has resigned from Governors to take up a new job in London. This means that this sub-committee now has 2 vacancies.</p>		
2	<p>Minutes of previous meeting The minutes of the meeting held on 18th March 2021 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: Governors to complete online finance training – Headteacher to send a link to the training forum. ○ Some investigations were carried out by Anglian Water and County Highways regarding the flooding issues which occur in heavy rain in the front car park – these were found to be inconclusive. 	ASAP	H/T, BL, JA
4	<p>Finance</p> <p>a) Budget Control Report 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"> · Covid catch up monies have not come in yet for this term · Budget for teaching staff is on track, course fees have been low this year as training has been online and less expensive and often free. · There is an extra grounds maintenance invoice which has now been paid. · Spend on cleaning materials has increased including paper towels etc. · Some budgets are still showing as unspent – this is due to the time of year the invoices are paid. <p>Governors were happy with the accurate budget and felt the figures were where they should be and no cause for concern.</p> <p>b) Budget Plan 2021/22 Revision 1</p> <ul style="list-style-type: none"> · Additional income has been received in the form of commission from photos. · Donations from the PTFA has decreased as contributions towards the cost of coaches for trips have not taken place. · Sports premium is due for another year, another £10,500 to come. · Slight reduction in staffing as there have been some staff movements. · Cost of an extra MSA will be met from the sports premium money. 		

	<ul style="list-style-type: none"> Additional budget for cleaning to pay for a pressure washer to carry out deep cleaning on outside tables and equipment. It is thought that the increase in hand washing is helping to keep colds at bay and this will continue, therefore increased supplies needed. Issue with the telephone, Vodafone have billed for back dated line rental around £1,600, this is in dispute and being taken to the ombudsman. Currently the forecast is for a surplus above recommended levels, but this will be addressed at the next revision. <p>c) Purchases</p> <ul style="list-style-type: none"> As part of the OPAL project (Outdoor Play and Learning) there is much equipment which will need to be stored. There is a specific shed which enables children to wheel materials in and out themselves and this is OPAL approved. The cost of this is £4,000, Governors approved the purchase, with a proposal from Mr Legrove and Mr Arrowsmith seconded. 		
5	<p>Premises</p> <ul style="list-style-type: none"> OPAL Plans re grounds The first development day has been completed and an action plan written. Staff will have twilight training at the start of the autumn term. Governors discussed a sand pit for the outside area and development of a sensory area around the outdoor classroom with fragrant planting and sound. Mr Ring will give a full update on the project at the next full Governors meeting in July. Premises improvements over the Summer The caretaker will paint the Year 2 corridor. The Year 1 corridor was repainted recently and is much improved. 		
6	<p>Personnel</p> <ul style="list-style-type: none"> Update on staffing A member of staff on maternity leave has resigned. Her hours can be met by existing teaching staff in school, therefore no recruitment necessary. The SENCO member of staff will start maternity leave in July, again her role and hours can be met from an existing member of staff. Staff have been given different year groups to teach from September, this has been well received and everyone is looking forward to new challenges in the new term. Year 2 teachers are keen to develop the areas outside their classrooms, however this can only be done with temporary materials as the area needs to be kept clear for emergency vehicles. 		
7	<p>AOB</p> <p>It was noted that there are now 3 vacancies on the board of Governors which need to be filled. Governors discussed ways to attract and encourage new members.</p>		

The meeting closed at 7.10pm.