

Minutes of the Resources Sub-Committee Meeting held at South Wootton Infant School on Wednesday 24th November 2021 at 4.30pm

Present: Mr B Legrove, Mr J Arrowsmith, Mrs E Cooper

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 was nominated for the position of Chair by Arrowsmith and seconded by Mrs Cooper. Mr Arrowsmith was nominated for the position of Vice Chair and seconded by Mrs Cooper. Both these appointments were unanimously agreed.		
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 Mr Arrowsmith.		
4	Minutes of previous meeting The minutes of the meeting held on 21 st June 2021 were agreed and signed. Acceptance was proposed by Mr Legrove, seconded by Mr Arrowsmith and carried unanimously.		
5	Matters arising – ○ Mr Legrove and Mr Arrowsmith have both completed finance training. ACTION: Clerk to send a link to Mrs Cooper to book training for finance and governor introduction.	ASAP	Clerk
6	Finance a) Budget Revision 2 The Headteacher presented the Budget Revision 2, reasons for variances/changes had been noted and these were discussed. <ul style="list-style-type: none"> · The Covid Catch up fund has been received in full. · Mr Legrove asked if more in person training was being offered now, the Headteacher said it is still a mixture and some online training is free. · Pupil Premium numbers have increased from 4 – 9 which is reflected in the budget revision. · There has been some staff sickness recently meaning that insurance cover has been used. · There has been an increase in supply teaching with some pupil premium money being allocated for children in Yr 2 where gaps in reading and writing have been identified. Mr Legrove asked if there is a difference in 		

	<p>children reaching expectations in Yr 2. The Headteacher said that this year group had been affected by 2 school lockdowns and some would benefit from intervention work.</p> <ul style="list-style-type: none"> When looking at the utilities budgets Mr Legrove asked if the price cap which domestic accounts benefit from also cover schools. The Headteacher said that the electricity contract comes under ESPO and at the moment is fixed, however increases are expected next year. Mr Arrowsmith asked who is responsible for looking at more energy efficient alternatives in school such as the type of lighting used. The Headteacher said this could come under the County BMP contract and would check, but it was agreed that energy efficiency is something the school will have to be more aware of in the future. Expenditure on books will increase as there is a need to invest in these as part of an OFSTED recommendation. An adjustment has been made for teachers pay increase. The projected surplus is over the 8% allowed, and Governors discussed the need to keep this surplus within the recommended amount. There could be an opportunity to spend money on resources leading from the OFSTED report. It was also noted that increased energy costs could also reduce the surplus in future years. <p>Governors have no concerns with the budget revision and will recommend its approval at the Full Governors meeting on 9th Dec 21.</p> <p>b) RAG Rating The current rating is Green. Governors wish to maintain this and therefore re-iterated the importance of keeping up to date with their finance training.</p> <p>c) SFVS (Schools Financial Value Standard) ACTION: The Headteacher has begun work on this and will be discussed further at the next Resources sub-committee.</p> <p>d) Themed Audits Governors fully reviewed the following audits and actions recorded as required.</p> <p><i>Ordering</i> – areas noted and discussed;</p> <ul style="list-style-type: none"> Need to ensure there are pre-numbered orders for expenditure. SWIS already has adopted practices in place actioned through the STAR accounts and will ensure these continue to be adhered to. For annual service contracts such as grass cutting, an order number will be raised for each monthly payment. <p>Governors were happy with the measures in place and the improvement to be made.</p> <p><i>Asset Register</i> – areas noted and discussed:</p>	Dec/Jan	H/T
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	<ul style="list-style-type: none"> The last asset list was compiled in 2018 by NCC. The list of assets was recorded on the STAR accounts system. However, over lockdown many pieces of equipment have been moved within the school and new equipment purchased. Governors agreed that a new list should be completed and should be carried out by NCC again to ensure impartiality. ACTION: Headteacher to obtain a price for completing this from NCC. Ensuring all equipment has a security mark was then discussed and ACTION: Mr Legrove agreed to look into this. <p>Governors were happy to support the actions to be completed.</p>	ASAP ASAP	H/T BL
7	Teachers and HT Appraisal <ul style="list-style-type: none"> All staff appraisals have been completed with 2 pay rises awarded, targets had been adjusted due to COVID. The Headteachers appraisal will be carried out on 26th November. 	ASAP	H/T
8	Staffing Updates <ul style="list-style-type: none"> A full time teacher requested flexible working to 3 days a week, this was agreed and a new teacher has been appointed to cover the remaining 2 days. 		
9	Building Updates <ul style="list-style-type: none"> Major roof repairs were carried out over the summer holidays. Potholes in the car park have been filled. Staff toilet repairs including work to the drain will be completed during the Christmas holidays. 		
10	AOB None		

The meeting closed at 5.45pm.