

Resources Committee Meeting 19th September 2018

Members : Ruth Painter, Debbie McCall, Duncan Priestley, Linda White (Chair)

Apologies : Marie-Louisa Raeburn

Meeting start: 4pm

Meeting finish 5:45pm

Following reference to the number of responsibilities Ruth will have as Chair of Governors, it was agreed that Linda White should become Chair of the Resources Committee.

Agenda

○ **Budget Review**

There had been difficulties obtaining financial information from the county due to software problems. Up to date figures were only received the day prior to the meeting and although David Nattrass had been able to reconcile accounts to those of the county as at 30 August 2018, there was insufficient time to circulate this information to the whole committee. His budget reconciliation was reviewed at the meeting and it was agreed that the following queries be emailed to David for response prior to the Governors meeting next Wednesday.

ACTION: Linda

Supply Teachers – Please clarify why over budget. Does this figure include Sport?

Teaching Assistants - Budget figure seems low, with the majority already spent. Please clarify.

Community Focussed Staff – Please clarify. Understand this was previously related to Nursery.

Building Maintenance – Why overspend?

Non Domestic Rates – Why overspend?

(Answer – Rates are 100% funded. This year the budget figure for rates is a guestimate but the invoice when received was a higher figure. This will be adjusted in next year's accounts, as was the case 3 years ago – to be confirmed with county.)

Sports & PE Equipment – Spend paid by funding rather than budget? Where does PE & Sport funding appear on budget please?

Telephones – Why overspend?

○ **Staffing Update**

- Additional costs re two health issue pupils - The school has to fund 11 of JT's hours and 11 of NR's hours. The local authority pay the extra (6 for JT, 5 for NR).
- Lin Ball (previously Nursery) has settled very well into her new role;
- Cleaning contract – cost has risen marginally from £7,162 to £7,376. Contract signed until October 2019.

- **Update on Pupil Numbers**
1 child (recently increasing school week from 4 to 5 days due to age) - parents have decided to home school. No issues with the school and they have been urged to regularly reconsider.
- **Schools Financial Value Standard (SFVS)**
County require a completed SFVS for 2018-19 financial year, to be submitted to their Financial Team by Friday 22nd February 2019. This is a governors' responsibility and David to be requested to meet with Resources Committee members one Tuesday in the coming weeks in order for the new committee to understand what is required. **ACTION: Linda**
- **Policy Updates Required**
 - Policy for Financial Delegation - Linda to request current policy from Clerk and circulate to committee members in order to review and update at next Resources Committee meeting. **ACTION : Linda**
 - Policy for Staff Induction/Development – Duncan to review for update at next Resources Committee meeting. **ACTION : Duncan**
 - Ruth to contact Clerk to obtain current policy schedule to ensure the committee captures policy reviews at correct intervals. **ACTION : Ruth**
- **H&S**
 - Accident Book reviewed. No patterns or concerns. Ongoing action to update the format to prompt and record more detail. Debbie to check with Kym Allen whether they have a guide or example which could be utilised.
ACTION : Debbie
 - Debbie to allocate “Kym Allen” actions for to the full Governors meeting next Wednesday. **ACTION : Debbie**
 - Debbie to arrange 2 hour slot with Pauline to discuss/update H&S procedures.
ACTION : Debbie
- **Buildings & Maintenance**
 - **Asbestos** – ongoing action. Needs painting to cover. Duncan to chase.
ACTION: Duncan
 - **High oil consumption** - Salix expected this month to carry out energy review. It is hoped to offset the cost against savings achieved. **ACTION: Duncan**
In the short term Ruth is investigating whether the oil tank can be locked to prevent possible oil theft. **ACTION: Ruth**

- Creation of fenced outdoor area with lockable gate for Key Stage 1 at cost of approx. £500. Grant applied for from Co-op. Duncan to chase. . **ACTION : Duncan**
- Plans discussed re change of use for unused small courtyard area, possibly creating a longer classroom and reclaiming corridor. Cowans drawing up architects' plans to support application for LCVAP funding (Local Authority Voluntary Aided Programme) via the Diocese, although concern that pupil numbers might prevent this source of funding. Ideally the work would be carried out summer 2019.
- Condensation – no longer a concern.
- **Any other business**

GDPR – Thanks to Neil McCall for his new and ongoing role to ensure the school is compliant. Debbie said that Neil would now start coming into the office and start policing his role. It would be appreciated if Neil could make a presentation to Governors on his role and his findings.
- **Date of next meeting**

Although scheduled to be Wednesday 23rd January 2019, Marie-Louisa is unable to attend meetings on a Wednesday late afternoon due to family commitments. It was therefore proposed that the meeting should be rescheduled to Monday 21st January at 3:30pm. To be confirmed as soon as we hear from Marie-Louisa. **ACTION : Maria-Louisa/Linda**