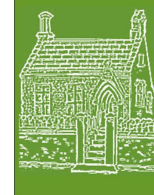


Offwell C of E Primary School**Resources Committee meeting to be held on 19th January at 1.45pm at Offwell School**Offwell
C of E School**Agenda**

1	Apologies for absence	1.45pm	JT
2	Pecuniary Interest	1.45pm	JT
3	Minutes of last meeting and matters arising – 23 rd November 2016 <ul style="list-style-type: none"> • London residential update • Risk assessments – now all updated 	1.45pm	JT
4	Budget: <ul style="list-style-type: none"> • 2016/17 – Budget – Monitoring • FSU Budget • Voluntary unofficial funds – <i>balances shared – books available</i> • Formula Capital – <i>balance shared</i> • 2017/18, 2018/19 and 2019/20 Budget • Finance Correspondence update 	1.50pm	JT/AB
5	Audit Report – Approval of draft required	2.05pm	JT
6	Procurement cards for C Hurst & M Dunning to use whilst in Spain – application made – approval required	2.15pm	AB
7	Headteacher's Report <ul style="list-style-type: none"> • School Improvement Plan – Priority 1 	2.20pm	AB
8	Personnel Update – <ul style="list-style-type: none"> • Pay – Headteacher's Performance Management 	2.35pm	AB
9	Premises: <ul style="list-style-type: none"> • Mud kitchen, reading pod, etc update • Repairs to log cabin • Repairs to staffroom • SH, JD, PV & AB site inspection • Other maintenance 	2.40pm	AB/SH
10	Lighting Grant - update	2.50pm	JD
11	Safeguarding: Single central record update	2.55pm	AB
12	Collaborative working update	3.00pm	AB
13	Governor Training: <ul style="list-style-type: none"> • Legionella training – JD – booked for 15.3.17 • Safer recruitment training – JD – booked for 28th Feb 	3.05pm	JT
14	Policies & Paperwork: <ul style="list-style-type: none"> • Business Continuity & Emergency Management Plan – updated – now one document – adoption and approval required • Schools' Financial Value Statement – approval of draft required • DBS check update 	3.05pm	JD/AB

	<ul style="list-style-type: none">• Whistleblowing• Grievance Policy• Disciplinary Policy and Procedure		
15	Date of next meeting: Meeting Close	3.15pm	JT