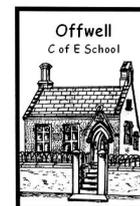


**Minutes of the Resources Committee of Offwell C of E Primary School held on 23<sup>rd</sup> November 2016**



		<b>Present:</b> Dr P Ambler (PA), Mrs Billington(AB), Mrs Holohan (SH), Mr J Tristram, Mr Veentjer (PV) & Mrs Davey (JD) (clerk)	<b>Action By</b>	<b>Time scale</b>
<b>1</b>		<b>Apologies:</b> None received – all present		
<b>2</b>		<b>Pecuniary Interest:</b> Governors were invited to declare any relevant Pecuniary Interest at that point or if it became apparent that there was one later in the meeting.		
<b>3</b>		<b>Minutes of last meeting – 10<sup>th</sup> October 2016</b> Governors approved the minutes as an accurate record and they were signed accordingly. Items were discussed as agenda items.		
<b>4</b>		<b>Matters arising</b>		
<b>4</b>	<b>1</b>	<b>Pay Committee</b> – Governors were advised that all teacher appraisals had been fully completed and decisions made by the Pay Committee.		
<b>4</b>	<b>2</b>	<b>Headteacher’s Performance Management</b> – JT has now attended the required training. He advised that the decision as to which adviser should carry out the HT PM should be a full governing body decision. Governors acknowledged that the full governing body had previously agreed to use a Babcock adviser and as Stewart Gale had carried it out in previous years, it was agreed that he would be asked again. We have since been advised that SG no longer works for Babcock and they have allocated Brad Murray to carry out AB performance management. This was ratified by the Pay Committee and will now be put forward to all governors at the next FGB meeting. A date has been set for the PM of 5 <sup>th</sup> December.		
<b>4</b>	<b>3</b>	<b>Feedback of publicity of the school</b> – SH fed back to the last FGB meeting.		
<b>4</b>	<b>4</b>	<b>Governor triangulation of visits and relevant forms</b> – This has been completed by PV and revised forms have been distributed.		
<b>5</b>		<b>Budget</b>		
<b>5</b>	<b>1</b>	<p><b>2016/2017</b> The current year’s monitoring statement with comprehensive notes was shared at the full governing body meeting in November and remains unchanged showing a positive carryforward figure of £47,263. This was discussed in detail.</p> <p>Discussion took place surrounding the clarity of the format of the monitoring sheet with negative figures sometimes meaning a deficit and sometimes a positive (looking at the budget remaining column). It was explained that the red negative figures are deficit figures but if it is an income cost centre eg High Needs and there is still money expected, then this figure is shown in red as a negative. Governors were advised that the forecast figure shows the position expected at the end of the year and income codes are shown as a negative figure. Governors commented that this was somewhat confusing.</p> <p>Of particular note was the CPD supply line which still has a balance of almost £3,000. It was acknowledged that money from the Local Learning Community reimbursing for courses all gets put into this pot although it may be more appropriate sometimes to allocate it to other CPD lines which are already overspent. Nevertheless, a considerable saving has been made by AB undertaking a lot of the supply cover herself.</p> <p><i>Governor question – PA – Does this have an impact of other things AB should be doing in school or on her own work life balance.</i></p>		

		AB confirmed that nothing work related was suffering as she was still fully carrying out her required role at headteacher. AB also confirmed that she was happy about her personal work life balance and was coping well with the extra work.		
5	2	<p><i>Governor question – PA – Could you clarify what is meant by High Needs. Information gleaned at various meetings PA has attended has indicated that more is spent on high needs than is actually received and this trend is likely to increase. Is this correct in Offwell?</i></p> <p>AB confirmed that High Needs relate to children with significant SEND and she agreed that the money given for these children does not cover expenditure and she agreed that this shortfall looks likely to increase. We have been told to expect to lose £55 per child (all children not just high needs) next year. School is also likely to lose more money because of other factors eg. The apprenticeship levy.</p> <p><i>Governor question – PV – We have quite an abundance of teaching assistants for the number of children, is this to enable us to provide adequate support for the high needs' children?</i></p> <p>AB confirmed that it was.</p>		
5	3	<b>Foundation Stage Unit</b> – It was pointed out to governors that although the monitor shows a forecast nil balance at end of year with outgoings matching incomings, this includes an anticipated income of £5000 for both the autumn and spring terms. Unfortunately, current nursery numbers do not indicate these figures which means that a virement for salaries will have to be made effectively reducing the budget share carryforward.		
5	4	<b>Voluntary Unofficial Funds</b> – Balances were shared and books available for inspection. A healthy balance is presently showing.		
5	5	<b>Formula Capital</b> – This shows a balance of just under £3000 after commitments.		
5	6	<p>Governors gave approval for the budget to be forwarded to the Local Authority. It was acknowledged that although we are working hard to make appropriate savings without impacting detrimentally on the children, staffing is still costing more than we have as income. Governors feel that under the circumstances, the budget is extremely well managed. AB advised governors that we have made savings on resources for some time now but we are now approaching the time when we will have to spend money on resources of the children will suffer.</p> <p><i>Governor question – PV – When will Fairer Funding make a positive impact for us?</i></p> <p>AB confirmed that this information was not yet known.</p> <p><i>Governor comment – SH – Governors should be concerned about some of these savings, for example, lack of money being spent on premises issues. Governors must ensure that standards are not allowed to slip because of lack of maintenance of the buildings.</i></p>		
5	7	<b>PTFA</b> – AB advised governors that the PTFA have had a number of events and have a number more planned and it has successfully raised a reasonable amount of money. They have recently contributed £675 for swimming transport and are looking to support school in other ways.		
5	8	<b>Oak Class residential to London</b> – Governors were updated regarding the costing forecast for this trip. AB has written a letter to parents asking how much they would be prepared to pay and if their child would attend. There are about 3 parents who have not yet replied but income/expenditure has been worked on 19 children attending with 17 paying full price and 17 children attending with 15 paying full price. The shortfall varies from £300 to £500 and governors were advised that we have already paid a non returnable deposit of		

		£200. AB recommended that we go ahead of the shortfall is £300 but not £500. Governors were reminded that some pupil premium can be used for the shortfall – there are 6 children attracting pupil premium money who will be attending. Governors discussed the possible impact for the school and children if the trip did not go ahead. Governors gave backing for AB to make the final decision as to whether the trip goes ahead.		
5	9	JT advised governors that Offwell Parish Council have agreed to request a housing needs survey which would recommend in due course whether it would be possible to build 5 affordable houses in Offwell. It was acknowledged that this was unlikely to have much impact on school numbers.		
5	10	<b>School's Financial Value Statement (SFVS)</b> – Governors were reminded that it is their responsibility to complete this and have it approved at full governors before submission before 31 <sup>st</sup> March 2017 and in order to meet the deadline this would have to be approved at the next FGB meeting. SH agreed she would begin work on this.	SH	2/16
6		<b>Headteacher's Report</b>		
6	1	The Headteacher's report to Committees had previously been distributed to all governors and discussed as part of the full governing body meeting in November.		
6	2	<b>School Improvement Plan</b> – Governors discussed Priority 1. AB updated governors on the 3 curriculum leadership areas previously discussed. All groups had now met and AB is waiting for a report from the last group. <i>Governor question – PV – Where will we be able to find the updated venn diagram?</i> AB advised that the current one is on display in the staffroom but once she has received the final report, she will amend and this will be distributed to governors. AB advised governors that there is a Talk for Teaching day scheduled for 5 <sup>th</sup> December focusing on issues discussed by the Wellbeing group.  AB reminded governors that there are plans for leadership team swaps with CT and staff at Redhills. This is now not likely to happen until the spring term.		
6	3	AB advised governors that she took the decision to close school at about 12 noon on Monday, 21 <sup>st</sup> November due to flooding of roads. Many other local schools took the same decision. School re-opened as normal on Tuesday. Governors supported this action. AB thanked parents and staff for their co-operation and help with the closure and evacuation of children from site.		
7		<b>Premises</b>		
7	1	SH, AB, PV have undertaken a premises walk as previously agreed. A comprehensive list of work was produced. Items have been prioritised and suggestions were made as to who would carry out the work. PV suggested that many of the jobs could be carried out by parents and it was agreed that AB would carry out the necessary risk assessments for this to take place in the spring.	AB	2/17
7	2	The outside work agreed previously by governors will hopefully be completed soon. This includes items particularly for the FSU as well as other outdoor play items.		

7	3	Buildings and Grounds Contracts – PV had asked prior to the meeting for a comprehensive list of who does what as regards to maintenance to the buildings and grounds. JD produced a list. Discussion took place as to the value for money of the caretaking/cleaning contract at approximately £15,500 per annum through Devon Norse. Governors agreed to keep this in the forefront especially when contracts are discussed prior to new budget decisions.		
7	4	Insurance – PV had also asked for a summary of the premises and contents related insurance policies. This was provided. Discussion took place about whether we would be covered for the leak in the staffroom during the summer holidays. JD will contact DCC to ask. Governors were advised that we have recently bought into Ecclesiastical Insurance to cover WASP as it is a governor run out of school hours initiative.	JD	11/16
7	5	<i>Governor question – JT – how likely are County to come up with money to help out with maintenance issues surrounding condition of the buildings?</i> AB said that County have said on previous site visits that the condition is ‘not bad enough’ so we are very unlikely to receive any assistance. We keep Connect 2 updated.		
8		<b>Policies &amp; Paperwork:</b>		
8	1	<b>Interview Competency Questions</b> – We have previously adopted the recommended questions surrounding safeguarding. These are still the latest model questions and governors agreed to readopt.		
8	2	<b>Risk Assessments</b> – SH to go through existing assessments, amend where necessary and report back to govts.	SH	12/16
8	3	<b>Safeguarding Audit</b> – This needs to be submitted to the Local Authority before 31 <sup>st</sup> December 2016 and input is required before this from PV.	PV/AB	12/16
9		<b>What has been the impact for children resulting from the meeting?</b>		
9	1	Helpful discussion regarding increasing the resources for children.		
9	2	A budget has been ratified surrounding staff CPD which will have a positive impact on children.		
9	3	The residential trip is likely to go ahead.		
9	4	Premises issues have been discussed improving the working environment for children.		
10		<b>Date of next meeting:</b> 19 <sup>th</sup> January 2017 – 1.45pm 9 <sup>th</sup> March – 1.45pm 4 <sup>th</sup> May – 1.45pm 28 <sup>th</sup> June – 1.45pm		
		<b>The meeting finished at 3.15pm</b>		