

Minutes of the Resources Committee of Offwell C of E Primary School held on 7th July 2016



		Present: Mrs Billington(AB), Mrs Holohan (SH), Mr Tristram (JT), Mr Veentjer (PV) & Mrs Davey (JD) (clerk)	Action By	Time scale
1		Apologies: Dr P Ambler (PA)		
2		Pecuniary Interest: 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.		
3		Minutes of last meeting – 27th April 2016 Governors approved the minutes as an accurate record and they were signed accordingly. The following items were discussed as matters arising:		
3	1	Premises - combination lock – now in place		
3	2	School bell – Parish Council have now agreed that this will not proceed as it is not possible to site it in the bell tower.		
3	3	Yellow Step Linings – all completed		
3	4	Legionella update – a different company has completed the annual check and will cost the work required.		
3	5	Nursery Hours – The cost of having an advisor was answered as £428 per day. It was agreed that at the moment this was not necessary but could be bought in when and if appropriate. Nursery provision for 2 year olds will be discussed as part of the School Improvement Plan.		
4		Budget		
4	1	<p>2016/2017– The Financial Reporting Suite monitor was distributed in advance of the meeting showing a carryforward of approximately £40,000 which is not significantly different to that predicted when the budget was set. This statement was accepted and will be sent to the local authority.</p> <p>2017/2018, 2018/2019 – The 3 year budget had been distributed to governors in advance of the meeting.</p> <p>AB explained that the budget originally approved by governors had been submitted to the Local Authority. The LA had then requested it be resubmitted because there were CFR coding issues. At this point it seemed sensible to resubmit the budget approved at the last FGB reflecting increase in SEN money. This showed carryforward figures of positive £47573 into 2017/18, positive £16,236 into 2018/19 and negative £24378 going into 2019/20. The LA then wrote to AB and the Chair of Governors requesting that gobs produce a FIPS recovery plan budget showing how the school can make all 3 years balance. Governors had already discussed different scenarios and therefore AB and JT were able to submit a scenario whereby this could be achieved without redundancy implications.</p> <p>After full discussion, it was agreed that this budget would be approved. Figures carryforward are all positive: £47571 into 17/18 £26119 into 18/19 And £3372 into 19/20</p>		

		<p>These figures reflect staffing as agreed for September 2016 and then a further reduction in teaching of 0.6 from 1st September 2017. Governors understand that we will not be forced into activating the plan and no particular post has been highlighted as decreasing.</p> <p>Governors noted that the school still has an in year deficit showing for all 3 years which we must work towards addressing. The Resources Committee gave approval for the budgets as seen and these will now be submitted for ratification by the FGB with a recommendation that the FGB starts looking at the budget with a view to discuss staffing scenarios in the autumn term.</p>		
4	2	<p>Formula Capital: The monitor statement for 2015/16 was shared. This shows a carryforward balance of £4152. £4,843 will be received for the financial year 2016/17.</p>		
4	3	<p>Voluntary Unofficial Funds: The balances were shared and the books available for inspection.</p>		
4	4	<p>Foundation Stage Unit: The FRS report was previously distributed to governors showing a nil balance at the end of year.</p>		
5		<p>Headteacher's Report</p>		
5	1	<p>This had been distributed prior to the meeting. AB invited questions from governors.</p> <p>Governors accepted the HT report and thanked AB.</p> <p>The Curriculum Committee is querying whether attendance should go to them or Resources and Terms of Reference will be examined.</p> <p>Comments or queries: Governors commented that they were pleased that pupil numbers had increased from 72 in September 2015 and ending with 80. <i>Governor question</i> - How is nursery looking for September? AB advised that we expect 6 children to take up 17 sessions <i>Gov question</i> - are we over resourced for that number? We will definitely open 3 full days and staffed according to that. One parent is deferring entry until January & will be attending 5 mornings per week. We believe we get reception funding for that child when they start in reception in January.</p>		
5	2	<p>Safeguarding AB has included a summary of this area in her report and in January Gobs will receive the next safeguarding audit.</p>		
5	3	<p>Personnel - WASP - currently run by TA staff – an advert appeared in school newsletter with 2 applicants - SH and AB interviewed one and this applicant has accepted the post. She will undertake Food Hygiene training, Paediatric First Aid and will be working towards an appropriate NVQ qualification. The other applicant has decided that she will not proceed with the application. The post will be readvertised in the school newsletter in September.</p> <p>The school will look at what activities are on offer and it was acknowledged this was operational and not strategic.</p> <p><i>Governor question</i> – How near are you to balancing income and expenditure? We consider WASP overall breaks even but we will need to look at the figures to give a definitive answer.</p>		

6		Premises Update		
6	1	<p>Quotes have been received - for redecorating Oak - under £2500 External repairs - £500 Oak cloakroom - hopefully carpet is wet due to a spillage and not damp NB. Update – this has been confirmed as a water leak under the sink. Quotes received for external structures in playgrounds and Meadow: Reading pod. Open sided dolls house construction. Wooden wall children could sit on top of to give more seating. Trough we can fill with mucky bits. All comes to. - £600 PTFA are donating this amount and have also given money for stilts for KS2 AB has obtained online quotes and is keen to use the person we have used before as he has completed a great deal of work with schools and understands educational side of things. We know it will be top quality.</p> <p>Mud kitchen - £1120 - part funded by the money OU5s had given to school. This will go in Meadow. Rest of funding from FCG.</p> <p><i>Governor comment - Ash class have massive area - Willow has nothing – SH. All this proposed work is outside and will not be used for half the year.</i> AB acknowledged that Willow has less space and said she would like to recommend that this is addressed as Willow should be outside more. Willow class doesn't have covered space just for them but we can't afford to extend the covered shelter. PTFA produced ideas but it is not about what they want and more what the school needs. AB has received a quote to cover the area outside Willow with wooden structure 4m x 2m - £930 Quotes have been obtained online but as this is under £1000 this was not necessary. Obviously, the prices quoted are for similar structures but not bespoke for our school and does not include fitting. There has also been a quote requested to cover the 'bike area' of £1690 (patio bit to side of Ash class - presently used for outside play). It was agreed that we would not go ahead with this part as it was the budget did not run to this although this would encourage children to be outside more even when raining. The mud kitchen is not covered. AB has discussed with staff, we will obtain full waterproofs so the children can be out more. Yr 1 and 2 do not have all weather access to outside area. New team going up there AB would like to give them opportunity right away. <i>Governor question - SH – have you considered putting it at back?</i> AB advised that she felt it would be better at the front as it would feel more like it is one unit and give more opportunities. Other quotes have been obtained for the mud kitchen. It was agreed that a sliding door in Willow Class should be considered.</p>		
7		Governor Training		
7	1	<p>PV has attended Effective Governance in a MAT – PV reported this was useful and was attended by schools across the county who are making it work. AB & SH attended a MAT meeting where nothing new was discussed. Advice given is that you must do what is right for school and if in doubt do nothing unless you know it is right. JT has picked up information that federation is still an option as an interim. AB said it depended on who you talk to as to what advice you get given. In the long term, all schools must become part of a MAT but must do as we are and ensure</p>		

		it is the right decision.		
8		Policies:		
8	1	<p>Accessibility Strategy</p> <p>The questionnaire had been completed with 20 responses offering short, medium and long term solutions enabling children with disabilities to access the curriculum in the best way and take part in events. The Accessibility Strategy will address the way in which information is produced for people not able to access information as well as the school site itself.</p> <p>AB gave an example of a short term solution which has already been put in place - child with visual impairment couldn't tell who is in what team – now at lunchtime children wear bright coloured bibs. This child also now uses a coloured pen instead of a pencil as he can see this better.</p> <p>Govs agreed to accept the Strategy.</p>		
9		Date of next meeting: To be set at the first FGB in September		
		The meeting finished at 3.00pm		