

Minutes of the Resources Committee of Offwell C of E Primary School held on 10th October 2017



		Present: Dr P Ambler (PA), Mrs Billington(AB), Mrs Holohan (SH), Ms R Stevens (RS), Mr J Tristram & Mrs Davey (JD) (clerk)	Action By	Time scale
1		Apologies accepted: None received – all present		
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		Chair of Committee		
3	1	Nomination received in advance of the meeting for JT. JT asked if RS would like to take on this role but she felt she was too new to the GB to do the role justice. It was agreed that she would shadow JT with a view to succession planning and taking on the role in due course. JT took on this role for 1 year as previously agreed.		
3		Minutes of last meeting – 26th June 2017 Governors approved the minutes as an accurate record and they were signed accordingly. Items were discussed as agenda items except the matters arising below.		
3		Matters arising – Discussed as agenda items		
4		Terms of Reference		
4	1	The draft terms of reference were circulated in advance. Governors approved them and were reminded that they state that in the event of the committee not being quorate another governor who is not a member of the Resources Committee could attend the meeting counting towards the quorum figure.		
4	2	AB advised governors that it had been suggested at the Curriculum Committee that other people who are not governors could conduct some monitoring visits if given direction. IW will speak with PA regarding this.	IW	11/17
5		Budget		
5	1	2017/2018 The current year’s monitoring statement confirms the final carryforward of £21,956 which is in line with the projected carryforward when the budget was set. Governors acknowledged that the statement was not particularly easy to understand and it was agreed that RS could arrange to see JD outside the meeting when she could help explain some of the figures.		
5	2	2018/2020 The revised 3 year budget after submission to County FIPS had previously been shared and agreed by governors at the last FGB. This is unchanged and shows positive carryforward forecasts for all three years. Warren Smart from County has reviewed the revised submission in detail and is happy that the changes are realistic and achievable. He complimented the school on the clarity of the budget which included detailed explanations. He did advise that a school of our size is likely to benefit from the New Formula Funding budget especially in year 3. He acknowledged that the revised budget included a revised staffing structure meaning that two teaching assistant positions would cease as at 31.8.18. He commented that the new budget could mean that we do not have to make these suggested savings. Governors thanked JD for her work towards this budget. AB advised that next term we will have the County Finance Officer visit school and RS will be invited. JT has previously attended. It was acknowledged that the		

		<p>date he visits school is not particularly flexible and if RS could make it that would be beneficial but is she is not available, the visit would have to go ahead anyway.</p> <p><i>Governor question – JT – Do you predict that pupil numbers are generally going up, down or remaining the same over the next 2 or 3 years?</i></p> <p>AB advised that we did not know of any imminent changes with no knowledge of children either leaving or coming into Offwell.</p>		
5	3	<p>Voluntary Unofficial Funds – Balances were shared and the books were available for inspection by governors. It was acknowledged that the balances of the various accounts were healthy and could be used for curriculum purposes if necessary (£5,437.40).</p>		
5	4	<p>Formula Capital – The summary balance was shared showing available funds of £6422 although we have since received an invoice of approximately £1600 for the cloakroom refurbishments and replacement back door reducing this figure. Full discussion took place about how this money could be spent. AB reminded governors that we have been warned that the boiler could need replacing at any time and the LA would force us to spend the FC on this if there was money in the account. Governors acknowledged the difficult position as all works are ‘essential’ and funds won’t cover all necessary and recommended works. AB advised that the LA periodically visited school to do a condition survey which they recorded electronically. This report gives approximate budget requirements to repair the highlighted areas. County grade the condition of the building and how urgent the repair is to carry out. She advised that unfortunately this does not mean that they allocate any money to the school for these repairs.</p>		
6		Headteacher’s Report		
6	1	The Headteacher’s report to Committees had previously been distributed to all governors. There were no updates since the report.		
6	2	AB asked for any governor questions and discussion took place about the remit of the PTFA and that of the Parent Forum. As the Parent Forum has not met recently, the lines have become blurred and matters were discussed at the recent PTFA meeting that should have been discussed by the Parent Forum. It was agreed that plans would be put in place for the Parent Forum to meet and discuss things such as Wellbeing and Mindfulness.		
6	3	<p>School Improvement Plan</p> <p>AB reminded governors that the 3 year suggestions are currently blank and need to be agreed. Premises issues were highlighted including the boiler mentioned earlier in the meeting and heating in Willow Class.</p>		
6	4	<p>Visioning Working Party</p> <p>Governors have previously discussed reviewing the vision of the school and it was agreed that this should be done by a working party. AB would like a meeting set as soon as possible when the reason for reviewing the vision would be agreed before moving on to agreeing the new vision. It was agreed that AIM HIGH as an acrostic has worked for many years but it could be perceived as not catchy enough. AB advised that review of the vision would sit nicely with the new SIAMS. Governors acknowledged that this was not just the remit of the Resources Committee but the vision should be that of the whole school including all stakeholders. AB recommended that at least 1 governor should be a member of this working party and ideally more. PA and RS both expressed an interest in joining the group.</p>		
7		Safeguarding		
7	1	AB advised governors that there were no specific safeguarding issues to report but she had attended a Children in Care meeting which was very positive. AB has completed a pro forma produced by another local authority and had found		

		the format very useful. She therefore shared this with RS.		
8		Appraisal and Pay Review		
8	1	A date was arranged for the Pay Committee to meet of Tuesday, 31 st October at 3.30pm.		
8	2	AB updated governors to say that she had now carried out all teacher performance management meetings and subject to updates being made to a couple regarding data, these were now ready to go forward to the Pay Committee. The teachers review must be completed before the end of October which will be met as the Pay Committee meet on 31 st October.		
8	3	CT has begun the process for teaching assistant appraisals. Governors were reminded that it was not necessary for these appraisals to be put forward to the Pay Committee as their pay is not related to performance.		
8	4	A date for Performance Management of AB has not been set as the meeting needs to take place after national data has been made available.		
9		Premises		
9	1	Maintenance – Matthew Hurford had been unable to complete some promised work during the summer break and although some was carried out such as repairs and redecoration to the cloakroom had been carried out. The back door had been replaced and the caretaker had carried out decoration of the hallway. Governors acknowledged that quite a few of the other rooms were still in need of decoration. As had been suggested by governors previously, a request had been put in the newsletter for volunteers to come forward to help decorate the room off Oak Class. No-one had come forward and it was suggested that a request should be made in a different way eg giving parents a date.	JD	06/17
10		Term Dates		
10	1	Governors agreed non pupil days and occasional days for the academic years 2018/19 and 2019/20. JD will submit these to County.	JD	10/17
11		Policies & Paperwork:		
		The following draft revised policies had been sent to governors in advance:		
11	1	Finance Policy – updated and approved		
11	2	Charging and Remissions Policy – New revised policy – personalised and approved.		
11	3	Governor Allowance and Expenses – No change, review agreed.		
11	4	Governors' Code of Conduct – New model policy produced by NGA – personalised and adopted by govts.		
11	5	Health and Safety – No change, review agreed.		
11	6	Risk Assessments – These need to be updated in due course.	SH/JD	12/17
11	7	Staffing Structure – Previously updated. Review to be completed as budget directs.		
11	8	Support Staff Appraisal – No change, review agreed.		
11	9	Pay Policy – New model policy provided – approval given to personalise as previous policy. Approval given to accept the 2% uplift suggested on MPS teaching scale and 1% uplift on UPS scale.	JD	11/17
11	10	Other Personnel Policies due for review – Governors agreed to adopt all suggested model personnel policies. The following model policies have recently been updated: Disciplinary Acceptable Behaviour DBS Disclosure Managing Information Managing Sickness Absence		

		Recruitment and Selection Maternity		
11	11	Prospectus – JD has updated the prospectus to reflect up to date information eg change of staff in classes. This has been placed on the website.		
11	12	FSU Prospectus – JD has updated this prospectus to reflect up to date information including change of nursery days and inclusion of 30 hour provision.		
12		Date of next meeting:		
12	1	13 th December 1.30pm Thursday, 1 st February 4.15pm FGB – Thursday, 1 st February 5.15pm Visioning – Monday, 13 th November at 3.30pm		
		The meeting finished at 3pm		