

DOWNNS INFANT SCHOOL
Minutes of Resources Committee meeting held 27 November 2014

1. INTRODUCTIONS

Present: Tracey Jarrett, Ann Mitchell, Rachel Attwell, Alan Cronshaw, Sarah Axtell, Niall Howell

2. APOLOGIES

Apologies were received from Jules Gallagher & Jonathan Cave

3. DECLARATION OF INTERESTS

No interests were declared.

4. TERMS OF REFERENCE

It was proposed to combine the terms of reference for the 2 previous committees into one for the new Resources Committee. Changes to be made:- change the name of the committee, date, membership. FGB to ratify the amended TOR at the next meeting.

5. FINANCE

- The minutes of the Finance meeting of 25th September 2014 had been presented to the last Full Governing Body meeting.
- **Finance Report:** This was discussed in detail. Tracey Jarrett explained that since we are 7/12ths through the financial year, we should be broadly 58% through our budget. The school's finances are on track according to the budget.
- There has been significant spending on ICT resources. The following items have been purchased and are in a locked cupboard, awaiting set up over the Christmas holidays, with training to be delivered at Inset:
 - 32 ipads with tough covers and charging unit
 - Wifi installation
 - Projector and security cage
- Tracey Jarrett emphasised that the tightness of our budget makes it difficult to plan further investment. 89% of the school budget is spent on staffing, which is higher than a typical 80-85%. While this has advantages because we have lots of excellent and experienced staff, the drawback is that it is hard to plan improvements to infrastructure and we are vulnerable to unforeseen expenditure. We currently balance our budget using carry forward, which, while common, is not an ideal situation.
- Looking to next year, Tracey Jarrett proposes to end the counselling provision (at £9000 pa) and provide nurture and support to children requiring it using our own highly skilled SEN team. (NB children currently receiving counselling will continue until the end of the current block).
- **Financial Scheme of Delegation:** at the last Finance committee meeting it was agreed to have a debit card, to be kept locked away with a maximum spend of £100. It has been used twice for IT

parts and books. It was agreed to raise the limit to £250. The Scheme will be amended to include the debit card with the Head Teacher to authorise any expenditure.

- **Lettings Policy:** AM found that other schools charge generally more than we do (£10 - £25 per hour compared to £11 at DIS). It was suggested and agreed to raise our charge to £15 for outside users and £12 for internal users from April 2015 for lets from 3pm to 6pm.
- **Planned expenditure requiring approval:** none raised.

6 PREMISES

- Governors Inspections of School Site.

These are now booked in as follows: External Inspection booked for 11/12/14 @ 9am with Niall Howell, Internal Inspection booked for 13/01/15 @ 9am with Alan Cronshaw.

- Courses attended.

Tracey Jarrett has attended the Head Teacher's health & safety course in the Autumn Term 2014.

- Health and Safety Audit.

This was carried out in the Summer Term of 2014 by the Local Authority and a check is to be made to ensure the paperwork has been forwarded to the school by the local authority.

- Veolia.

Smells from Veolia at present aren't too bad but this is probably to do with the seasons, i.e. more smelly in the summer months. A planned meeting with Veolia had recently been cancelled, however a new date is being arranged.

- Policies for Review.

These are as follows: Health & Safety Policy and Accessibility Plans. These are being undertaken.

Business Continuity Plan is being reviewed by Ann Mitchell. The sticking point is the fact the policy says the school need to designate an area or site for continuing teaching and operating as a school. However, the School and Governors would be looking to the Local Authority to assist in finding a suitable location and lead on this as there is no identifiable location that both School and Governors can find.

7 ANY OTHER BUSINESS

Schools Financial Value Standards (SFVS) is due in March. The initial document is drawn up by Ann Mitchell & Jenny Smith before bringing to FGB. On this occasion Tracey Jarrett will also be involved.

The new Red Flag system in the playground on wet days, to stop the children using the climbing frame and 'rocks' area, is working well. This should help to reduce any accidents that are related to slipping on playground 'furniture' and equipment.

8 DATE OF NEXT MEETING

Tuesday the 10th February @ 4.30pm.