

**DOWNS INFANT SCHOOL**

**MINUTES OF: Resources Committee Meeting held at the school**

<b>DATE OF MEETING: Monday 23 May 2016</b>	<b>CHAIR: Mr Alan Cronshaw / Jules Gallagher</b>
<b>MINUTES RECORDED BY: Giulie Ankers (Clerk)</b>	<b>DATE OF NEXT MEETING: To Be Confirmed</b>

**PRESENT:** Alan Cronshaw (AC); Jules Gallagher (JG); Niall Howell (NH); Tracey Jarrett (TJ); Tony; Rachel Attwell (RA)

**In Attendance:** Michael Button (MB); Ann Mitchell (AM)

Mrs Giulie Ankers     *Clerk*  
 Started at 3.50pm

Ended: 5.10pm

	<b>Action</b>
<b>1. Apologies for Absence</b>	
Apologies had been received and accepted from Jonathan Cave	
<b>2. Opportunity to declare business interests</b>	
None were declared.	
<b>3. Minutes of the meeting held on 11 January 2015 and Matters Arising</b>	
Minutes were ratified at FGB.	
<b>4. Premises update</b>	
<p><b>Premises Walkabout</b>                      AC and MB had carried out an external health &amp; safety inspection. Trip hazard has been sorted. Governors discussed the north gate entrance being used as a sheltered area by members of the public for anti-social activities. The only way to stop it would be to erect a full fence or move the gate forward. Governors agreed that members of the public could leave/throw paraphernalia anywhere along the school hedges/fences and it was difficult to completely secure the site. SH does a visual check/risk assessment every morning. TJ and MB will talk to the council about having the gate re-sited. The rest of the walk was very positive with lots of improvements ticked off.</p> <p>It was noted that the foam padding on the reception gate is being picked off by children. It serves no purpose in terms of child safety. Governors discussed the necessity of the gate. It was agreed that the gate was a deterrent to would-be vandals/criminals and should remain in place. NH had carried out an internal health &amp; safety inspection of school, and TJ said credit was due to MB and SH for maintaining the building so well.</p> <p><b>Summer Works</b></p> <ul style="list-style-type: none"> <li>The second section of the roof work is being undertaken over the summer break. The work will start 2 weeks before the summer holidays continuing through the holidays and should be completed for the start of the new term. Work covers the 3 classes off the hall,</li> </ul>	<b>MB/TJ</b>

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<p>the resource room and the Premises' Manager's office.</p> <ul style="list-style-type: none"> <li>The Year 1 class and toilet is being redesigned, and a ramp installed for wheelchair access – cost of works £10,000.</li> </ul> <p><b>Health and Safety</b> RA reported a potential Health and Safety issue with parents and toddlers crossing the carpark after Art Club and same issue after French Club. Governors discussed how this might be made safe. TJ will alert parents and plan a safer school exit plan after the clubs.</p> <p>Governors drew the school attention to what seemed to be a faulty pouring kettle.</p>	TJ
<b>5. Future works</b>	
<p><b>Toilet and cloakroom upgrade.</b> Planned use of the DfC money is:-</p> <ul style="list-style-type: none"> <li>refurbishment of the Year 1/2 boys' cloakroom area. This will include the removal of fixed seats, replacement of pegs, flooring and boxing in of pipes. Quotes are being obtained for replacing the flooring and boxing.</li> <li>A hand dryer in the reception girls' toilets and ladies' staff toilet. A rolling program is planned to put dryers in all the toilets.</li> <li>Replacement flooring for as many of the other toilets as we can afford.</li> </ul> <p><b>CDM 2015</b> TJ informed governors that it has been clarified that the authority is the client and not the school. TJ will forward email to AC with link to further information.</p> <p><b>Locks</b> TJ said that a spend of £2,000 is going ahead to update all school locks. They are security key locks and cannot be cut by key cutters without permission of the school. Key cutters will contact the school if the key is handed to them for cutting.</p>	TJ
<b>6. Standing Items</b>	
<p><b>Veolia</b> AM has had a couple of emails from the new site manager. A recent Community meeting due to be held has been cancelled. This seems to be always the case the local community builds up relations with a manger from Veolia and then the manager moves on. Governors discussed smell from Veolia which at this time of year seems ok.</p>	
<b>7. Governors H&amp;S Inspections</b>	
<p>H&amp;S inspections have been carried out by AC and NH as reported above.</p>	
<b>FINANCE</b>	
<b>8. Budget outturn</b>	
<p>The Schools' Outturn Forecast shows an underspend of £79, 104 for 2015/2016. This is due to an underspend on resources, addition funding from LA and savings on supply cover. AM said that historically, the general resource budget has been smaller. JG asked if governors had identified a need for an allocation of budget to year groups for resources why wasn't it spent? TJ said that given recent investment in resources there was obviously less of a need now and a smaller amount will be allocated in the future.</p>	

<p>Governors commented that they found it difficult to match the outturn to the draft budget as headings were different. The Bursar explained that the different formats were dictated by the LA.</p> <p>Looking at the draft budget for 2016/17 it was noted that equipment in general resources has been reduced to £22,000.</p> <p>TJ said that governors should be aware that the school was carrying forward a very healthy surplus. <b>It was important for governors to be aware that staff costs, including maternity cover, could not have been budgeted for without the carry forward.</b></p> <p>TJ reported to governors that she had met with other schools about budgets and most heads are very concerned about the second and third year budget forecast. One local school is making redundancies this year and the authority has suggested schools restructure and make redundancies.</p> <p>TJ said that Downs Infants was fortunate that most large cost projects have been completed with financial help from FODIS; this includes IT and AstroTurf for the outside learning area. TJ said there weren't any projects that would impact on Teaching and Learning that haven't been completed.</p> <p>Governors asked what the school had planned for staffing budget? AM said that planning has been forecast on current staffing levels. Governors asked for reassurance that the school hasn't looked to be cost efficient when recruiting and had recruited the best person for the job. TJ confirmed the school recruited the best person for the job.</p> <p>Governors asked why there was an underspend on other support staff? AM explained this was due to a higher cost member of staff leaving and someone on a lower point on the scale being recruited. Also there has been an unfilled vacancy for a cleaner which the school has been unable to fill. There haven't been any vacancies which haven't been filled.</p> <p>The outturn shows an overspend of £33,000 for agency staff, but £28,000 has been reclaimed through insurance.</p> <p>Governors asked that the minutes show their thanks to AM for all her work.</p> <p>The draft budget has been sent to the local authority. The authority is aware that the budget is being presented to the full governing body on Tuesday 14 June for ratification.</p> <p>TJ commented that previously there wasn't a separate cost centre for Pupil Premium Expenditure, for transparency this has now been itemised.</p>	<b>FGB Agenda</b>
<b>SFVS (Schools Financial Value Standard) – update on outstanding action</b>	
<p>Governors have been asked to complete governing body skills for 17 June. RA will remind governors to return it. As key governors leave then their skill sets can be recruited to.</p> <p>The review of the Bursar's job description will be carried out by the end of the academic year.</p> <p>The staffing structure is being added to 2016/2017 Pay Policy.</p>	<b>RA</b>  <b>TJ/AM</b>

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Number 19 or the SFVS report is being checked by AM. (Ongoing review of use of resources)	AM
<b>AOB</b>	
<p><b>Health and Safety Policy</b>  <b>The Health and Safety Policy was agreed by the Resources Committee.</b> The following minor amendments are to be made.</p> <p>Page 11 + 12 – to be the Resource Committee rather than Health and Safety Committee  Page 13 reference to paediatric first aider  Page 24 – change bi-annual to biennial</p> <p>AM and RA have gone through all policies and on the front cover of policies, the ratification and review dates will be shown.</p> <p><b>Scheme of Delegation</b>  RA asked if the delegated sums worked for the school. TJ said that she found the amounts delegated worked well for the school. The Finance Committee ratified the Scheme of Delegation.</p> <p>The governors discussed having a list of projects that the school might like to have done but couldn't afford. JG would be happy to apply for grants when they are advertised on a grant database, the school would have had to have obtained quotes and JG could easily apply for the grant. It was commented that Veolia does have grants but for community projects not school projects. Governors asked the school to have 2 or 3 projects in mind that have been quoted for and could be ready for grant applications. TJ suggested covered awnings for parents, 3G for the playground and curtains/drapes for the stage. Quotes are to be obtained.</p> <p>The meeting finished at 5.15pm</p>	<p><b>Ratified</b></p> <p><b>TJ/AM</b></p>

Date of next meeting – To be confirmed