



**Present:** Fr David Clues (DC) – Acting Chair of Committee  
 Amanda Healey (AH) – Headteacher  
 Levison Kandi (LK)

**Apologies:** Stephen Vinall (SV) – Chair of Committee  
 Fiona Graham (FG)  
 Sarah Foster (SF) – School Business Manager

**In Attendance:** Sharon MacKenzie (SM) – Clerk

**Quorum:** The meeting was quorate (at least three governors present)

Questions from the governors to the Headteacher are highlighted in bold.

	<b>Discussion and decisions</b>
<b>1.</b>	<p><b>Apologies for absence and declarations of interest</b></p> <p>The GB accepted the apologies of SV, FG and SF.</p>
<b>2.</b>	<p><b>Minutes of meeting held on 04.03.16 – deferred from previous meeting</b></p> <p>Governors agreed the minutes were an accurate representation of the meeting.</p> <p><b>Outstanding actions:</b></p> <p>(2.2) SF is still chasing quotes for the locking system - one of the padlocks has disappeared and the posts aren't being put back up on a Sunday - DC to speak to church wardens to lock the car park an hour after mass finishes</p> <p>(2.3) Food costs for breakfast club - SF has been approached by Sainsbury's so currently negotiating with them as to whether it's worth doing a trial</p> <p>(2.4) FG to liaise with the PTFA about funding for the canopy when they next meet</p> <p>(2.5) Sample letting agreement has been received - DC to forward to church wardens to sign</p> <p>(3.2) SF to check with Schools' Finance what is covered in the education consultancy figure</p> <p>(5.1) SF to follow up on income from solar panels</p> <p>(5.3) FG to investigate PTFA organising regular tabletop sales to generate income</p> <p>(6.2) AH/SF to investigate costs of letting out hall for birthday parties</p> <p>(6.3) AH to make updates to Letting Policy and then publish</p> <p>(9.2) AH to check if SV can review costings in Business Continuity Plan by end of July</p>



	<b>Discussion and decisions</b>
<b>3.</b>	<p><b>Minutes of meeting held on 09.05.16</b></p> <p>Governors agreed the minutes were an accurate representation of the meeting.</p> <p>There were no matters arising.</p>
<b>4.</b>	<p><b>2016-17 Budget Plan</b></p> <p>The draft budget shows a slight overspend for this year and then in balance for the second and third year. We received a welcome cheque for £3000 from the Community of the Blessed Virgin Mary ('Nuns grant') and have put this towards classes to enrich the curriculum.</p> <p>We may be overspent on teaching staff, as we're advertising for maternity cover and it depends where they are on the payscale. We have to pay an introduction fee to the agency of £4500 for using a teacher on long term supply to cover another maternity leave but can then use her elsewhere.</p> <p>Admin and clerical staff – Amy has been working an extra hour per day to cover after school clubs but there is extra income to cover that.</p> <p>We have appointed an Individual Needs Assistant but she can't start until Sept, so we may get some central funding back. We hadn't included her in the plan as we didn't know about the child then.</p> <p>Governors were happy with the way the budget was set out.</p>
<b>5.</b>	<p><b>Audit of Voluntary Funds</b></p> <p>This has been audited by St Mark's and we are waiting to receive it back.</p>
<b>6.</b>	<p><b>Breakfast Club</b></p> <p>The team has met and have drafted a letter to go out to parents, which AH tabled.</p> <p><b>Q: How do we ensure that parents pay?</b>  <b>A:</b> This is the challenge, as this is difficult for school lunches. We need to consider whether to use Parent Pay or take money on the day.</p> <p>Governors agreed to monitor it. Parent Pay is useful for a lot of parents so needs to be an option. Governors agreed that the letter could go out with the Chair of Governors' signature on too.</p>




	<b>Discussion and decisions</b>
<b>7.</b>	<p><b>After school provision</b></p> <p>AH tabled the costs for the summer term 2016, which show that we'll break even and this includes Amy's admin time. It has kept a service going for parents and has been a useful service. Governors noted a small amount of surplus and asked if this could be kept in case it is needed later in the year.</p> <p>Some parents have not paid, but we will no longer need to chase them as after this term Starfish will be collecting the fees.</p> <p>AH has met with Starfish, who have applied to Ofsted for registration. They have been on visits to check the space etc. Those who currently use the after school club have priority. The charge will be £11.50, same as Class Of Their Own. When they have a surplus they will meet with us to talk about how to refund this, as they run not for profit. This will go into the Governors' Account.</p>
<b>8.</b>	<p><b>School hall refurbishment</b></p> <p>This has now been out to tender and we received the following quotes:</p> <ul style="list-style-type: none"> <li>• Frank Sandell &amp; Sons £133,787</li> <li>• JG &amp; JR Langridge £146,730</li> <li>• Closewall Ltd £153,062</li> </ul> <p>These are all over budget but the architects have considered them and been in touch with the Diocese, who are looking into additional funding. We have offered to contribute from the Devolved Formula Capital but the Diocese would rather we keep this in case we need it for something else. The architects' preferable quote is from Langridge as they have included everything we need and they are an established and reliable contractor. The Diocese agreed and a letter of intent has been sent.</p> <p>The architects are looking at where we can make savings, due to the large shortfall. AH has outlined the priorities and we may need to wait for staging blocks and cupboards. The quote is itemised so we can determine what we really need. We're waiting to hear back from the Diocese to see if they can find any further funding.</p> <p>Governors agreed this was the right course of action and will have a positive impact on behaviour, on staff moral and ultimately learning.</p>
<b>9.</b>	<p><b>Matters brought forward by the Chair</b></p> <p>The chair asked about the audit of the governors' account, as there may be another option to audit this. <b>ACTION:</b> AH to ask St Mark's and then let DC know.</p>

St Bartholomew's CE Primary School  
Resources Committee Meeting  
Friday 1 July 2016, 8.40am



Dates of future meetings will be agreed at the Full Governing Body meeting in September.

The meeting closed at 9.20am.

Signed  ..... Chair of Committee

Date 4/1/17 .....