



WESTERN ROAD C.P. SCHOOL
 SOUTHOVER HIGH STREET
 LEWES EAST SUSSEX
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 Telephone: 01273 473013 Fax: 01273 470233
 email: manager@westernroad.e-sussex.sch.uk
 Headteacher: Garry Thompson

**Meeting of Resources Committee
 12th November 2013
 6pm
 Library**

MINUTES

Governor Members Present: Philip Rowland, Maya Fender, Ruth O’Keeffe (from 6.15pm), Garry Thompson, Debbie Ticehurst, Roy Watkinson (Chair)

Associate Members Present: Carol Ofield

Officers Present: Teresa Carter (Clerk)

<u>Agenda Item</u>	<u>Action</u>
<p>1 Introduction</p> <p>a) Apologies for Absence Apologies for absence received from Ken Caplan.</p> <p>b) Declarations of Interest The Clerk presented the annual declarations register. Governors noted the declarations made and that two missing forms had been followed up.</p> <p>ACTION - Governors who had not completed an annual declaration form to be asked to complete one prior to the next Full Governing Body meeting to enable them to continue to participate in discussions and decisions.</p> <p>It was further noted that some Governors had provided detail of employment on their declarations and the committee felt that this was good practice for future declarations.</p> <p>ACTION - Clerk to amend the instructions to Governors regarding completion of their annual declarations to include more detail of paid and voluntary work.</p>	<p>TC</p> <p>TC</p>
<p>2 Last Meeting dated 10th June 2013</p> <p>a) Acceptance of Minutes The Resources Committee reviewed and approved two pages of non-confidential minutes and one page of confidential minutes from the meeting held on 10th June 2013. The Chair signed them as confirmation of their accuracy.</p> <p>b) Matters Arising not included elsewhere on Agenda None</p> <p>6.15pm Ruth O’Keeffe arrived at the meeting.</p>	
<p>3 Strategic Items</p> <p>a) Budget 2013/14 The Headteacher reported that he had seen some budget figures a few weeks previous that had a projected outturn position of £12,000 deficit for 2013/14. Since then a £8000 transfer had been made from school fund account resulting in an improved situation. Some additional staffing costs</p>	

Signature.....Date.....



were likely to impact on the budget position; the actual figure was to be determined. There was some concern from Governors about the restricted budget to resource the requirements to deliver a revised curriculum. Additional income not included within the budget was expected for one to one support pupil support and for clerking service funding. Governors were disappointed that up to date budget monitoring data was not available for them to examine and considered what support might be required to ensure that the Bursar was in a position to provide regular timely financial information. A benchmarking exercise was suggested to assess whether the administration staff FTE was in line with other similar schools.

4 Other Governance and Regular items

a) Buildings Maintenance/issues

The following discussions took place in relation to buildings and equipment maintenance.

- Two heating pumps required replacement and quotes had been received. Governors queried why two pumps had gone at the same time and it was thought that this was related to electrical issues. The school had been subject to a history of electrical equipment blowing and monitoring had been set up to identify any issues, one of which was a low voltage problem.
- A leak had developed from a section of roof requiring repair to the flashing. Cleaning of down pipes and guttering was also required.
- The local authority had raised the level of public liability insurance that contractors working on site were required to hold which had limited the availability of contractors to carry out work.

b) Health and Safety

- The committee chair and Headteacher were due to meet to review health and safety later that week. This would include consideration of security to site and in particular the front gate.
- A mesh top was to be installed to the pond for safety whilst allowing access for learning purposes.
- The schools chickens had been relocated at a farm as the chicken food had encouraged pests.
- There was some discussion about the cleaning requirements following holiday clubs.

c) Committee Business Planner

The Committee reviewed the Governors annual business planner and agreed some updates to the committee schedule for 2013/14. The Clerk recommended the use of a standard report for the committee to cover the regular and statutory information.

TC
All

ACTION - Pro forma report to committee to be circulated and consider by committee members for adoption.

5 Policies and Other Documents for Review

a) Committee Terms of Reference

AGREEMENT - The Resources Committee reviewed and approved its Terms of Reference subject to three minor amendments (item 10 and 40 and 8 in pay policy)



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b) Pay Policy

It was reported that progress had been made towards finalising a pay policy for 2013/14 and that the committee would need to agree a final version prior to proposal to Full Governing Body for final approval. The main changes to the policy as a result of a revised teachers pay and conditions document were discussed and the impact on leadership and governance when dealing with performance reviews. The Headteacher reported that due to delays in production of a pay policy for 2013/14 the performance reviews for teachers had not been completed.

c) Appraisal Policy

Included in discussions under 5b above.

ACTION - Pay Policy and Appraisal Policy to be circulated by email to committee members for agreement prior to the next Full Governing Body meeting at which they would be proposed for approval.

RW

6 Any Other Business

Note - Phil Rowland left the meeting for the final item of business

a) Staffing Update

The Headteacher provided a short verbal update on an outstanding staffing issue.

Meeting ended at 7.37pm

Date of next meeting 11th February 2014



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Actions arising from Resources meeting 12th November 2013

Actions Agreed	By Who	By When
Governors who had not completed an annual declaration form to be asked to complete one prior to the next Full Governing Body meeting to enable them to continue to participate in discussions and decisions.	TC	Next FGB Meeting
Clerk to amend the instructions to Governors regarding completion of their annual declarations to include more detail of paid and voluntary work.	TC	By Sept 2014
Pro forma report to committee to be circulated and consider by committee members for adoption.	TC & All	By next Resources meeting
Pay Policy and Appraisal Policy to be circulated by email to committee members for agreement prior to the next Full Governing Body meeting at which they would be proposed for approval.	RW	By next FGB meeting

Signature.....Date.....