



WESTERN ROAD C.P. SCHOOL
SOUTHOVER HIGH STREET
LEWES EAST SUSSEX
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Headteacher: Garry Thompson

Meeting of Resources Committee

11th February 2013
7pm
Library

MINUTES

Governor Members Present: Ken Caplan, Philip Rowland, Maya Fender, Garry Thompson, Debbie Ticehurst, Roy Watkinson (Chair)

Officers Present: Teresa Carter (Clerk)

- | <u>Agenda Item</u> | <u>Action</u> |
|--|---------------|
| 1 Introduction <ul style="list-style-type: none">a) Apologies for Absence – Apologies for absence received from Ruth O’Keeffe.b) Declarations of Interest - None | |
| 2 Last Meeting dated 12th November 2012 <ul style="list-style-type: none">a) Acceptance of Minutes – The committee reviewed and approved three pages of minutes from the meeting held on 12th November 2012. The Chair signed the minutes as confirmation of their accuracy.b) Matters Arising not included elsewhere on Agenda<ul style="list-style-type: none">• Recruitment Policy – It was unclear as to whether the recruitment policy had been approved. (Clerk checked records following meeting and noted recruitment policy approved by Full Governing Body in June 2012)• Declarations Register | |
| ACTION - Clerk to report to Chair on missing annual declaration of interest forms | TC |
| 3 Strategic Items <ul style="list-style-type: none">a) Schools Financial Value Standard (SFVS) – Meeting scheduled for 26th February 2013 for Chair of resources and Deputy Head to finalise the SFVS return. It had not been possible to complete the inventory list and it was likely that this would be noted on the return as an outstanding action. Procedures for accepting of deliveries had been amended to tighten control over the assets. | |
| ACTION – SFVS return to be presented at next Full Governing Body meeting for sign off prior to submission by 31st March 2013. | |

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

4 Regular and Other Governance Items

- a) **Finance Report** - The finance reports were tabled and consisted of a budget monitoring sheet with an estimated deficit outturn position of 1.2% of total budget share and a summary report on unplanned costs that had impacted on the budget outcome. The following issues were discussed and/or noted by the committee
- Zoe Fisher was to be congratulated for her success in bringing income into the school from the after school clubs.
 - The Headteacher was meeting with the local authority finance team the following day to discuss a recovery plan. The Chair of Resources agreed to attend.
 - A server failure in December led to the purchase of a new server. The problem had been due to a voltage problem, which had been rectified to avoid re occurrence. The expenditure for this was agreed under the Chair of Governors emergency powers to ensure that school was able to continue functioning.
 - The replacement website had been developed and was ready for content to be loaded, Governors warned about potential copyright issues if designs were transferred from the existing website.
 - Governors queried the expenditure for ICT as they were under the impression that the contract through Chyngton that they approved would be less expensive than previously. The Headteacher advised that the service was cheaper and support provided good. The facility to resolve issues remotely had proved particularly efficient.
 - Funding had been approved to support special needs requirements but did not cover all the additional costs involved. A breakdown was provided in a confidential document.
 - It was thought that a restructure of teaching assistant support may be required to maintain school within budget but there were concerns about the adverse effect on staff morale and standards that this might have.
 - Roofing and guttering work underway funded from the local authority.
 - School trips were being subsidised by the school as not all parents were making voluntary contributions. Governors asked for parents to be notified that the school did not have sufficient funds to continue subsidising of school trips to such a great extent.

6.50pm Philip Rowland and Garry Thompson left the meeting for the next item

- b) **Personnel Report** – Discussions under this item are recorded under supplementary confidential minutes.
c) **Inventory List** – Covered under 3a above.

5 Policies and Documents for Approval/Review

- a) **Pay Policy** – Further refinement was required to the pay policy before it would be ready for approval. A small group meeting was scheduled finalise the policy before circulation to all committee members and final approval by the Full Governing Body.

ACTION – Pay Policy to Full Governing Body for approval at its next meeting.

- b) **Charging Policy** – Review not required

6 Any Other Business

- a) **Area Governors Meeting** – The Chair having attended the area governors meeting asked how the implementation of the Early Years and Foundation Stage framework had gone and whether the school was resourced

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

sufficiently. The school reported that everything had been in place since at Western Road since September 2012. Further discussion followed about the potential impact of changes to special educational funding.

- b) **Priory School Meeting** – The Governors who had attended a meeting with Priory School provided feedback and raised questions for further thought.

Meeting ended at 8.27pm
Date of next meeting 10th June 2013