

Minutes of Resources Committee Meeting - Tuesday 13th October 2015



Committee members: EH - Headteacher, RT, JH, PH, SM, AW

Those present:

Miss E Heanes - Headteacher Mr R Taylor - Chair
Mr J Hayes Mr P Hazell
Mr S Marsland Mr A Westcott
Mr D Casey

Clerk: Mrs J Galloway

Meeting commenced at 8.00pm

1) Apologies for Absence

All Committee members present.

2) Election of Chair

Mr Taylor offered his nomination for Chairman, there were no further nominations and Mr Taylor was duly elected Chair of Resources Committee.

3) Declaration of Interest

There were no declarations of interest.

4) Approve Minutes of Resources Committee Meeting of 15-06-15

The minutes of the Resources Committee of 15-06-15 were approved and signed by the Chair as a true record.

5) Matters Arising

- Pupil numbers were 202 at the date of the census.
- Staffing – Finance position – see agenda item 6.
- Benchmarking – deferred.

6) Staffing Update


Finance Manager position – after a second round of advertising and interviewing there has been no appointment made. Alternative options have been discussed with the Chair of Governors, Finance Chair and DEMAT. It has been agreed to advertise a post of Admin Assistant. As time is limited, the post will be advertised for a short period in the hope of having an appointment made and in place by the commencement of the second half of the Autumn term. The finance and admin roles will then be undertaken by the three members of staff in the office. Mrs Galloway will take on a lead role and both Mrs Galloway and the newly appointed administrator will be trained on the new finance package. The roles will be re-assessed during the course of next year and modified as necessary. There will still be segregation of duties.

One of the Midday Supervisors has resigned and is taking up a post at the Abbey College. The vacancy will be advertised next half term.

Mr Dickinson will be retiring on the 30th November. However, he has asked if there is the possibility of him continuing to work in school, although he could no longer be employed as a teacher. He is keen to work as a cover supervisor (HLTA). The Headteacher has contacted the HR department who have advised that this could be a post which can be advertised internally. Mr Dickinson would be prepared to work 4 days per week and could therefore continue to cover PPA and class release. This scenario would be very beneficial to the school. Should this appointment go ahead then Mr Dickinson would still leave as a retired teacher at the end of November but would then be re-employed as an HLTA from the commencement of the Spring term.

All Governors were happy to agree to this. The headteacher will advertise the post internally and will update the Chair of the Committee on the outcomes.

ACTION: Headteacher to advertise HLTA post internally and advise Chair of outcome.

Minutes Approved : Signed  Dated 02/12/15

7) **EPM Update**

- Some new pay increases have been introduced. The Headteacher has contacted the DEMAT regarding these as they are the Employer.
- The National Living Wage which comes into force next year will not have a significant impact on the budget as it will only affect the pay of some of the Midday Supervisors.

8) **Policies for Approval**

Critical Incidents - Governors were provided with a copy of the policy prior to the meeting (see attached). The Headteacher clarified to Governors who the Critical Incidents Management Team consisted of. The policy needs to be updated with DEMAT contact numbers. With this amendment Governors agreed to approve the policy.

ACTION: Headteacher to update policy with DEMAT contact details.

9) **Resources Report**

Governors were provided with a copy of the report at the meeting (see attached). Additional points/information raised were:

- **Solar PV Panels** – Continue to generate income.
- **Vanity Unit replacement** – Awaiting further quotes.
- **Decking Area of Ampitheatre** – safety surfacing has now been installed.
- **Redevelopment of Reception outdoor area** – still awaiting quotation. Additionally, a quote is also being sought to replace the door and window in the classroom to ensure better accessibility.
- **Atrium Roof** – repairs are in hand.

Finance

The new finance system is underway, there have been some initial problems with coding to budget areas but it is hoped this will be overcome by the school monitoring curriculum budget lines separately as necessary. With the retirement of the school Bursar, new staff will undertake financial training.

DFC – It has been suggested that schools may become responsible for managing and monitoring their own DFC.

10) **Health & Safety Update**

Governors were advised that a new online reporting system has been introduced to report accidents which have resulted in a pupil/person having to attend a doctor or hospital.

There have been two reportable incidents since September, one in reception class, involving a child cutting their head and one where a Year 1 child had slipped and hit their head on the climbing frame.

11) **AOB**

Mr Hazell advised that at the recent Parish Council meeting the possibility of funding for traffic calming measures on Owls End was discussed. Mr Hazell asked if the school could supply a letter support which could be forwarded to the County Council along with support from local residents.

Additionally, some bushes and shrubs require some pruning around the fenced area between the school and play park and the fence and the footpath on the field.

**ACTION: Letter to be compiled and forwarded to Mr Hazell
Bushes and shrubs to be pruned as necessary**

12) **Dates of next meetings**

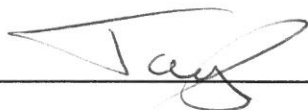
The dates for the next meetings are arranged as follows:

Local Governing Body – 16th November 2015

Committees - 2nd December 2015

The meeting closed at 8.45pm.

Minutes Approved : Signed



Dated

02/12/15