

## Minutes of Resources Committee Meeting - Wednesday 2<sup>nd</sup> December 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 b Thompson

Clerk: Mrs J Galloway

Meeting commenced at 7.00pm

### 1) Apologies for Absence

All Committee members present.

### 2) Declaration of Interest

There were no declarations of interest.

### 3) Approve Minutes of Resources Committee Meeting of 13-10-15

The minutes of the Resources Committee of 13-10-15 were approved and signed by the Chair as a true record.

### 4) Matters Arising

- Critical Incidents policy has been updated
- Still awaiting quotes on Vanity Units
- Replacement of Reception Window & Door – still awaiting quote
- Atrium Roof repairs – believed to be in hand – to be checked

### 5) Update on Finance Training

Day one of Finance training has been undertaken at Ely. This has enabled ordering and payment of invoices to commence. The second day of training will cover the budget.

Currently the office staff have no access to the bank account therefore are unable to download bank statements which is required to undertake the month end.

However, Governors were advised that the office staff were confident that the training and support offered by the DEMAT will enable them to manage the financial package.

Governors will be updated further at the next Resources meeting.

### 6) Policies & Procedures for Review and Approval

**Charging & Remissions Policy** - Governors were provided with a copy of the policy prior to the meeting (see attached). No changes were made to the policy and it was approved by the Governors.

**Lettings** - Governors were provided with a copy of the policy prior to the meeting (see attached). After discussion, one amendment was made to the policy under point 3. Final sentence to read; 'The Governing Body will review the charges on an annual basis'. The policy was agreed by Governors with this amendment.

**Travel Claim Reimbursement** – The Headteacher advised governors that currently employees were paid reimbursement of travel claims (mileage) via EPM payroll department at 25p per mile. However, the DEMAT and all other schools within the DEMAT were paying mileage at 45p per mile which was paid to employees via an in-house sundry claim paid direct to them via BACS/Cheque from the budget. After discussion the Governors agreed that the school should make payments at 45p per mile in line with all other DEMAT schools and that this can be paid direct to employees after completion of a sundry invoice which has been authorised by the Headteacher. This is to take effect immediately.

Minutes Approved: Signed

Dated

1/3/16

**7) Staffing Update**

There have been no further changes since the last update.

Mr Dickinson will take up his post as HLTA from 5<sup>th</sup> January. In the interim Mrs Wyatt is covering some of the PPA within school. Mr Walters will be working an extra day until the end of the Autumn term. The post for a Midday Supervisor is currently being advertised.

One Teaching Assistant is currently still signed off on medical grounds, it is hoped for her return at the commencement of the Spring term. A claim has been lodged with the insurers for this absence. The hours are currently being covered in house by other Teaching Assistants. If absence is extended into the Spring term a review of timetabling will need to take place.

**8) Health & Safety Update**

There have been no accidents or incidents to report.

The Headteacher and Mr Hazell will be arranging to undertake a Health & Safety walk around the school and premises.

**9) AOB**

Mr Hazell reported that the 'Bury Lights' switch on went very well, was well attended and the choir performed wonderfully and the behaviour of the pupils was very good.

**10) Dates of next meetings**

The dates for the next meetings are arranged as follows:

Local Governing Body – 28<sup>th</sup> January 2016

Committees - 1<sup>st</sup> March 2016

The meeting closed at 7.25pm.

Minutes Approved:

Signed



Dated

1/3/16