



MEETING OF THE RESOURCES COMMITTEE ON MARCH 4TH 2019 AT 8.30AM IN THE SCHOOL

PRESENT: Mike Waterson (MW), Hilary Priest (HP), Rob Hill (RH),
Ian Stewart (IS)

IN ATTENDANCE: Debbie Horton (Clerk), Sandie Lovell (SL),
Business Manager

Minutes

1	Welcome & Apologies for Absence Laura Partridge sent her apologies.
2	Attendance & Declaration of Interest The governors signed the attendance form. There were no conflicts of interest.
3	Election of Chair This item was moved to the end of the meeting.
4	Minutes of last meeting on 15th October 2018. The minutes were agreed as a correct record.
4.1	Matters arising from last minutes 3.1 Benchmarking. This had been completed, see item 11 below. The minutes moved to Part 2 confidential minutes at 8.35am. The meeting moved back to Part 1 minutes at 8.40am. 6. SL to compile an Asset Management Plan, and RH and NR to monitor and report back to the committee. For discussion at item 6. 7. IS and SGM to meet to discuss Health, Safety and Premises. For discussion at item 10. 8. Clerk to circulate Safeguarding, Whistleblowing and 2018 Pay policies to board. Completed. Action: RH and SL to review catering costs
5/ 5.1	Budget monitor and draft budget 2019-20 Governors received the latest FRS monitor, a budget comparison for the last four years and a draft 2019/20 budget. The meeting moved to Part 2 confidential minutes at 8.40am. The meeting moved back to Part 1 minutes at 9.30am The committee agreed that another Resources meeting was necessary before the FGB on March 28 th and after the Finance Officer visit on March 19 th . Action: Clerk to arrange extra Resources committee meeting.
6	Asset Management Plan SL clarified that the school's asset management plan was held by NPS (who manage school buildings for Devon County). It could be viewed online with a login and password, which she would supply to IS. It was agreed that governors would be kept informed of the quinquennial surveys undertaken by MPS, through the Facilities group, who met monthly. SL confirmed that a maintenance schedule is kept with the Asset Management Plan.
7	Audit The committee had received a copy of the report. RH said that feedback from the auditor had been good, and only minor issues had arisen. SL was thanked for her high standard of work. The committee went through the issues to be addressed: <ul style="list-style-type: none"> • The GIAS website had been corrected and updated. • The Clerk had included the number of annual meetings held by each committee on the committee terms of reference, as suggested. • It was noted that governors needed to see an annual CFR and outturn statement and that this would be noted in the minutes. • The Asset Management Plan's location had been clarified. It was to be monitored and responded to in the first instance by the Facilities group, who would then feed in information to the Resources committee so that they could monitor risk, the maintenance schedule and its impact on the budget.

	<ul style="list-style-type: none"> A gifts and hospitality register will be set up and kept in the school office. IS will find a template and send to SL. Any gift over the sum of £25 will be declared and registered. This will be noted in the Finance Policy. The Finance policy will be re-considered to include points suggested by the Auditor, see item 10. <p>Action: IS to provide SL with template for gifts and hospitality register.</p>
8	<p>SFVS</p> <p>To prepare for submission by March 31st 2019.</p> <p>The committee addressed those items requiring governor input, the main change being that RH was now Finance Lead and had completed Finance training. SL will make the amendments and it will be brought to the next Resources meeting.</p> <p>Action: SL to update SFVS for the next Resources meeting.</p>
9	<p>Health and Safety and Facilities</p> <p>Simon Gifford-Mead and HP met with KIER on the 13th February 2019 to look at outstanding issues. Many were resolved over half-term, for example, the replacing of guttering, the carrying out of a drainage survey, and the inspection of the boiler.</p> <p>Those issues to be met by the school were:</p> <ul style="list-style-type: none"> A damp wall in the studio Classroom ventilation <p>IS had completed a Health and Safety walkabout with Simon Gifford-Mead and had identified other issues which require investigation or monitoring:</p> <ul style="list-style-type: none"> A fingerguard is missing from the Flame/Bay doors A door in the hall is leaking oil from the hydraulic mechanism There is a problem with the radiators at the end of the piping run The car park barrier had been vandalised, but is in working order There is a crack on the balcony above the reception desk A risk assessment is needed for the reading dog <p>Q: RH asked who took minutes for the Facilities group. A: HP said that Simon Gifford-Mead had written them up as a governor's visit, but IS will now write a report for the Resources committee.</p> <p>Action: The facilities group to attend to the outstanding repair and maintenance issues and report back to the Resources committee.</p>
10	<p>Policies</p> <p>The Lettings policy was approved.</p> <p>The Charging and Remissions policy was approved with the addition of the statement that 'in the event that a child purposefully causes damage to school property, the school reserves the right to charge the child's parent or guardian for the cost of that damage'.</p> <p>The governors discussed amendments to the Finance policy in line with the auditor's suggestions that computer security and inventory management, including a writing off limit for the Head, should be included. It was agreed that the written content of the policy could be clearer, and examples from other schools would be researched.</p> <p>Action: Clerk to send Finance policy examples to RH, MW and HP.</p>
11	<p>Benchmarking</p> <p>The governors had received the January 2019 report. RH reported the main finding, which was that the school's self-generated income was low in comparison to other schools, particularly in the area of letting income and grants. The committee agreed to look into this further.</p> <p>SL reported that Devon schools are now required to choose their own energy supplier. Devon County had decided to continue with Laser, the current supplier.</p> <p>The committee agreed that SL should go to tender for the contract, and use the Southwest Hub as a resource. The committee will receive an update at the next Resources meeting.</p> <p>Action: Resources Committee to look into other sources of income generation, in particular through lettings. Action: SL to obtain quotes for energy supply to the school.</p>

12	Governors' monitoring visits from this committee There were none, other than the Health and Safety walkabout dealt with at item 9.
13	Business brought forward by the Chair There was none.
3	Election of Chair Rob Hill was nominated and elected as Chair of the committee. The position of Vice-Chair now becomes vacant.
14	Date & time of next meetings Resources Committee Monday 9 th May at 8.30am FGB March 28 th 2019 at 6pm Resources before March 28 th TBA

The meeting ended at 10.15am

Summary of Actions Table

Item	To do	By whom	By when
4.1	RH and SL to review catering costs	SL/RH	For extra Resources meeting
5/5.1	Clerk to arrange extra Resources committee meeting.	Clerk	By end of week
7	IS to provide SL with template for gifts and hospitality register.	IS	For next scheduled Resources meeting
8	SL to update SFVS for the next Resources meeting.	SL	For extra Resources meeting
9	The facilities group to attend to the outstanding repair and maintenance issues and report back to the Resources committee.	Facilities group	For next scheduled meeting
10	Clerk to send Finance policy examples to RH, MW and HP.	Clerk	For extra Resources meeting
11	Resources Committee to look into other sources of income generation, in particular through lettings.	All	For next scheduled meeting
11	SL to obtain quotes for energy supply to the school.	SL	For extra Resources meeting