



MEETING OF THE RESOURCES COMMITTEE ON OCTOBER 17TH 2017 AT 8.30AM IN THE SCHOOL

PRESENT: Simon Gifford-Mead (SGM), Mike Waterson (MW), Laura Partridge (LP).

IN ATTENDANCE: Debbie Horton (Clerk)

Minutes

		By whom	By when
1	Welcome & Apologies for Absence Hilary Priest sent her apologies. Jen Tierney was absent, and Louise Taylor had not been on the distribution list, and was absent.		
2	Attendance & Declaration of Interest The governors signed the attendance form. There was no declaration of interest.		
3	Election of Chair and Vice-Chair Laura Partridge was elected Chair of the committee. It was agreed that absent members will be contacted about the Vice-Chair position, and an election will take place at the next meeting.		
4	Approval of minutes of last Resources Committee meeting on June 20th 2017 The minutes were AGREED as a correct record.		
5	Matters Arising from minutes of meeting including progress made on the actions raised Item 7: annual plan with communications plan on governors' section of website. The Head was not present to report back on this. MW tabled an annual plan drawn up by the Head, with a communications section which might usefully go on the governors' section of the website. The clerk said that the annual cycle of business should be posted there. It is in need of personalisation for the school. The clerk will go through it and make additions or amendments and then send it to the Head and MW for final adjustments. Item 8: a summary of the safeguarding audit has gone into the newsletter. Item 10: an advertisement for new governors has gone into the newsletter and there have been three expressions of interest which MW is following up. One other parent who had expressed an interest is now too busy. SGM has approached two people about becoming a governor, and will follow up one of those. MW reported to governors that, with reference to item 4, there is no longer a requirement to do a best value statement. The governors noted that the benchmarking report was done in July and reported to the July FGB meeting. Q: LP asked if the new caretaking arrangements were working well. A: SGM said that they were. Q: MW asked if there were any further developments about the outstanding gas bill. A: SGM said that nothing more had been heard. Action: Annual cycle of business to be personalised for the school and posted to governors' section of website.	Clerk/MW/Head	By next half term
6	Budget monitor MW reminded governors that the budget would be in deficit for this year, but that there was a recovery plan, as extra money from increased pupil numbers would be coming in from next September. He said that there were plans for a new teacher next year. SGM noted that the budget is very tight, and that there isn't a		

	contingency at the moment. MWV said that he would like the governors to see an indicative budget for next year and said it was important to avoid unplanned changes mid-year that had a major impact on the budget.		
6.1	5 year financial plan SGM said that there were now monthly facilities meetings, at which notes are taken. He said that there were plans for music rooms, freight storage in the car park, and a covered outdoor area for reception children. MWV said that it would be important to have a written 5 Year Plan.		
7	SIP (areas relevant to this committee) MWV said that the SIP for this term mentioned the covered outdoor area, the 5 year plan, and fundraising. SGM said that quotes had been obtained for the covered area. One was considered to be too expensive, but a much less expensive one had been received and this was under discussion. The governors noted that there is an Ofsted requirement for a covered outdoor area for younger children. The 5 Year Plan had been discussed at 6.1. MWV said that he had looked at what a number of other primary schools raised through fundraising and noted that in comparison, The Grove School raised less. He said that whilst it was not the role of governors to fundraise, they could come up with ideas for one-off items that the children could benefit from and which might be funded in this way.		
8	Staffing and personnel matters As the Head was not present, this item was not discussed.		
9 9.1	Governor visits Reports back from governor visits since last Resources meeting There have not been any visits from this committee so far this term. SGM said that he goes into the school on a regular basis as Buildings Lead, and will produce a termly report. Whilst all visits on the Governor Visits Plan have been allocated to governors, times have not yet been set. This had been tasked to the Head and will be checked on her return to school. The governors noted that they hadn't met the new staff yet. The clerk mentioned the governors' section on the website and that the personal statement and photo section had not been populated. LP will follow this up, as photos had been taken at a meeting a while ago. The committee members thought that another meeting, to monitor the budget, would be needed before the end of term. The clerk will ask the Head to suggest two dates in December. Action: LP to follow up on governor photos and bios for the website Action: Clerk to contact Head about additional Resources meeting date in December and to follow up governor visit timings.	LP Clerk	By end of November Before half term
10	Date & time of next meetings Resources Committee meeting 6 th February 2018 at 8.30am FGB meeting December 5 th at 8.30am		

The meeting ended at 9.45am

Actions Table

Item	To do	By whom	By when
5	Annual cycle of business to be personalised for the school and posted to governors' section of website	Clerk/MW/Head	After half term
9	LP to follow up on governor photos and bios for the website	LP	By end of November
9	Clerk to contact Head about additional Resources meeting date in December and follow up governor visits timings.	Clerk	Before half term

