



MEETING OF THE RESOURCES COMMITTEE ON APRIL 19TH AT 8.30AM IN THE SCHOOL

PRESENT: Mike Waterson (MW), Hilary Priest (HP), Nicky Rajska (NR)

IN ATTENDANCE: Debbie Horton (Clerk), Sandie Lovell (SL), Business Manager for item 4.

Minutes

1	Welcome & Apologies for Absence Laura Partridge and Simon Gifford-Mead had sent their apologies. Jen Tierney was absent. Mike Waterson was elected Chair for the meeting.
2	Attendance & Declaration of Interest The governors present signed the attendance form. There were no declarations of interest.
4	<p>The meeting moved to item 4 - draft budget 2018-19</p> <p>The budget position had improved since the last meeting, with an increased carry-forward of c £26, 500. SL reported that this had been achieved as a result of cuts, an increase of c £5000 in catering income, partly due to an increase of 10p to the cost of a school dinner, an increased sports grant, and an extra £2, 500 from Devon Association of Primary Headteachers (DAPH). She said that the support staff pay increase of 2% had been confirmed, and she had included a 1% pay increase for teaching staff. Further change from the last draft budget included a support teacher for 6 hours a week. HP said that the budget did not include one support staff position, which was needed for September, for .4 hours per week, and £1000 had been included to cover for an error made last year, when one teacher's salary should have gone up to a UPS3. The committee revisited the question of the mutual fund, since the budget was in a healthier position, but agreed that their decision not to subscribe this year should remain.</p> <p>SL agreed to look into buying photocopying paper in bulk and storing in the school, to save costs, as historically, this cost had often gone over budget.</p> <p><u>ACTION</u> SL to look into bulk buying and storing photocopy paper to make savings.</p> <p>The committee agreed to recommend the budget to the full governing board at its meeting on April 24th.</p>
3	The meeting moved back to item 3 - minutes of the last meeting
3.1	Approval of minutes of last meeting on March 5th 2018 The minutes were agreed as a correct record.
3.2	<p>Matters arising from February 6th 2018 and March 5th 2018 minutes</p> <p>5. It was agreed that the clerk would collate governor profiles. Photos will be taken at the FGB on 24th April.</p> <p><u>ACTION</u> Clerk to collect governor profiles for website</p> <p><u>ACTION</u> Governor photos to be taken at FGB on April 24th</p> <p>7. The skills audit had been circulated and there are three to collect. The clerk will chase.</p> <p><u>ACTION</u> Clerk to chase governors who had not completed skills audit</p> <p>8. The letter to the PTA from the Chair had been sent. He had not received a reply yet.</p> <p>8. NR had started to research grants and collect information. The next step is to meet with the Head.</p> <p><u>ACTION</u> NR and Head to meet to discuss grants</p>

	<p>8. ME's funds target indicator is in progress.</p> <p>10. SGM, ME and SL had completed a health and safety walk. HP reported that the snagging list is still being followed up with Keir. The ventilation issue had received an independent report which is being discussed with Kier. Work to start the construction of a canopy is due to start soon. There is a facilities meeting every month. MW asked that notes were made from those meetings as a record, and for the committee to see.</p> <p><u>ACTION</u> Notes to be made recording facilities meetings and reported to Resources Committee</p> <p>11. HP and Sam Wilkinson had looked into setting up clear lock-down procedures and decided that since a fire alarm, bell and whistle couldn't be used, as these were used for other purposes, an alarm, "lock down", would be raised by voice, and children would be supported to run and hide. All staff had been made aware of this and a practice would take place on the next INSET day in September.</p> <p>12. Madeline Eaton had been appointed as governor link for data protection and Sophie Clark had been appointed the Data Protection Officer. They are due to meet before the end of May.</p> <p>13. The Clerk had sent safeguarding training link to ME, SB, and NR. She would follow up two of those requests.</p> <p><u>ACTION</u> Clerk to chase governors who hadn't completed safeguarding training</p> <p>4. MW had sent a letter to Sarah Wollaston about school funding and its effect on The Grove School. HP reported that she had met with her and a further meeting with Dawn Stabb from Devon County and representatives of Public Health England had been scheduled. She would be attending as representative of the Devon Association of Primary Headteachers (DAPH). MW agreed to write a follow-up to his letter.</p> <p><u>ACTION</u> MW to write follow-up letter to Sarah Wollaston</p> <p>4. NR had collected three examples of letters to parents requesting a regular parental contribution to budget</p> <p><u>ACTION</u> NR to send example letters to Head.</p> <p>4. SL has looked into the Pay-As-You-Go IMASS service (occupational health support) and has the figures.</p> <p>5. The SFVS had been completed and sent to SL.</p> <p>The meeting moved into Part 2 confidential minutes at 9.20am. The meeting returned to Part 1 minutes at 9.25am.</p>
5	<p>Date & time of next meetings Resources meeting June 21st at 8.30am FGB meeting April 24th 2018 at 6pm</p>

The meeting ended at 9.30am

Summary of Actions Table

Item	To do	By whom	By when
4	SL to look into bulk buying and storing photocopy paper to make savings.	SL	Before end of term
3.2	Clerk to collect governor profiles for website	Clerk	By half term
3.2	Governor photos to be taken at FGB on April 24th	tbc	April 24 th meeting
3.2	Clerk to chase governors who had not completed skills audit	Clerk	By half term
3.2	NR and Head to meet to discuss grants	NR and Head	By half term
3.2	Notes to be made recording facilities meetings and brought to Resources Committee	SGM/Head	Ongoing
3.2	Clerk to chase safeguarding training completion	Clerk	By half term
3.2	MW to write follow-up letter to Sarah Wollaston	MW	By half term
3.2	NR to send example parental contribution letters to Head.	NR	

