



MEETING OF THE RESOURCES COMMITTEE ON JUNE 21ST 2018 AT 8.30AM IN THE SCHOOL

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

IN ATTENDANCE: Debbie Horton (Clerk), Sandie Lovell (SL), Business Manager for item 6.

Minutes

1	Welcome & Apologies for Absence Simon Gifford-Mead, Nicky Rajska, and Jen Tierney gave their apologies. Laura Partridge was absent. Mike Waterson was elected temporary Chair for the meeting.
2	Attendance & Declaration of Interest Those governors present signed the attendance form. There were no declarations of interest.
3	Minutes of last meeting on April 19th 2018
3.1	The Part 1 minutes of the last meeting were agreed as a correct record. The Part 2 confidential minutes were tabled at the meeting. They were agreed as a correct record.
3.2	Matters arising from last minutes 4. SL to look into bulk buying and storing photocopy paper to make savings. SL reported that there were no bulk purchasing facilities available. She said that she would buy extra reams and store them in the container as an experiment, to see if this was a potential dry storage area. 3.2 Clerk to collect governor profiles for website. Only a small number of governors had responded to the clerk's request for a short profile. It was agreed that time would be built into the July 10 th FGB meeting for profile writing. 3.2 Clerk to chase governors who had not completed skills audit. Only one governor had responded to the clerk's requests for completion and return of the form. The clerk will locate the Babcock model skills audit, which might be simpler than the NGA one which is currently used, and time will be built in at the September FGB meeting for its completion, to avoid further delays. 3.2 Governor photos to be taken at FGB on 24 th April. This didn't take place and after consent is sought by the clerk (under the new GDPR regulations) photos will be taken at the FGB on July 10 th . 3.2 NR and Head to meet to discuss grants. RH suggested asking parents via the newsletter if there was anyone who might take on researching and completing grant applications. Q: RH asked if the school had looked into installing solar panels. A: HP said that it had been researched at the building stage, but it was not cost effective for the EFA. Currently the school budget is unable to support panels. 3.2 Facilities meetings to be recorded and brought to Resources Committee. HP said that notes will be produced for the committee. She reported that the snagging list was still in operation, the ventilation issue was still ongoing and guttering, odd jobs and canopies were being addressed. 3.2 Clerk to chase safeguarding training completion. Despite requests, some governors had not done the Level 2 training. MW will follow up. HP said that Berry Pomeroy was running a safeguarding training on September 4 th to which staff and governors from The Grove were invited. 3.2 MW to write follow-up letter to Sarah Wollaston. This had been done but there had been no response. MW will resend the letter. 3.2 NR to send example parental contribution letters to Head. The FGB, at the last meeting, had decided not to go ahead with this action.
6	The meeting moved to item 6, budget monitor SL reported that since it was so early in the new financial year, nothing of significance had changed from the last monitor. She said that the high needs income had turned out to be higher than predicted. RH will meet with SL to go through the budget. ACTION SL and RH to meet to discuss budget SL left the meeting at 9.10am
6.1	5 Year Capital Plan HP reported that this was all on schedule and there were no changes.
4	School Improvement Plan (SIP)

	<p>Review of year's progress and attainments relevant to this committee</p> <p>The Head tabled an update of the SIP action plan, which summarised progress. She said that outdoor areas required attention to make them fully usable, such as canopies for each class area, a windbreak and the development of the outdoor upstairs space.</p> <p>Q: MW asked what the school's priorities were in this area. A: HP said that it was the Reception work. She said that the PTA was willing to help with funding of these projects.</p>
5	<p>Staffing</p> <p>The Head reported that the staffing structure from September had been reshaped, and strong teams were in place for all years.</p> <p>In KS1, Liz Luff is returning from maternity leave and Mark Brudenell is moving to Year 1-2 to jobshare. In KS2, Hanna Westrope is moving to Year 3-4, and a new teacher is joining the school to teach Year 6. There is a new SENDco, one TA is leaving, and one joining to replace another TA who has moved to a pastoral role.</p> <p>Q: MW asked when staff begin to work together in their new teams. A: HP said that there were days in July, plus the INSET days for transition.</p> <p>HP said that every class has acquired a vacuum cleaner and rotas will be made for children to clean their classrooms. This is based on the Japanese model, and is intended to foster a sense of responsibility amongst children for their environment and a work ethic.</p>
7	<p>Policies</p> <p>The merged Business Continuity Plan now included the shutdown protocol, and it was approved under delegated authority.</p> <p>The Lettings policy was assigned to Nicky Rajska, and the Charging and Remissions policy to RH. They will be brought to the next Resources meeting in the Autumn term.</p> <p>Rob Hill left at 9.26</p> <p>ACTION: RH to prepare Charging and Remissions policy for Autumn term Resources meeting and NR to prepare the Lettings policy.</p>
8	<p>Health and Safety</p> <p>The Head reported that SL and SGM do a regular health and safety walkabout and the outdoor play equipment is checked annually. There had not been any issues arising from either.</p>
9	<p>Governors monitoring visits from this committee</p>
9.1	<p>Finance Lead</p> <p>RH had attended a finance lead training. The committee noted that a benchmarking exercise should be carried out this term. RH to meet SL to co-ordinate.</p> <p>The terms of reference for the Finance lead are currently being revised in readiness for the September FGB meeting. A draft had been circulated to RH, MW and HP. MW said that he expected to see a clause specifying that the Lead governor would have regular meetings with the Business Manager and lead on the budget.</p> <p>ACTION RH to organise benchmarking exercise. ACTION RH, clerk and MW to continue working on draft of Finance Lead's Terms of reference for September.</p>
10	<p>Business brought forward by the Chair</p> <p>There was none</p>
11	<p>Date & time of next meeting</p> <p>FGB meeting 10th July 2018 at 8.30am</p>

The meeting ended at 9.30am

Summary of Actions Table

Item	To do	By whom	By when
6	SL and RH to meet to discuss budget	SL/RH	Before end of term
7	RH to prepare Charging and Remissions policy for Autumn term Resources meeting and NR to prepare the Lettings policy.	NR, RH	Next Resources meeting
9.1	RH to organise benchmarking exercise.	RH	By end of term
9.1	RH, clerk and MW to continue working on draft of Finance Lead's Terms of reference for September.	RH, clerk, MW	By September FGB

