### Resources Committee Meeting Minutes: 09.05.19

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| **Date of meeting:** 09.05.2019 at 6:20pm | | **Venue:** Pratts Bottom Primary School | |
| **Chair:** Peter Ioannou | | **Clerk:** Melissa Perry | |
| **Governors present** | **Governor apologies** | **Absent** | **In attendance** |
| Emma Hodson  (Head of School) |  |  | Melissa Perry (Clerk) |
| Peter Ioannou (Chair) |  |  |  |
| June Riley |  |  |  |
| Peter Hudson |  |  |  |

**MINUTES**

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| 1. To receive and approve apologies for absence    1. All governors were present.    2. Apologies were received and accepted for Stephanie Lavelle (School Business Manager) who was unable to attend due to personal circumstances. |
| 1. To declare any interests to the meeting and to record any alterations to Governors' pecuniary/personal interests    1. No interests were declared to the meeting and no changes were noted to Governors’ pecuniary or personal interests. |
| 1. To approve the minutes of the Resources Committee meeting held on 10th January 2019    1. The minutes of the Resources Committee meeting held on 10th January 2019 were reviewed and agreed to be an accurate record of the meeting.    2. The Chair signed and dated the approved minutes. |
| 1. To consider matters/actions arising from the Resources Committee meeting held on 10th January 2019    1. Governors reviewed the action summary from the Resources Committee Meeting held on 10.01.2019.    2. **Action 1 – HoS to oversee application for the Waitrose Green Coin Scheme and look into the Foyle Foundation** The HoS confirmed that the school was successful in the WGCS for May 2019. Money raised would be used to fund an author visit. Since book week had passed it was likely to be spent on next year’s book week. The HoS had looked into the FF and had decided to delay making an application until the WGCS had finished to see how successful they were.    3. **Action 3 – HoS to check employment status of Speech & Language Therapist** The HoS confirmed that they had applied the HMRC online checking tool and written to 3 therapists about their employment status. So far only 1 had responded. *Governors recommended that invoices should not be paid until the information requested was provided. Governors also asked that paperwork be sought and kept on file in relation to information regarding employment status for audit purposes.* The HoS agreed to make sure this is done to ensure that the school could demonstrate due diligence in this matter.   **Action Point 1 – HoS to establish employment status of SEND specialist providers, obtain and retain documentation relating to same.**   * 1. Governors referred to paragraph 8.7 of the minutes which states that the HoS had asked the caretaker to*“ carefully consider maintenance works and whether they were desirable or essential. It was necessary to prioritise works given that there were limited funds and some works could be included in a longer term maintenance plan.”*Governors asked if there was a Trust template. The HoS confirmed that there was a Planned Preventative Maintenance Plan which the caretaker had completed and forwarded to the Chief Executive Officer (CEO).   2. **It was agreed that all other actions had been completed.** |
| 1. To review 2018-19 Budget Monitoring Reports    1. The January and February Budget Monitoring Reports were circulated to governors prior to the meeting. Governors focussed on the most up to date report up to 28 February 2019. A summary of discussions is set out below.    2. The budget is showing overspend on staff development costs. Previous budgets had not taken into account moderation costs. These were the only training costs outside the Trust and were essential to comply with statutory requirements. The HoS explained that they were having to use more supply staff for cover staff attending meetings. Although every effort was made to cover this in house it was not always possible. *Governors suggested that the supply cover had not been correctly coded in the budget.* It was agreed that this would need to be corrected in future budget reports.   **Action 2: SBM to check costs in relation to supply cover and re-code as appropriate.**   * 1. *Governors asked if there was likely to be further overspend.* The HoS said she did not think there would be.   2. 91% of Educational IT budget for the year has been spent as at 28 February 2019 due to yearly licences paid in advance. The HoS said that they were trying to reduce these costs however this would take time where they had to wait for subscriptions to run out. The school was now using the SIMS assessment system which could be used more effectively. The HoS reported that Keystone had provided good support and telephone training.   3. The school had been experiencing some IT issues which were covered by SNS, a Trust contractor. The school has decided to bring forward the server upgrade originally scheduled for the summer to the May half term. It was possible that some of the IT issues might continue until the upgrade was completed. The HoS said that she was providing feedback on SNS.   4. The Carry Forward was noted as being £30,564 and that there was a deficit of £2,897. The HoS said that they were continuing to work to make the school sustainable. |
| 1. Resources Committee Report    1. The HoS reported that there had been no changes to teaching staff and that a member who had been off sick had returned to work.    2. There was a brief discussion on the Sports Premium funding and how this could be utilised. The rules had become more restrictive. *Governors asked if money could be spent on Forest School.* The HoS said that funds had already been spent on Forest School and that two teachers had been trained. The school would continue to consider how to put the funds to good use. |
| 1. Building and Site Update    1. Governors had all read the report prepared by the caretaker entitled “Health and Safety update: April 2019”. The HoS summarised the key points below.    2. The caretaker now has his own office. *Governors asked if he had a window to the office providing some natural lighting.* The HoS confirmed that there was a small window and they were looking into installing a door with a glass panel.    3. The caretaker was working through a large number of risk assessments. This was ongoing and priority has been given to emergency building work.    4. Work to repair the Quiet Area Damage would commence on Monday. *Governors asked if this was covered by an insurance claim.* The HoS confirmed that it would be.    5. Works to the Lower School Fire Exit were quoted as £1480 with HWM Solutions. However, due to the field fence issues we are having to postpone this work until next year.    6. Work to the field fence would also be starting on Monday and cost £880 with HWM Solutions. *Governors asked if the workers were all DBS checked.* The HoS confirmed that most of the workers were DBS checked and that anyone without one would be working outside of the school building and be escorted in school if they needed to use the facilities.    7. The Water Risk Assessment now scores as LOW RISK (previous High Risk). *Governors were grateful to the work the caretaker had done to address this issue and Health and Safety generally at the school.*    8. The school now has an out of hours security service with 1st Ace. The HoS was previously responsible for attending the school if the alarm was set off. *Governors agreed that this had presented a risk to the HoS and approved of the out of hours security service.*    9. Overall the school had spent more than expected however this had been needed to ensure the premises are compliant with Health and Safety and other statutory requirements. The school now has a better understanding of annual servicing expenses and these would be included in the budget projections for next year.    10. The HoS reported that they had not been successful in their CIF bid for fire works. These works were considered essential and the school is appealing the decision. If the decision is upheld the school would reapply for a CIF bid next year. |
| 1. To note and list items of expenditure    1. Governors approved the following expenditure: 2. Field Fence - £880 |
| 1. Any Other Business    1. *Governors asked if the school would have a stall at the local Fete.* The HoS confirmed that they would. Parents were bringing donations and they would have a jar stall. *Governors asked if the school might ask for donations towards a specific item or project.* The HoS responded that this could be done.    2. Governors noted the upcoming Governor Visit day on 11th July. |
| 1. To determine the matters to be treated as confidential (*in accordance with Article 125 of the Articles of Association)*    1. Two items were deemed confidential. |
| 1. What difference have we made at this meeting?    1. The following were noted as having made a difference at this meeting:    2. The HoS was challenged throughout the meeting. Governors were satisfied that they had received full explanations as to how money was being spent and where there was a deficit.    3. Governors fully supported the HoS in how the money was being spent and keeping children safe was a priority. |
| 1. To consider for dates for the next Resources Committee meetings 2019-20    1. This would be decided at a future date. |

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| **The meeting closed at 7:45pm** |

**ACTION POINTS**

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| **Reference** | **Action** | **Owner** | **Status** |
| Action 1  Para 4.3 | HoS to establish employment status of SEND specialist providers, obtain and retain documentation relating to same. | EH |  |
| Action 2  Para 5.2 | SBM to check costs in relation to supply cover and re-code as appropriate. | SL |  |