

**Minutes of the Furlanesend Community Primary School Resources Committee Meeting held at the School on Monday 13<sup>th</sup> November 2017 at 9.30am**

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<b>Present</b>	Mr A Battley Mr C Chappell Mrs J Eason Mr S King Mrs R Norton Mr R Wilde	Chair of Governors Headteacher
<b>Apologies</b>	None	
<b>In Attendance</b>	Mrs S Garton	Clerk to the Governors

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**1. Welcome and Apologies**

The Clerk welcomed governors to the meeting. There were no apologies as all governors were present.

**2. Elect Committee Chair**

Verbal nominations were sought at the meeting. It was agreed that this appointment would be made at the next FGB meeting when all governors were present. It was agreed that this meeting would be chaired by Mr King as Chair of Governors.

**3. Confirm minutes of the meeting held on 4<sup>th</sup> May 2017 (Previously circulated)**

The minutes which had been previously circulated were agreed and signed as a true record of the meeting.

**4. Matters Arising**

Item 12 – Three quotes had been sought. The school will look at having a lease via the LA.

**ACTION: Headteacher**

Item 13 – It was agreed that savings would emanate and the school will speak to the Premises Manager.

**ACTION: Headteacher**

Item 14 – Since the last FGB meeting the school had asked for a refund for last year and is currently awaiting a reply.

Item 17 – The new catering contract is working well and the new cook is excellent.

**5. Budget update 2017/18**

The Headteacher distributed copies of the LFS Team Management Account Report for Schools dated 1<sup>st</sup> November which she ran through at the meeting. From and further to this a number of points were made:

- The Headteacher was complimented on her ability to keep the school's budget balanced.
- The Headteacher confirmed that the bursar had changed again. The outgoing bursar had remarked that the school was her only one which had budgeted for a 1% increase in teachers' salary as well as the annual incremental increase.
- The Headteacher was asked about the underspend on TAs budget. It was confirmed that this budget was set high as part of good contingency planning.
- The Headteacher was asked if she had any areas of particular concern. It was confirmed that there were none, although the school was slightly over on buildings.
- The Headteacher was asked about the overspend on Refuse Collection. It was confirmed that the school had estimated the cost but the eventual cost had been higher.
- The Headteacher was asked about the overspend on ICT/Broadband. It was confirmed that the previous supplier had gone and the new one was more expensive.
- The Headteacher confirmed that the rules on capital expenditure are tight. However, the school requires a new server and is currently seeking quotes. As part of this discussion Mr King asked if the photocopier and LED

lights could be secured as capital items. It was also suggested that the solar panels could be used for the LED lights. It was agreed that these issues would be investigated.

**ACTION: Headteacher**

Governors were happy with the budget position.

#### **6. Review pupil numbers and implications**

The Headteacher confirmed that the current number of pupils on roll was 105 (98 as at last meeting of this committee). The Headteacher confirmed that schools under 100 pupils seem to do better financially. Governors discussed the positive effect of the banner and signage as a way of attracting more pupils. The Headteacher confirmed that 8 pupils will be leaving but a lot of parents had been showing an interest in the school. It was agreed that the school's website was amazing.

*There was a fire alarm at 10.15am and the meeting was suspended until 10.25am.*

In answer to a question the Headteacher confirmed that the school's capacity is 150 pupils.

#### **7. Pupil Premium and Sports Premium update**

The Headteacher circulated an analysis of both Pupil Premium and Sports Premium budgets, including monthly expenditure. The Headteacher confirmed that the monies had been well spent and that a report on the impact of spend will be prepared and posted on the school's website in response to a request by governors.

**ACTION: Headteacher**

The Headteacher confirmed that the school is trialling an on-line register for sports clubs and after school activities.

#### **8. Financial issues arising from SDP**

The SDP has already been matched to the budget. The Headteacher was asked if she had specific areas for governors to monitor and it was confirmed that this could be done as a visit and report on the FAST programme.

**ACTION: Mr Chappell**

Governors discussed this project in detail with the Headteacher and the positive impact it is having.

#### **9. Staffing update – Absence; training/development; future requirements**

The Headteacher reported on the following issues:

- One of the teaching staff will be taking maternity leave in the Spring Term and an advert will be placed for maternity cover at Christmas/New Year.
- Staff training and development is linked to the SDP.

#### **10. Performance management of staff**

*NB Mr Wilde left for this item.*

The Headteacher confirmed that the process had been completed and was successful and the outcomes had been budgeted for. The Headteacher explained that any performance issues identified last year are part of specific targets this year and monitored fortnightly.

The TAs performance management process is now in line with that of teaching staff and is linked to the delivery of the SDP. There are three particular focuses: Pupil Premium children; SEN children; And an option of their choice picked with their class teacher e.g. FAST, Homework Club.

Governors agreed the outcomes which will be ratified at the next FGB Meeting.

#### **11. Premises, Risk Management, Site Security, Asset Management and Health & Safety**

The Headteacher confirmed that the latest regular fire testing was complete and work had been done on the sensors. There will be some expenditure required to lag the water tank. Governors asked the Headteacher about the fencing and it was agreed that it was fine at present. Governors asked about the Ventolin inhalers. The Headteacher confirmed that the incident of theft had been reported to the police and logged as a crime. Governors discussed whether any change to procedure was now needed and the Headteacher confirmed that this wasn't necessary at present but the situation is being monitored.

**12. Data Protection**

An article on Data Protection was circulated to governors. The Headteacher confirmed that she had been due to attend a course but a pupil issue had prevented this. It was confirmed that Data Protection is within the SDP for the school and governors to action, named individuals are responsible. and the Headteacher will be undertaking a 360-degree review and re-booking her training.

**ACTION: Headteacher**

A governor visit will be undertaken.

**ACTION: Mr King**

A review of the critical incident plan will be undertaken.

**ACTION: Headteacher/Mrs Eason**

**13. Website compliance**

Governors attendance at meetings will be posted by the School Secretary (using the minutes of meetings).

**ACTION Headteacher**

See also Item 7 above.

**14. Policies for review/approval**

The Model Pay Policy had been previously circulated and was adopted by governors.

**15. Any Other Business**

There was none.

**16. Date of next meeting**

The date will be set at the next FGB meeting.

*The meeting finished at 11.00am.*

**CHAIR:**

**DATE:**