

**Minutes of the Fourlanesend Community Primary School Resources Committee Meeting
held at the School on Thursday 11th February 2016 at 9.30am**

Present	Mrs J Eason Miss H Marks Mrs R Norton	Chair of Governors Committee Chair Headteacher
Absent	Mr A Down	
In Attendance	Mrs S Garton	Clerk to the Governors

1. Welcome and Apologies

The Committee Chair welcomed governors to the meeting. There were no apologies for absence. Mr Down was absent.

2. Confirm minutes of the meetings held on 17th December 2015 (Previously circulated) and Matters Arising

The minutes which had been previously circulated were agreed and signed as a true record of the meeting. There were no matters arising.

3. Budget 2015/16 update (NB This was taken as the last item on the agenda when the bursar could be present)

4. Benchmarking (DfE)

The DfE benchmarking report card (date unclear) was discussed by governors. Governors discussed Back Office costs. A question was asked whether the school's support staff would do more hours if required and the Headteacher felt this would be the case. The paperwork and administration was reported to be up to date now and more hours will be built into next year's budget to enable this to continue.

The Cornwall Council's 2013/2014 benchmarking report was discussed and the following areas were discussed:

- ICT spend – This area of expenditure was higher than for the previous year as there had been a purchase of new iPads. Additionally, the school's ICT spend had been very low the previous year.
- High budget carry forward – This situation was being remedied this year through targeted expenditure where required (with the support and approval of governors).
- Supply teacher budget – A full time teacher had been miscoded to this budget line (since rectified).

5. Review SLAs with Cornwall Council

The summary of SLAs for the financial year 2015/16 was circulated to governors which the Headteacher ran through at the meeting. The summary included annotated explanatory notes made by the Headteacher in order to aid understanding. All the current SLAs were highlighted in pink. A number of questions were asked to aid clarification:

- Mrs Eason asked why the budgeted and actual amounts differed and the Headteacher reported that the budget figure is the estimate made by the bursar and the actual amount is provided later when known.
- The Committee Chair asked about the SLA for the Educational Psychology Service and the Headteacher explained that the level of service varies each year according to demand.

- Mrs Eason asked about the SLA for Digital Citizenship and e-safety and the Headteacher confirmed that this included the 360 degree audit and the e-safety newsletter and parents' zone which are both published on the school's website.
- A question was asked about the School Improvement SLA and the Headteacher confirmed that this includes support, training, updates, access to HMIs, the cost of the CSIP (Paul Hodson) and fast clarification of issues as required.
- A question was asked as to why there was no SLA in place for the Fire Risk Assessments and the Headteacher reported that she makes arrangement for the local provision of this service.

Governors gave their support to the SLAs which are in place.

6. SFVS

The SFVS return will be circulated and discussed at the next meeting of this committee. Governors will be asked to assist in its completion.

7. Staffing update

The Headteacher reported that one of the teaching assistants (TA) had been on long term sickness and has now resigned. The job has been advertised attracting some good quality applicants. The Headteacher reported that one of the TAs has decided to move on elsewhere in order to become a teacher and this was considered positive for her future. The Headteacher reported that she will look at whether extra TA resources are required going forward when drafting next year's budget.

Teaching absence - The Headteacher reported that there had been 11 days of sickness absence since September 2015. She ran through the detail at the meeting.

TA absence - The Headteacher reported that there had been 46.5 days of sickness absence since September 2015. She ran through the detail at the meeting. As already reported above, the TA on long term sickness has now resigned.

The Headteacher updated governors on Mrs Champion's reduction of teaching days from five to four a week. Mrs Cunningham is providing cover for the one day a week. Both Mrs Champion and the school believe this arrangement is working well. This was discussed by governors and support given to the Headteacher that the arrangement should continue.

8. Premises, Risk Management Site Security, Asset Management and Health & Safety – Verbal update (inc. report of Health & Safety visit made)

The Headteacher updated governors on the outcome of the school's Health & Safety risk assessment visit undertaken by Cornwall Council on 9th February 2016. The report was circulated to all governors which the Headteacher ran through at the meeting. The detailed file was also available to governors for their inspection at the meeting. The Safe Use of Ladders Procedure and the DSE Assessment Procedure were also shown to governors.

The report of the visit flagged up only a few areas for improvement and governors noted the positive report. Governors felt that the layout of the report could be improved upon so it is easier to focus on the areas for improvement, as they are somewhat 'lost' within the body of the report.

The Headteacher reported that Mr Down needed to undertake a premises inspection and some concern was expressed by governors. Mr Down is also requested to undertake the Health & Safety visit as previously agreed.

ACTION: Mr Down

The Committee Chair raised the issue of community lunches as the school had previously been involved and this had been appreciated in the village. The Headteacher explained that the only issue

had been that it required a TA to accompany the children. This was discussed and it was agreed that this should be reviewed later in the year.

9. Policies for review/approval

Financial Regulations and Scheme of Delegation – It was agreed that this needs to be based on the LA's model and would go to the next FGM for approval.

ACTION: Headteacher

Health & Safety Policy - This policy had been checked as part of the LA's visit reported in Item 8.

Mrs Eason checked the school's policy file. Governors discussed the policies and it was agreed that all school policies should have a front sheet as standard.

ACTION Headteacher

10. Any Other Business

The Headteacher reported that gardening needs to be done around the school grounds. This was discussed by governors and support given to the suggestion that this could be advertised at a rate of £10 per hour for an initial period of five days in order to get on top of the work and the situation would then be reviewed. It was agreed that it was likely to require three hours a week in order to maintain the grounds and that it could potentially lead to the offer of some maintenance jobs around the site in due course which would be negotiated separately. The position would be subject to a DBS check.

ACTION: Headteacher

The Headteacher reported on the new procedure in place based on DfE guidelines in response to a bomb threat in January which affected a number of schools nationally, including Antony School. Jane Black, Head of Services has been consulted and it has been agreed that in the event of a future threat the school would evacuate the pupils to the village's Community Hall.

The Committee Chair left the meeting at 11.00am.

3. Budget 2015/16 update (NB This item was taken by Nicola Stone and Fiona Cooper (Management Accountants, Cornwall Council) who joined the meeting at 11.30am)

The LFS Team Management Account Report for Schools dated 11th February was circulated to governors at the meeting.

Fiona Cooper was introduced as she will be taking over from Nicola Stone in May.

Nicola Stone reported that the budget was as expected with little change. It was also reported that a good record existed for Pupil Premium and Sports Premium allocations. It was agreed that these would be anonymised and presented to governors at future meetings.

ACTION: Headteacher

It was confirmed that the maximum carry forward this financial year for schools in Cornwall is 14.5% and the school currently stands at 15.3% (which equates to £4,136 over the 14.5%). Nicola Stone detailed the process for bidding for carry forward monies during the next financial year.

The meeting finished at 11.45am.

Date of next meeting: Thursday 17th March, 9.30am – 10.30am.

CHAIR:

DATE: