

**Minutes of the Fourlanesend Community Primary School Resources Committee Meeting
held at the School on Thursday 19th May 2016 at 9.30am**

Present	Mrs J Eason Miss H Marks Mr S King	Chair of Governors Committee Chair
Apologies	Mrs R Norton	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. Apologies were given by and accepted from the Headteacher. There had been no apologies for absence from Mr Down who was not present at the meeting.

2. Confirm minutes of the meetings held on 17th March 2016 (Previously circulated)

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

3. Matters Arising

Item 8 – Mr Down had not come into the school to undertake a Health & Safety visit as previously agreed. Mrs Eason will arrange to speak to Mr Down.

ACTION: Mrs Eason

4. Review pupil numbers and implications

It was reported that there are currently 104 pupils on roll and this will increase to 105 from September. Mr King asked the capacity of the school and it was confirmed as being 150.

**5. Budget update (2015/16 latest position)
and**

6. Budget 2016/17 approval

The two items were taken together. The following points were made:

- It was reported that the projected outturn 2015/16 for employees' expenditure was £403,906 of a total school budget of £623,104, representing almost two thirds of the total expenditure.
- Governors discussed the expenditure for 'Supply Other' which is considered high but in future the cover will be provided by one of the teachers, Mrs Champion, and this will help reduce the amount spent.
- Governors discussed the reduced budget for 2016/17 for 'ICT/Broadband' and it was suggested that the 2015/16 expenditure included the cost of purchasing the iPads.
- Governors discussed the fact that there was no budget provision for the 'Maintenance Contract' in 2015/16 but there is £10,000 in the 2016/17 budget and that this covers the likely cost of the new handyman.

Governors agreed that the 2016/17 represented a healthy balanced budget. Governors approved the 2016/17 budget and it will go forward for approval at the next FGM.

ACTION: Clerk

7. Pupil Premium and Sports Premium update

Pupil Premium:

Mrs Eason confirmed that a governor visit report on Pupil Premium was recently circulated to governors.

There had been a full impact analysis dated 16th May showing that more able Pupil Premium children are doing well. The results were discussed at the meeting and governors felt it was a very positive report showing good progress.

Sports Premium:

A detailed report on Sports Premium by the Committee Chair has been completed with a good analysis of spend. Governors raised a concern about sustainability. Equipment has been bought and training given to Mrs Champion who has trained other teachers in the school. Mrs Champion would like support from governors to promote sporting activities around the school. Mrs Champion felt that pupil numbers are slightly down this term but there is a clash with a class that is run in the village and this needs to be given more thought. The Committee Chair will be meeting with Mrs Champion again in September as a follow up.

It was noted that Class Cremyll runs around the sports field in the morning but it is the only one.

There will be a governor visit in order to see a sports event at the school.

8. Staffing update inc. Absence; Training and development; Future structure/resource requirements

Absence:

- Reported absence in Spring term (up until 19th May) is 5.5 days by 3 teachers.
- Reported absence in Spring term (up until 19th May) is 11 days by 3 support staff (includes attendance at a funeral).
- There is no long term sickness.

Governors would like to see the previous year data.

Training and development:

A training log is kept in the school office and is reported in the Headteacher's Report.

Future structure/resource requirements:

Staff are reported to be happy within their roles. Parents will be made aware of changes after half term.

9. Monitor success of SDP and issues going forward

The SDP has been evaluated and Mr King attended the staff meeting. In addition Mr King and Mrs Eason met with the Headteacher this term and completed the SEF and its progress as it relates to the SDP. It shows clearly that the SDP is being monitored closely. Mrs Eason reported that next year she would like to have a summary of the top three priorities for improvement at the front of the report.

ACTION: Headteacher

Governors wished to show their appreciation to the Headteacher in managing the SDP process.

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

The following points were discussed:

- Mr Down has not come in to the school to undertake the Health & Safety visit as previously agreed.

ACTION: Mr Down

- Mr King mentioned the signage outside the school and that the Headteacher had asked staff for feedback. It had been agreed that a large sign would be erected outside the school along with some smaller signs. Flags outside the school are also a possibility although they will need to be maintained; perhaps daily flag raising by a pupil could be a solution. Professional photos will also be part of this publicity raising process. The timescale is September. Thanks were given to Mr King for his assistance.

11. Fire risk assessment update

Governors acknowledged the Fire Emergency Plan 2016 is a procedure which has been recently updated.

12. Policies for review/approval

Governors acknowledged that the Drugs and Alcohol Policy has been updated and is in place.

Governors acknowledged that the SMSC Policy has been updated and is in place.

13. Any Other Business

- Governors acknowledged the Annual Disinfection of Water Supply System within Buildings to BS67000 and HSG274.
- Governors noted the SLA with Project Design has decreased by £1,000 due to the discontinuance of the EWO service as the relevant pupils have left the school and the service can be bought in or provided internally.
- Mrs Eason reported that the school is looking for more governors to join its Governing Body and discussed how it might undertake this. It was agreed that an advert might be placed in *The Courier* and the SGOSS site could be explored.
- Mrs Eason reported that the LA has reached a tipping point due to the number of schools that have academised. The school needs to give some thought to its options by 2017/18.

14. Confirm date of next meeting

The date of the next meeting was confirmed as **Friday 24th June, 9.30am.**

The meeting finished at 10.50am.

CHAIR:

DATE: