

**Minutes of the Fourlanesend Community Primary School Resources Committee Meeting
held at the School on Thursday 4th May 2017 at 9.30am**

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

1. Welcome and Apologies

The Committee Chair welcomed governors to the meeting. Apologies were given by and accepted from Mrs Eason. Mr Down was absent.

2. Confirm minutes of the meeting held on 3rd February 2017 (Previously circulated)

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

3. Matters Arising

It was confirmed that the actions as stated were complete.

4. Budget outturn 2016/17

The Headteacher distributed copies of the latest budget which she ran through at the meeting. From and further to this a number of points were made by and discussed with the Headteacher:

- The Headteacher reported that the final date for budget changes was Friday 12th May. However, the bursar is next scheduled to visit the school on 15th May. The Headteacher explained she had spoken to Andy Winn (LFS Team, Cornwall Council) and he had confirmed that the timing of the bursar's visit is not an issue and the school will be able to finalise its budget outturn up until the end of May/beginning of June.
- The Headteacher confirmed the process for the 2016/17 budget carry forward and in response to a question from a governor she explained that these monies are not allowed to be used as part of the 2017/18 budget setting process.
- The Committee Chair praised the school for its careful budgeting in 2016/17. In response to a question from a governor the Headteacher confirmed that the school's budget is based on pupil numbers and if the school achieves a year on year surplus future year's budgets cannot be reduced by Cornwall Council.
- The Headteacher briefed governors on the government's New Funding Formula and the impact this is having on schools nationally making budgets much tighter.
- The Headteacher briefed governors on the SLA meeting for schools which she had attended at Cornwall Council the previous day at which their package of SLAs for 2017/18 had been launched. Governors agreed that this process was very late this year.

Governors were happy with the budget position.

5. Budget approval 2017/18

The Headteacher briefed governors on the budget and explained that she will check it again next week. Governors approved the indicative budget and recommended it for approval at the FGB meeting on 29th June.

ACTION: Clerk

The Headteacher reported on the position relating to the cleaning contract and the school's intentions for 2017/18.

6. Review pupil numbers and implications

The Headteacher confirmed that the current number of pupils on roll was 98 and that since September 17 pupils have come into the school and 8 have left.

7. Monitor success of SDP ad issues going forward

The Headteacher confirmed that the SDP will be updated following the data drop. The SDP update had been delayed by the Ofsted Section 8 one day inspection which had taken place at the school on 28th March but this process will be undertaken next week.

8. Pupil Premium and Sports Premium update

The Headteacher confirmed that Pupil Premium and Sports Premium had been included as part of the Ofsted Section 8 one day inspection and it had been confirmed that the monies had been well spent.

9. Review SLAs with Cornwall Council

As mentioned in Item 4 above, the Headteacher had attended the SLA meeting for schools at Cornwall Council the previous day. The Headteacher explained that it was the first time that schools had been invited to its offices and they were able to speak to the service providers. She mentioned that it had been interesting to see how many business managers had been there from a number of MATs. Governors discussed the implications of becoming part of a MAT with the Headteacher. Governors agreed that the fact that the Headteacher is intrinsically involved in the budgeting process is logical and makes for effective budgetary control.

The Headteacher briefed governors on some of the SLAs and confirmed that there would be some changes from September, including the fact that the EVO service will be free to schools and the Occupational Health can be purchased separately as required (at a cost of £27 per usage).

It was agreed that the lateness of the SLAs launch has made the 2017/18 budget setting process difficult.

This item will need to be discussed at the next FGB meeting and should be added to the agenda.

ACTION: Clerk

10. Staffing update – Absence; training/development; performance management; future requirements

The Headteacher reported on the following issues:

- There will be no changes of staff from September as it is important for the school to have a period of stability.
- Mrs Gibbs had left the school on 3rd May and had been providing cover for Mrs Illingworth who was back at school as part of a phased return since Easter. Mrs Illingworth was now back to full time again.
- Staff training and absence will be included in the next Headteacher's Report. In response to a question from a governor the Headteacher confirmed that there had been no significant staff absences or obvious sickness patterns.

- Teaching staff performance monitoring had been completed and TA performance monitoring will be undertaken by Mrs Ferguson on 10th May. There were no issues to report.

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

There were no issues to report.

12. Photocopier lease

The current photocopier is reaching the end of its life and the Headteacher explained that the two options for replacement are either lease or purchase. The school's photocopying requirements were discussed. The Chair of Governors looked at the sales sheet/pre-printed finance agreement and agreed that it presented no opportunity for negotiation. It was agreed that he would investigate a potential option for the school. It was also agreed that the school should seek three quotes.

ACTION: Mr King/Headteacher

13. LED lights

A proposal from the contractor Brightway had been previously circulated to governors and was discussed at the meeting. It was agreed that LED lighting was the right way for the school to go and that two other quotes will also be sought.

ACTION: Committee Chair/Mr King

14. Mount Edgumbe land update

A letter from Michelmores Hughes sent on behalf of the Mount Edgumbe Estate dated 3rd April had been previously circulated to governors asking them to consider one of two options – a twenty one year lease or a tenancy. Governors discussed the options and agreed that they would wish to see legal advice from Cornwall Council (as part of its SLA). Legal advice will be sought and governors informed (NB this has now been undertaken and governors informed by email on 8th May).

ACTION: Headteacher

Governors took the opportunity to register their appreciation that the PTFA had previously agreed to pay for the increase in rent demanded by Mount Edgumbe.

15. Policies for review/approval

There were none for this meeting.

16. Review committee terms of reference in preparation for 2017/18

Governors reviewed the terms of reference (NGA model) and agreed that no changes were required.

Mr Chappell left the meeting at 10.30am.

17. Any Other Business

- School meal catering contract – The Headteacher has been working with other schools and she proposed that the school remains with Cornwall Council's catering contract when it is let later this year as the costs will be cheaper than if the school negotiated its own contract. It would also provide support and backup when necessary. Governors discussed this and agreed. In response to questions from governors the Headteacher confirmed:
 - That Cornwall Council had not yet confirmed the final contractor or price.
 - That the new Cornwall Council contract follows the prescribed healthy eating guidelines.
 - That the school has a good record of update for school meals.

This item is to be added to the next FGB agenda.

ACTION: Clerk

- Property check by DfE – The Headteacher informed governors that the DfE will be scheduling a visit to look at the condition of the school's estate.

The meeting finished at 10.55am.

CHAIR:

DATE: