

**Minutes of the Fourlanesend Community Primary School Resources Committee Meeting
held at the School on Tuesday 18th October 2016 at 9.30am**

Present	Mrs J Eason Miss H Marks Mr S King Mrs R Norton	Committee Chair Chair of Governors Headteacher
Apologies	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 Mr Down who had just experienced a family bereavement.

2. Confirm minutes of the meetings held on 19th May 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 10 – The Headteacher confirmed that Mr Down had come into the school to undertake a Health & Safety visit as previously agreed.

Item 10 – The Headteacher reported that the flags and signs were now in place and attracting positive comments. Mr King confirmed that the professional photos can go ahead as formerly discussed and the Headteacher can make contact with the photographer.

4. Budget update

The Headteacher distributed copies of the 'LFS Management Account Report for Schools' dated 13th September 2016 which she ran through at the meeting. From and further to this a number of points were discussed:

- The supply budget has been reconciled to the penny by the bursar.
- There has been a number of changes of bursars over recent months so there has been a loss of continuity.
- Governors discussed the 'Supply cover – Sickness' with the Headteacher and it was confirmed that a credit will be posted to the budget when the claim has been paid by the insurers.
- The Headteacher was asked about the 'School Meals' budget line and why £11,527 is shown in the actuals column when zero is shown in the budget columns. The Headteacher explained that this is an in and out entry and £11,527 is shown in the income column on the right of the table.
- The Headteacher was asked why the actual in the 'Supply Cover – Other' line is more than twice the budget and it was confirmed that an insurance claim is being made and awaiting payment.
- Governors asked about the 'Breakfast/After School Club' budget and the Headteacher confirmed that it had been based on the previous yet but there are more pupils attending this year because it has become more popular. It had been previously agreed to run it at a loss if needs be because it is a good facility for parents.
- It was agreed that the fact that there are two budget lines covering 'Free School Meals' may be confusing and the Headteacher will confirm the position with the bursar.

ACTION: Headteacher

Governors agreed they were happy with the budget position.

5. Review pupil numbers and implications

It was reported that there are currently 105 pupils on roll. Three more pupils may be joining after Half Term. One pupil had left to join another school to ensure a smoother transition to secondary school.

6. Pupil Premium and Sports Premium update

Pupil Premium:

The Headteacher confirmed that a full analysis is set out on the school's website which she showed to governors at the meeting. Governors discussed the data with the Headteacher. Governors also discussed the benefits of the holiday club including the impact on helping children to enjoy fruit and vegetables at home. The Headteacher ran through the other ways the school provides primary specific/specialised support and how the money is spent. The Headteacher confirmed that the school measures the impact. Governors discussed this with the Headteacher and it was confirmed that emotional impact is tracked via an audit.

The next Pupil Premium meeting with Mrs Dennehy will be in November, the evaluation of Pupil Premium spend will be available in December and the annual review of Pupil Premium strategy is undertaken in July.

Mrs Eason confirmed she had evaluated the websites of three schools this year and Fourlanesend is the best by far and contains all the data/information that it should. Governors discussed the benefit of having such a complete and up to date school website. The Headteacher reported on how she ensures that the school is compliant with the 'Gov.uk 9/9/16' guidance on keeping school websites up to date.

Sports Premium:

The Headteacher confirmed that a full analysis is set out on the school's website which she showed to governors at the meeting. The Headteacher was asked about sustainability for future years and the Headteacher confirmed it is also included on the school website. The Headteacher showed governors how the Sports Premium has been spent as set out on the school website.

7. Financial issues arising from SDP

Already discussed as part of Item 4 above.

8. Staffing update

The Headteacher reported on the following issues:

- One TA is on sickness leave for 5 weeks from this week recovering from an operation and cover is in place.
- TAs are providing one to one specific support for a child at the school.
- Staff training is provided to staff in accordance with the SDP and will be reported in the next Headteacher's Report.

9. Performance management of staff

The Headteacher confirmed that the performance appraisals for teaching staff have been completed and are now with Paul Hudson (SIP) for verification and the school is awaiting his feedback. The Headteacher also confirmed that the SIP measures the robustness of the staff targets at the start of the year. The SIP also measures the SDP and SEF for robustness.

Mrs Eason confirmed she had seen anonymised copies of the staff appraisals and had checked two in detail and met with the Headteacher to discuss them. Mrs Eason confirmed that they were completely linked to the SDP. Mrs Eason also confirmed that targets for each member of staff are linked to the needs of individual pupils.

The Headteacher reported that she uses the DfE's 'Standards for teacher's professional development' (July 2016) in order to carry out appraisals. The Headteacher confirmed that personal targets set for staff support their continuing professional development.

It was confirmed that the Headteacher's Performance Management appraisal is scheduled for 3rd November and will be undertaken along with the SIP. The outcomes of this and all other appraisals will go to the next FGM for approval.

ACTION: Clerk

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:

- As previously mentioned Mr Down has come in to the school to undertake the Health & Safety visit and the report has been written up by the Headteacher. It was shown to governors at the meeting and will be circulated by email.

ACTION: Headteacher

- The Headteacher was asked about the tidiness of the school site and it was confirmed that parents have been helping out. The Headteacher advertises for help in the school's newsletter.
- The Headteacher confirmed that a new gate has been donated and installed at the back of the field.

11. Update on school field issue

Governors discussed this issue with the Headteacher and expressed their concern at the increase in rent. It was agreed that the rate of increase was unacceptable and the Headteacher will be replying to the letter setting out governors' concerns.

ACTION: Headteacher

12. Policies for review/approval

There were none.

13. Any Other Business

There was none.

14. Confirm date of next meeting

The date of the next meeting was confirmed as **Thursday 2nd February, 9.30am.**

The meeting finished at 10.40am.

CHAIR:

DATE: