

Downs Infant School Resources Committee
Minutes.

Tuesday 10th February 2015 @ 4.30pm.

Present:

Alan Cronshaw (AC) & Jenny Smith (JS) - Chairs
Tracey Jarrett (TJ) - Headteacher
Rachel Attwell (RA) – Chair of Governors
Michael Button (MB) – Premises Manager
Niall Howell (NH)
Jules Gallagher (JG)

In Attendance:

Ann Mitchell (AM) - Bursar

Apologies:

Jonathan Cave
Sarah Axtell

1. Last Minutes of 27/11/14 - approved.

2. Declarations of Interests - none declared.

3. Premises

Accessibility plan has been drafted. TJ now to share with JC, final version will be emailed out to all governors shortly after half term.

One of the medium term strategies is to make a classroom more accessible to pupils with mobility issues. A statemented pupil with mobility issues is due to join the school in September 2015 for two days a week. The Local Authority did not agree to the school's request to enlarge a classroom. They have agreed to meet the building costs of some adaptations to the classroom. Governors will respond formally to this by writing to the Local Authority asking for more financial assistance.

Governors Inspections took place and a meeting with TJ and MB has happened to discuss a plan of actions for the works. Next inspections are booked on 9/6/15 with Niall Howell for the External and 16/6/15 with Alan Cronshaw for the Internal.

Works to fencing and shelters to be carried out from 2015/16 DFC budget.

Insurance claim outstanding from the flat roof repairs which caused a leak in the school office is progressing.

The Cemetery at the rear of the school as it is becoming overgrown and affecting the school walls. AM will call her contact to get this rectified.

As we face budgetary challenges it was discussed as to whether there is a parent/governor who could become a fundraising champion. JG agreed to lead on this area.

Governors asked if all the paperwork has been sent regarding the 2014 Health and Safety Audit ? TJ will look into this and report back to the committee.

Veolia site continues to cause a smell on occasion. RA is 'chasing' Veolia for a meeting in an attempt to discuss this ongoing issue.

Health and Safety Policy was approved by governors in February 2015. There were a couple of grammatical errors, TJ to amend prior to circulating.

RA asked who is the Educational Visits Co-ordinator . TJ reported that this is a role taken on by the Deputy Headteacher and we are currently looking for an appropriate course to support TG in carrying out this role.

Business Continuity Plan will be looked at in due course by AM.

There are still some minor snagging issues relating to the roof works.

4. Finance

Minutes of last meeting change budget on salaries from 89% to 85%.

Terms of reference ratified.

Head Teachers Report

TJ to meet shortly with AM for preliminary budget meeting for 2015-2016. had about the 2015/16 budget. Current budget is on track (2014-15), please see Finance report from Resources Committee dated 10/2/15.

Governors queried the Pupil Premium spend for this year, TJ reported that the majority goes on staffing and supply costs with a smaller proportion on resourcing.

Governors also queried Sports funding spend. TJ reported it has been used to provided gymnastics CPD for teachers and will also be used for dance CPD.

Some monies have been spent on a shed to store equipment for outdoor activities and some on playground markings. Sports funding is being received again in 2015/16 for the school. Any underspend will be carried forward.

TJ continues to look at potential budgetary cost savings. The counselling service has been identified as being an area of possible saving and we are confident we could support children within school. If there was a child who needed specialist counselling the school would work with CAMHS to ensure this happened. Governors challenged this as it was felt that this provision was very important. TJ believes that this support can be met through the school's SEN Team.

Financial Scheme of Delegation

This has been updated and will be approved at Full Governing Body in March 2015.

Debit card

This has now been received and used. It is a useful addition as it allows the purchase of things such as online books and apps for the school I pads.

MB requested that a School account be opened at Screwfix to assist in the purchase of items for building maintenance. This would speed up the present system of getting the money from petty cash each time a purchase is required. Governors gave their approval to go ahead and set up a Screwfix account.

Lettings charges

These are being increased from April 2015 and all hirers are aware, none have cancelled their bookings. TJ has agreed that hirers using the hall for a two hour period will be charged at £25 for two hours rather than £15 x 2.

Planned Expenditure

There was no planned expenditure needing approval.

Any Other Business

JS raised the issue of Residents' Parking Permits, which for the last two years have been paid for by the school and allocated to individual staff members. She pointed out that there may be tax implications which should be looked into. TJ will look into this issue.

AM and JS will meet later this week to review the schools SFVS, which will be circulated to Resources Committee members and then to FGB.

Date of next meeting: Tuesday 21st April at 15.45pm