

DOWNS INFANT SCHOOL

MINUTES OF: Resources Committee Meeting held at the school

DATE OF MEETING: Monday 11 January 2016	CHAIR: Mr Alan Cronshaw / Jules Gallagher
MINUTES RECORDED BY: Giulie Ankers (Clerk)	DATE OF NEXT MEETING: Monday 23 May 2016 3.45pm

PRESENT: Jonathan Cave (JC); Alan Cronshaw (AC); Jules Gallagher (JG); Niall Howell (NH); Tracey Jarrett (TJ); Tony Fallowfield (TF)

In Attendance: Michael Button (MB); Ann Mitchell (AM)

Mrs Giulie Ankers *Clerk*
Started at 3.50pm

Ended: 5.20pm

	Action
1. Apologies for Absence	
Apologies received and accepted from Rachel Attwell (RA); Tony was welcomed to the committee. It was noted that SA is no longer a member of the Resources Committee	
2. Opportunity to declare business interests	
None were declared.	
3. Minutes of the meeting held on 28 September 2015 and Matters Arising	
Minutes were ratified at FGB with amendment to title of minutes amended.	
4. Premises update	
<p>Reception – Astroturf and Awning</p> <p>Astroturf and awning works have been completed for reception. This will work well for the Reception Year increasing opportunities for outdoor learning. There have been some issues with an echo in the room to the side of the awning. If it was possible the school and governors would aspire to create outdoor learning for all years. At the moment it is an explicit requirement for Early Years and would be best practice for KS1. The awning has created outdoor learning cover for rain and sun.</p> <p>A governor has been looking at grant databases and there are possibilities to apply for grants to fund more Astroturf – possible for the bottom playground. Premises Manager agreed to obtain a quote for astroturf to be submitted for a grant application.</p>	MB/JG

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<p>School Entrance The new lobby area works well giving additional safeguarding of children ensuring they are unable to open doors by themselves. Governors agreed it is effective for the time being however the school may wish to look at the gate buzzer system at a later date.</p> <p>Adapted Classroom (needed September 2016) Governors discussed the summer projects including adaptations to the classroom for disabled access. BHCC is looking at changes required to shelving, cabinet, sink, flooring, pipe work etc; consideration has to be made as to which classroom is best suitable to adaptation with consideration to costs. There will be a meeting with the council in the spring term to plan the works. AC agreed to attend. MB to notify AC of date.</p> <p>CDM 2015 – No reply has been made from Martin Heasman.</p>	<p>MP→AC</p>
<p>5. Future works</p>	
<p>Trip Hazard at school entrance MB explained that slabs of the front path by the entrance gate had lifted due to tree roots. It is quite a significant lift. The tree roots need to be dug up, slabs removed and area tarmaced. DFC money will be used. Governors asked about the council's contractors list. TJ explained that 3 quotes are obtained and the school looked at value for money and a previous history of quality workmanship. The school is not required to use the council's contractors list.</p> <p>Shelter and Fencing repairs Repairs are needed for shelter and fencing around the playground and the pond area, the school plans to carry out repairs on both shelter and fencing. FODIS is contributing monies towards the pond area clear-up.</p> <p>As requested by governors the Headteacher has included future building works in the School's Development Plan – these were discussed. Work is needed to replace toilets and cloakroom hooks. Replacement of the toilets will be expensive and work will need to be done on a rolling programme.</p> <p>A parent governor reported that FODIS had discussed putting money into the upper playground; the boat, circular benches, climbing area and also flattening-out the area. The boat's dedication will remain. It is important that money raised by FODIS is used on items that parents can see and that the school would otherwise not be in a position to purchase.</p> <p>MB spoke to Martin Heasman and the school does not come under the umbrella of CDM. Governors would like this situation clarified. The Headteacher asked if AC could draft an e-mail to Martin Heasman requesting clarification and she would submit it on governors' behalf.</p>	<p>TJ</p>
<p>6. Standing Items</p>	
<p>Veolia – Smell and compensation update Nothing to report. There was a donation from Veolia of £2000 last year. Parent voice is very useful and strong in this matter.</p>	
<p>7. School Inventory</p>	
<p>The school inventory will be carried out by the Finance Chair and the Bursar. All new items are</p>	

<p>now included on the inventory and any write-offs go to FGB for approval.</p>	
<p>8. Governors H&S Inspections</p>	
<p>AC carried out an internal inspection on 7 January 2016 following Niall Howell's external inspection on 9th December 2015.</p>	
<p>9. Business Continuity Plan</p>	
<p>The Business Continuity Plan has been completed. If the school is unable to use its own premises the Governors and Headteacher will need to laise with the LA to find new temporary premises as no suitable local building has been identified. Governors asked about the confidentiality of the document with regard to email addresses. The Bursar assured governors that the document is kept on a confidential drive on the school's computer system and is confidential to the office.</p>	
<p>FINANCE 10. Budget outturn</p>	
<p>It had been agreed that the Outturn forecast would be produced for this meeting (January) to see if governors found it a useful document. Governors discussed the document and asked the Bursar to explain aspects of it. All agreed it was a useful document and so will be used from now on as a budget forecast report for governors.</p> <p>Governors asked about insurance to cover long-term absence, the Headteacher explained that schools are able to take out insurance against long term absences for teachers – with the school paying for the first 2 weeks of absence. However the insurance monies paid to school does not cover the whole cost of supply.</p> <p>An under spend is currently predicted of £38,000, however given the known teacher and support staff absences for the forthcoming term the Headteacher reported that she expected this to be considerably smaller than this forecast.</p> <p>The Bursar explained that budgets for the next academic year would be notified to schools by the end of February.</p> <p>SFVS Governors asked if this document was externally scrutinised. Bursar explained that it was submitted to the LA. Action points from this process were; review of the Bursar's job description, Headteacher Absence Plan, Annual Skills Audit of Governors.</p> <p>Benchmarking – A discussion took place following circulation of this year's benchmarking analysis.</p> <p>Ongoing use of resources Governors discussed the drive to encourage schools to be more proactive in raising revenue. The Headteacher reminded governors of their stated wish to use the school as a community resource and therefore to keep letting costs low. The hall is already let out every night apart from Fridays.</p> <p>Complete Business Continuity Plan This is completed and will be presented at the FGB to be</p>	

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signed by Chair.	
AOB	FGB Agenda
The Bursar reported that the School Fund Account had been audited and closed. The audit was circulated to governors. Governors agreed them and the closing balance has been paid into the school's budget fund. SSales and YSales are the cost centre codes to cover school fund incomes and expenditures.	

Date of next meeting – Monday 23 May 2016 at 3.45pm