

# Eastchurch C of E Primary School

## Minutes of the Resources Team Meeting Held at the school on Wednesday 15<sup>th</sup> March 2017

**Present:** Aaron Janes (Chair of Resources), Tracy Ryan, Jill Stevenson-Irons, Ashlee Brawn.

**In Attendance:** Lynette Elliston (Clerk), Sarah Hunt (Head of School), Michelle Crowe (Head of School)

**Apologies:** Yvette Gutheil, Barbara Conroy (Interim Executive Head)

	Meeting commenced 12.30pm	Action																
<b>1.</b>	<p><b>Welcome and apologies for absence</b> The Chair welcomed apologies for absence were accepted from Yvette Gutheil owing to work commitments.</p>																	
<b>2.</b>	<p><b>Declaration of Business Interests</b> None</p>																	
<b>3.</b>	<p><b>Minutes of the previous meeting</b> The minutes of the meeting 25<sup>th</sup> November 2017 were agreed for content and accuracy and signed by the Chair Actions:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 15%;">Agenda item</th> <th style="width: 30%;">Item</th> <th style="width: 25%;">Action by</th> <th style="width: 30%;">Completed</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">160710 – 06a</td> <td>Complete self review assessment and return to Chair</td> <td style="text-align: center;">All</td> <td>Ongoing</td> </tr> <tr> <td style="text-align: center;">162511 – 05a</td> <td>Research and report payment process for apprentice to Governors at next Resources meeting</td> <td style="text-align: center;">Head</td> <td>Obsolete, Apprentice leaving, no fees as below 19 years old-closed</td> </tr> <tr> <td style="text-align: center;">162511 – 05b</td> <td>Review and investigate procedure of HNF applications and feed back to Governors</td> <td style="text-align: center;">Head</td> <td>No applications to be submitted until compliance process complete, school confident with current process, completed closed</td> </tr> </tbody> </table>	Agenda item	Item	Action by	Completed	160710 – 06a	Complete self review assessment and return to Chair	All	Ongoing	162511 – 05a	Research and report payment process for apprentice to Governors at next Resources meeting	Head	Obsolete, Apprentice leaving, no fees as below 19 years old-closed	162511 – 05b	Review and investigate procedure of HNF applications and feed back to Governors	Head	No applications to be submitted until compliance process complete, school confident with current process, completed closed	
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	162511 – 05c	Contact Local Authority (LA) regarding removal of HNF and implications	IEHT	Completed, closed *nb	
	162511-05d	Review processes and communications for SENCO and TAs	Head/IEHT	Completed, closed	
	162511 – 05e	Investigate possibility of transfer of funds from E12	IEHT	Funds would be part of rollover, completed, closed	
	162511 – 06a	Add Business Continuity Plan to FGB agenda	Clerk	Completed, closed	
	162511 – 06b	Benchmarking to next Resources agenda	Clerk	Completed, closed	
	162511-06c	Review of non teaching pay to next Resources agenda	Clerk	Completed, Heads to manage and feedback costs, closed	
	162511 - 09	SFVS to next Resources agenda	Clerk	Completed, closed	
	<p>NB* Head shared new pupil joining where High Needs Funding (HNF) application had been made. Significant Admin Support would be required for SEN for the upcoming term and this would come from the budget where funds had not been used for SENCO, Governors discussed changes to admin support and agreed this would be an action for the Interim Executive Headteacher.</p> <p><b>Actions</b>  <b>Review changes to Admin Support including SEN and feedback to Governors</b></p>				IEHT
4.	<p><b>Financial Management and Governance self assessment</b>  Completed, the GB was compliant.</p>				

5.	<p><b>Budget Monitoring</b> (report circulated)  SFVS – (previously circulated) The process had been completed and the school and Governors were satisfied with the finished document, Governors would recommend this for approval at the upcoming FGB visit 21/03/2017.  Review of Non Teaching Staff - Governors had discussed the role of the GB and any requirement for a Pay Committee review, Governors agreed that following DFE guideline, this was not required and the process would be completed by the Heads of School with costs to be presented to Governors once the process was completed.  Review of Staffing Structure – This was ongoing, discussions had continued at the Strategy Group meeting, the position vacant had been re-classified as Headteacher not Executive Head, TR would present a copy of the proposed draft structure formulated at the Strategy meeting to all Governors before the FGB meeting 21/03/2017. Meetings with staff had taken place to discuss the current staff structure. Governors were advised of expected pupil numbers for the upcoming academic year, the school would remain as 2 form entry x1 per site, as present. The Clerk suggested an external presentation from Anna Rowley KCC Academies conversion Manager may provide wider understanding of Acadamisation and Federation processes should Governors require – this suggestion would be taken to FGB 21/03/2017.  Unspent balances – (monitoring documents circulated) The Heads notified Governors of purchases made from the IT budget and Artsmark purchases, the school expected £6,000.00 to be received from the Artsmark project towards the cost of art material.  Rollover – Governors discussed catering services and the quality of food which had seen improvement, pupils were relatively happy the meals provided. The contract was due for review shortly and Governors agreed that this decision should be taken to FGB.  Governors discussed the outturn figure and need to account for future salary costs of a Headteacher.</p> <p>❖ <b>Codes were queried:</b></p> <table border="1" data-bbox="183 996 1236 1339"> <thead> <tr> <th>Code</th> <th>Query</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>E14</td> <td>Cost queried</td> <td>Advised of supplies purchases made</td> </tr> <tr> <td>E22</td> <td>Cost queried</td> <td>Advised large single purchase made</td> </tr> <tr> <td>E30</td> <td>Cost queried</td> <td>Advised capital project money received and additional cost to this extracted from E30, money to go into rollover.</td> </tr> </tbody> </table> <p>Benchmarking – (circulated) Governors analysed comparative data sheet and reviewed items, Services were higher owing to 2 sites, there were no obvious items where any large differentiations. Governors had no further challenge but commented on the benefits of the exercise and requested a repeat of the process in the next Academic Year.</p>	Code	Query	Response	E14	Cost queried	Advised of supplies purchases made	E22	Cost queried	Advised large single purchase made	E30	Cost queried	Advised capital project money received and additional cost to this extracted from E30, money to go into rollover.	
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6.	<p><b>School Plan Priorities</b>  Governors were advised that there had been no significant spends against the current budget. The new school plan draft would begin in May 2017 and budget bids and planned spends from Staff would be factored by the end of term, projects would also be factored in.</p>													
7.	<p><b>Buildings/Health and Safety</b>  The drains at the St Clement site had been repaired, an incorrectly fitted pedestrian drain in the car park had been replaced, the Head and Site Team had liaised with Contractors and the cost would not be for the school to cover. The DDA action list at All Saints had been reviewed, the Local Authority (LA) had toured the school and recommended no further action was required at the current stage, the school had made adequate provision for pupils and a clearly marked disabled parking bay would be introduced to the staff car park for parents of pupils with identified need.</p>													
8.	<p><b>Any Other Urgent Business</b>  Disposal and write off policy – This was not a statutory policy, Governors had reviewed and approved the policy for recommendation at FGB.</p>													

9.	<b>Confidentiality</b> None	
10.	<b>Date of the next meeting</b> The next meeting date was agreed as Wednesday 17 <sup>th</sup> May 2017 at 12.30pm at All Saints Meeting concluded at 1.55pm	

Signed (Chair).....

Date.....