

Eastchurch C of E Primary School

Minutes of the Resources Team Meeting Held at the school on Friday 25th November 2016

Present: Aaron Janes (Chair of Resources), Tracy Ryan, Yvette Gutheil

In Attendance: Lynette Elliston (Clerk), Sarah Hunt (Head of School), Michelle Crowe (Head of School), Barbara Conroy (Interim Executive Head)

Apologies: None

	Meeting commenced 10.00am	Action																
1.	<p>Welcome and apologies for absence The Chair welcomed all and there were no apologies for absence</p>																	
2.	<p>Declaration of Business Interests None</p>																	
3.	<p>Minutes of the previous meeting The minutes of the meeting 7th October 2016 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: #cccccc;"> <th style="width: 15%;">Agenda item</th> <th style="width: 30%;">Item</th> <th style="width: 20%;">Action by</th> <th style="width: 35%;">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, by next Resources meeting.</td> </tr> <tr> <td style="text-align: center;">160710 – 06b</td> <td>Add Financial Management and Governance self assessment to next agenda</td> <td style="text-align: center;">Clerk</td> <td>Completed, closed</td> </tr> <tr> <td style="text-align: center;">160710 - 12</td> <td>Further feedback from H&S visit</td> <td style="text-align: center;">AJ</td> <td>Completed, closed</td> </tr> </tbody> </table>	Agenda item	Item	Action by	Completed	160710 – 06a	Complete self review assessment and return to Chair	All	Ongoing, by next Resources meeting.	160710 – 06b	Add Financial Management and Governance self assessment to next agenda	Clerk	Completed, closed	160710 - 12	Further feedback from H&S visit	AJ	Completed, closed	
Agenda item	Item	Action by	Completed															
160710 – 06a	Complete self review assessment and return to Chair	All	Ongoing, by next Resources meeting.															
160710 – 06b	Add Financial Management and Governance self assessment to next agenda	Clerk	Completed, closed															
160710 - 12	Further feedback from H&S visit	AJ	Completed, closed															
4.	<p>Financial Management and Governance self assessment Some completed forms had been returned and those outstanding would be completed by the next Resources meeting.</p>																	
5.	<p>Year End Budget Figures (report circulated) Governors considered the content of the report and questioned as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Item number</th> <th style="width: 40%;">Query</th> <th style="width: 35%;">Response and Action</th> </tr> </thead> <tbody> <tr> <td>E24 and I13 comments</td> <td>Governors queried outstanding payment</td> <td>Comments to be removed as payments up to date</td> </tr> <tr> <td>E05</td> <td>Governors questioned increased admin hours</td> <td>Structure of Admin would be reviewed, the increased hours were clarified and the process of paying for an Apprentice would be investigated and reported to</td> </tr> </tbody> </table>	Item number	Query	Response and Action	E24 and I13 comments	Governors queried outstanding payment	Comments to be removed as payments up to date	E05	Governors questioned increased admin hours	Structure of Admin would be reviewed, the increased hours were clarified and the process of paying for an Apprentice would be investigated and reported to								
Item number	Query	Response and Action																
E24 and I13 comments	Governors queried outstanding payment	Comments to be removed as payments up to date																
E05	Governors questioned increased admin hours	Structure of Admin would be reviewed, the increased hours were clarified and the process of paying for an Apprentice would be investigated and reported to																

		Governors at next meeting
I07	Governors questioned cost amount and purpose	Advised cost of repair for wind turbine
I03	Governors questioned reduction and amount shown (High Needs Funding HNF) £27,981.81 recoup figure had been requested of the school. Governors emphasised the priority of HNF applications and challenged the school to provide a review and feedback of the process in place	Governors advised HNF would be reclaimed owing to process of application not deemed satisfactory, Heads would investigate process applied and review circumstances with further feedback to Governors
Content from this item was contained in the part 2 confidential minutes.		
E03	Governors queried costs in comments. Governors asked if training was in place to qualify.	Training for unqualified Teacher was taking place during work placement
E09	Governors queried £4,000.00 cost	Advised staff course cost now reduced to £2,000.00
E12	Governors asked if £10,000.00 could be used to replace loss of HNF	IEHT would investigate possibility to transfer funds from E12
E19	Governors queried overspend on stationery, Governors scrutinised items and identified anomalies.	Breakdown of stationery spend was provided
<ul style="list-style-type: none"> ❖ Governors asked if salary costs had been claimed back for interim period paid during delay in hand over period from School to Contractor and were advised that this had been requested and staff morale had improved. ❖ Governors asked if there was consistency in the quality of the product and the service from the new catering provider and were advised that portion control was adequate, balanced and in line with nutritional requirements although some pupils had complained about the reduction, waste was reduced and the process considered satisfactory and more efficient. 		
E13	Governors queried item	Advised new commitment, Lawn maintenance
E15&16	Governors queried comments of obsolete credit notes, and "not up to date energy bills"	Governors were advised that the date of items were unknown. Obsolete credit notes owing to incorrect process previously applied which had been addressed.
<ul style="list-style-type: none"> ❖ Governors asked if there was evidence that energy bills were being correctly requested and processed and were advised that there was no feedback at present. ❖ Governors asked if the budget included the recruitment of the Executive Headteacher and were advised this was included to April. <p>Governors discussed the cost of the recruitment process of the Executive Headteacher and advantages and disadvantages of social media advertising, costs of existing IEHT would be managed effectively.</p>		
E27	Speech and Language costs were queried	Advised costs arrived after budget and was applicable to all schools as the service was no longer free, the service was provided if specified in "statement" and was applicable to pupils of all ages.

	<p>Action Research and report payment process for apprentice to Governors at next Resources meeting Review and investigate procedure of HNF applications and feed back to Governors Contact Local Authority (LA) regarding removal of HNF and implications. Review processes and communications for SENCO and TAs</p> <p>Investigate possibility of transfer of funds from E12</p>	<p>Head Head IEHT Head/ IEHT IEHT</p>
6.	<p>Budget Monitoring Review 6 month monitoring – Governors agreed and approved the 6 month monitoring return. Business Continuity Plan - This was due for review January 2017. Benchmarking – This had been completed in January 2016 and was deferred to the next meeting Review pay of non teaching staff – Deferred to next agenda</p> <p>Action Add Business Continuity Plan to FGB agenda Benchmarking to next Resources agenda Review of non teaching pay to next Resources agenda</p>	<p>Clerk Clerk Clerk</p>
7.	<p>School Plan Priorities Deferred to FGB</p>	
8.	<p>Buildings/Health and Safety Governors received an update from the Health and Safety Audit completed 24/11/16; No critical items were identified and there was a requirement to replace the thermostatic valves at St Clement site the cost at a cost of £5,000.00 this was owing to insufficient installations when the school was built.</p> <p>❖ Governors asked if there was an opportunity to challenge the items as fit for purpose and were advised that this would not be possible as items not serviced initially.</p> <p>Quotes would be invited for replacement valves. The sprinkler had not been serviced and faults had been identified the cost to replace/repair was £2,000.00. New fire doors were required for All Saints at a cost of £800.00 the fire audit had identified coats as a fire risk therefore doors would be introduced further along the corridor in that area and coats would be re-located. Kent County Council (KCC) advised work should be completed with immediate effect, Governors would wait for a full report.</p>	
9.	<p>Any Other Urgent Business A Finance and Governance inspection was scheduled for 07/12/2016 and Governors were advised of what expectations were of the process. Finance and SFVS training was discussed and Governors would attend as follows: SFVS – MC, AJ Finance in Governance – TR, YG (March 2017) SFVS – Governors were advised that planning should take place in preparation of the return 31/03/17 this would be reviewed prior to the next Resources meeting 13/01/17</p> <p>Action SFVS to next Resources agenda</p>	<p>Clerk</p>
10.	<p>Confidentiality Content from item 5</p>	
11.	<p>Date of the next meeting The next meeting date was agreed as 13th January 2017 at 9.30am at All Saints.</p>	

Meeting concluded at 11.30am

Signed (Chair).....

Date.....