

# ST MARY'S C OF E PRIMARY SCHOOL.

## Resources Committee Meeting

Date: 12<sup>th</sup> October 2015 Start Time: 17:50 Finish 19.35

<p>Present: A Scarrett M Peart Chair K Bines J Hope P Harris S Rowe ( Minutes)</p>	<p>Apologies: L Waters M Dendle L Beer</p>	
<p>Agenda:</p> <ol style="list-style-type: none"><li>1. Apologies</li><li>2. Declaration of Business Interests</li><li>3. Minutes from June 2015 and actions</li><li>4. Terms of Reference</li><li>5. Budget Monitor</li><li>6. School Walk reviewing School Security</li><li>7. Policy review<ul style="list-style-type: none"><li>- Governor Expenses</li><li>- Lettings</li><li>- Charging – remissions</li><li>- Redundancy</li><li>- Pay Policy</li><li>- Staff Conduct</li><li>- Staff Capability</li></ul></li><li>8. AOB.</li></ol>	<p>Minutes signed as being accurate:</p>	
<ol style="list-style-type: none"><li>1. Apologies from L Waters M Dendle and L Beer.</li><li>2. K Bines advised that his wife works at the school.</li><li>3. Previous minutes signed off and agreed Action taken.<ul style="list-style-type: none"><li>1. AS &amp; SW have put together a comprehensive job description for the caretaker plus a daily, weekly and monthly checklist. This is still a work in progress.</li><li>2. Email from KB re specialised area – this was covered in full governors &amp; reconstitution and is still a work in progress.</li><li>3. FRS training – MP to attend training in the new year.</li><li>4. Breakfast Bar – this has been extended to all KS2 children and all FSM children in KS2. Currently 3 FSM taken up.</li></ul></li></ol>		

<p>4. Combined reference to both with 1 significant amendment. The Head teacher to have the ability to spend £10,000 in consultation with chair of resources and reporting back to next available meeting of governors. KB proposed, PH seconded. All agreed.</p> <p>5. Budget Monitor will be brought to the next meeting -  <i>AS advised that all the work done in the summer – top playground, toilets and first aid area have all been done in the budget agreed.</i>  A similar carry forward will be taken to next budget.  KB mentioned the current government debate of future funding for universal infant FSM and it was agreed that any future decisions with regard to resourcing of delivery of universal infant FSM will be made with this in mind.  We have a new financial contract for gas and electric and therefore there will be a reduction in utility bills  Photocopier – Tim Miles has been in contact with new providers to lower costs. AS confirmed that we will be changing to a cheaper provider. All agreed.</p> <p>6. Policy reviews  Governor <i>Expenses – car mileage rate to be increased to HMRC minimum rate of 45p per mile.</i>  <i>Also Chair of Finance needs to be changed to Chair of resources.</i>  Lettings – Charges: <i>KB proposed keep charges as is. JH seconded.</i>  Whistleblowing and associate safe guarding: <i>AS advised that this will be brought to staff training annually.</i>  Pay Policy: <i>All agreed no amendments needed.</i>  Staff Conduct: <i>KB advised that code of conduct and review should be looked at next full governors in December.</i></p> <p>7. AOB – JH advised that he had received a letter of request from a member of staff to take a 3 day vacation on November 25,26,27 . After a long debate it was agreed that this request will be refused.</p>	<p>JH to write a letter to employee advising decision.  MP - governors to review term time leave policy</p>	
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JH mentioned the article in the Gazette re Springfield centre and did we have any concerns over potential danger re safe guarding. *AS confirmed that he had no concerns.*

Meeting closed at 19.35pm