

**MILTON ABBOT SCHOOL**  
**Resources Committee**  
**20<sup>th</sup> November 2019 – 4.30pm**

Venue: School Meeting Room

**Minutes**

	<u>AGENDA ITEM</u>	<u>PREPARATION NOTES &amp; MEETING AIMS</u>	<u>ACTIONS</u>	<u>COMMENT</u>
<b>Procedural</b>				
<b>1</b>	<b>Welcome and Apologies for Absence Declaration of pecuniary interests pertaining to this meeting</b>	CL, BC, BM & Clerk (KYD) No interests declared pertaining to this meeting.		
<b>Report of the Last Meeting and Items Brought Forward</b>				
<b>2</b>	<b>i) Approval of minutes from meeting of 11<sup>th</sup> September 2019</b>	The minutes of the meeting of the 11 <sup>th</sup> September were agreed and signed by the Chair as a true representation.		
	<b>ii) Matters arising including progress made on the actions raised</b>	No matters arising.		
	<b>iii) Update on an items not covered on the agenda</b>	ii) FRS report to be taken to FGB – 15 <sup>th</sup> Jan PP Plan has been completed. iii) Confirm Sickness is covered by school insurance.  Personnel Contract for FSU – Clare’s contract is permanent.	BC to prepare finance report for FGB CL to bring forward PP plan	
<b>Strategic Items</b>				
<b>4</b>	<b>Finance - Finance: Outcomes of Audit – Nov 19</b>	Audit is now complete; we are awaiting the written report (2 weeks). BC feels that we are presently good to high standard, an improvement over the last 3 years and there shouldn’t be any high priorities. Now	Resources committee to scrutinise audit report and ensure action plan is carried out.	

		<p>we know the process and procedures will be embedded we will be prepared for the next audit.</p> <p>Accessibility plan</p>	<p>Forward Accessibility plan to January 20</p>	
	Financial implications of Ofsted monitoring	<p>After discussion governors agreed to fund reading books to match the phonic scheme (Read, Write, Inc). CL requested approximately £1,000 to begin with.</p> <p><b>Is there an option to use the library service?</b>  <b>That option is so expensive. Read, Write Inc is longer term</b>  <b>Are the books for home reading too?</b>  <b>They are mainly for reading in class.</b></p>	<p>CL to buy books</p>	
	Finance Data Collection	<p>Waiting for assessment drop</p>	<p>Data collection standing item at every finance meeting. Report to FGB Jan 2020 –BC.</p>	
	<p>Review spending against budget plan (FRS Report)</p> <ul style="list-style-type: none"> <li>○ Pupil Premium</li> <li>○ Budget Preparation</li> </ul>	<p>PP - £16,440 (£3,440 inc)</p> <p>Human resources have the biggest impact on learning for the children therefore CL requested an additional adult to support in Snowy Owls from January to May at a cost of £4500. After looking at the budget in detail the governors agreed for the HLTA and also that monies could also be vired from SEN training budget to support children with high need to receive accelerated process.</p> <p>Governors agreed to internally advertise TA position of 2 hours, 4 days a week to support a child with SEN. Governors wish to have a separate SEN line for expenditure/income.</p>	<p>CL to employ a temporary HLTA January to May. Governors to monitor the impact of the children’s learning. BC to talk with Janet so she can clarify changes in underspend due to latest spending.</p> <p>BC to request separate SEN line in budget to bursar (Janet) via CL.</p>	
	Benchmarking to take place	<p>BC has taken time to look at benchmarking and feels we sit in the middle of spending with regards to staffing etc but is always difficult to know why other schools spending higher or lower.</p>	<p>Clerk to look for other comparison sights.</p>	

	Extended Services – FSU & Wrap Around Care	<p>BM informed the committee that the Foundation Stage Unit was making a positive impact on the school – children feeding into EY have the knowledge and understanding of the school to allow them to be ready to learn straight away.</p> <p>The unit is paying for itself with a surplus.</p> <p>Autumn term: Expenditure £9K, Income £15K</p> <p>Spring term: predicted Expenditure £9K, Income £17K</p> <p><b>Has training been accounted for from this budget?</b></p> <p><b>It appears to be staffing /running costs</b></p> <p>Funding has been applied for to support children with SEN from the summer term.</p>	<p>Janet to have FSU Exp/Inc details</p> <p>BM to monitor application of funding</p>	
	Policy Update	<p>Governors approved the Finance and Pay Policy to be ratified at FGB</p> <p>Governors agreed the updated Lettings and Capability policy.</p>	Take Finance and Pay policy to FGB 15 <sup>th</sup> January	
	Curriculum spending	<p>Budget £5.5K – spent £3K</p> <p>Will spend some of the remainder on reading books (as above) along with resources and training for spellings.</p>		
	Minibus		To forward Minibus to next agenda	
5	<p><b>Staffing Matters –</b></p> <ul style="list-style-type: none"> <li>• Staff appraisals</li> </ul>	<p>All appraisals have taken place. BC approved all of the pay increases. CL declined his increase; BC advised him that it will affect his pension in future years.</p>		
	<ul style="list-style-type: none"> <li>• Staff trends in absence, satisfaction, recruitment</li> </ul>	<p>There have been no trends in absence. Gregg has been on paternity leave. Wellbeing is strong.</p> <p>Recruitment of TAs</p>		
	<ul style="list-style-type: none"> <li>• I-trent</li> </ul>	<p>I-Trent is a new system so staff can input overtime straight to payroll. There have been a few glitches.</p> <p><b>How do we approve overtime now?</b></p> <p><b>CL &amp; MJ have the authority to approve overtime through a report that is sent back from county.</b></p>		
6	<p><b>Pre-School Matters –</b></p> <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Expenditure/Payments</li> </ul>	Discussed above under extended services		

7	<b>Strategic Partnerships – Committee Views</b>	BC will brief FGB on progress made.		
8	<b>Health and Safety: Buildings update</b> <ul style="list-style-type: none"> <li>H&amp;S audit complete?</li> <li>Asset management plan</li> </ul>	Audit is complete 95% strong	Lighting in car park is not safe to be at by H & S	
	Roof project complete?	Complete	Forward to next meeting	
9	<b>Contract Review -</b> <ul style="list-style-type: none"> <li>Devon Norse – Cleaning Alternatives</li> <li>Devon Norse – Catering</li> <li>Website review</li> </ul>	It was felt the school was too small to have its own catering as it would require 2 people. Look at requesting a reduction in management charges from Norse.  In the process of being updated. Pay for 52 weeks of the year in September. CL has been impressed with the mock up.		
10	<b>Correspondence –</b> <ul style="list-style-type: none"> <li>Feedback from DAPH (Devon Association of Primary Headteachers)</li> <li>New Governors</li> </ul>	Discussions, with unions, are on-going over pay/pensions.  Marcia and Emma are new parent governors	Clerk to send welcome pack	
11	<b>Items Not on the Agenda –</b>  Urgent Items Items taken forward to the next meeting	<b>Should each of the committees have their own mission statement or all the same?</b> <b>Every child achieving is school mission statement.</b>		
12	<b>Governor visits –</b> feedback from visits/walks that have taken place			
13	<b>Governor Training –</b> Feedback and requests			
14	<b>Date &amp; Time of Next committee meetings</b>	To be confirmed 2020		

The meeting ended at 6.05pm