

**MILTON ABBOT SCHOOL**  
**Interim Resources Meeting**  
**Wednesday 24<sup>th</sup> February 2021 – 3.30pm**

Venue: Via zoom

**Notes**

	<u>AGENDA ITEM</u>	<u>PREPARATION NOTES &amp; MEETING AIMS</u>	<u>ACTION</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>	Present: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">LA Governor</td> <td style="width: 33%;">Co-opted Governor</td> <td style="width: 33%;">Staff</td> </tr> <tr> <td>Brian Cook</td> <td>Brian Martin</td> <td>Chris Luxford - Head Teacher</td> </tr> <tr> <td>Parent Governor</td> <td></td> <td>Clerk</td> </tr> <tr> <td></td> <td></td> <td>Karen Yorke-Dunne</td> </tr> </table> RM & MV were not present.	LA Governor	Co-opted Governor	Staff	Brian Cook	Brian Martin	Chris Luxford - Head Teacher	Parent Governor		Clerk			Karen Yorke-Dunne		
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<b>Monitoring and Accountability</b>																
<b>2</b>	<b>SFVS</b>	Governors decided that BC would complete the various parts of the SFVS and then pass to CL to fill in with the details. KYD will support where needed. Once complete it will be circulated to the resources committee to challenge and agree.														
<b>3</b>	<b>Pre-budget considerations</b>	Governors discussed the whether the 4 class structure was necessary and viable. <b>How many children do we expect to have in September?</b> With all the children’s first choices for admission in September we are due to have 61 (April is the deadline for appeals). Currently we have 70 children – 5 children (within the school) have left or will leave before July. 4 are due to start and 8 will leave for secondary school. This year is in line to have £22K underspend with a £64K carry forward. It was agreed that we should request Janet to budget for a 4 class structure and draw on the reserves to have the structure we desire. BC commented on the fact that the budget is more reflective of the situation now Janet has assigned TA’s hours to the correct budget line (PP). CL has been able to secure £8K funding for SEND children.	CL & MJ to begin inputting expenditure into the funding portal  Resources committee to challenge budget 29 <sup>th</sup> March													
<b>4</b>	<b>Staff contracts</b>	CL has sought advice and would like to recommend that long standing staff that currently are on temporary contracts are made moved to	KYD to speak with FFT company secretary													

24<sup>th</sup> February 2021

Chair of Finance Committee.....

Date.....

		permanent contracts. Staff currently have the same rights but feel staff would be more settled in their role with a permanent contract. <b>Would this make a difference if the school were to join with other schools?</b> Staff would be tured across on the same contract but it is more about peace of mind during these uncertain times.	regarding contracts. Governors agreed for the suggested contracts to be made permanent.	
5	Catering	CL has received an indicative financial costing from Devon Norse which requires explanations as the figures do not match with numbers of children having meals, leaving us with a £3,534 deficit. <b>If our number are lower is there a mechanism in place to bring down our overheads?</b> It will only be the supplies that are reduced as the cook still works the same hours when all the children are in. She has not been furloughed this term. CL has arranged a meeting with the supervisor. We have considered alternative suppliers for school meals but there are very few out there. <b>We currently have 21 children for Universal meals, is that going to be reflected in the budgets?</b> There will be 4 children coming into FS so it may alter slightly.	BC to return signed form to Devon Norse regarding furlough. CL to meet with Barbara from Devon Norse with a governor (RM or BC). CL to scan and send costings to resources governors.	
6	OCRA/Sports Funding	<b>Are we obliged to spend the Sports funding this year when the children have not been in school as much?</b> Yes, we will be able to roll some of the funding over but we have plans to spend the money on sports related equipment. During lockdown we have also paid for Jess who has provided dance in a video format. We have had better value for money this lock down and OCRA have agreed to pay half for her time. We have also had to pay Mark (sports coach) when he was due to come in but chose not to. <b>Have we paid him to do something he hasn't done?</b> HR have advised us that we have to pay him we have no discretion in this instance.		
7	Learning Support	Governors discussed how teaching assistants have been utilised during lock down even when they have been unable to be physically in school. Safeguarding procedures have been followed whilst they have been supporting pupils via zoom. <b>Does that mean we will have a shortfall during this half term for HLTA support?</b> We have been able to cover with the students making a saving but we will need cover this half term until April.		
8	Investment in Foundation Classroom	Quotes had been circulated regarding a small insulated space within the foundation classroom. The funding will come from the surplus of Foundation stage income and will include resources for the area and		

		storage for FSU. <b>Is that included in the year end output?</b> It is. Governors agreed that it will benefit the children even if it is decided to move classrooms around again. As it is a temporary structure (no external walls) it can be removed if it is no longer required.		
<b>9</b>	<b>Impact from the meeting</b>	HT has been able to share thoughts and ideas with the resources committee working through situations that have arisen.		
<b>10</b>	<b>Date &amp; Time of Next committee meetings</b>	Resources - 29 <sup>th</sup> March 2021, 4pm via zoom unless restrictions have been lifted.		

CL thanked everyone for attending the meeting. The meeting ended at 4.30pm.

PP – Pupil Premium

FU – Foundation Stage Unit

HLTA – Higher Level Teaching Assistant