

CAMPSBOURNE SCHOOL

Resources Committee

Minutes of Meeting

Held on Thursday 28th January 2016, at 8.30am at the School

Committee Members	Others
*Satyen Dhana (Chair) *Karen Edgar *Eleanor Jones *David Libbert *Stuart Parker *Jonathan Smith (Headteacher) *Thierry Valancogne	Elizabeth Rarieya, School Finance Consultant Martina Coen, Clerk

* Denotes present

+ Denotes absence

PART 1

1 Welcome and Apologies for Absence

1.1 Everyone was welcomed to the meeting.

2 Minutes of the last meeting and matters arising.

2.1 The minutes of the meeting held on 22nd October 2015 were agreed as an accurate record and David Libbert duly signed them.

2.2 The minutes of the meeting held on 18th November 2015 were reviewed in Part 2.

2.3 Matters Arising

2.3.1 Item 2.2.2 - The area outside eco classroom will need attention; the HSA and Berkeley have been approached for financial assistance. The committee discussed contacting Berkley. Action: Stuart to attend initial meeting with Co-Headteachers and Berkeley
Update: Headteacher to liaise with Berkeley

2.3.2 Item 2.2.6 - Michael asked if the local authority has 'signed-off' the installation of the classroom. Action: Michael to contact Diane Grant at the local authority to establish any 'sign-off' requirements
Update: The Headteacher advised that the contractor will complete all outstanding items during the half term break. A working party has been tasked with developing a policy and timetable for using the areas

2.3.3 Item 2.3.1 - The committee discussed the current relationship with Just Swim who hires the pool for private swimming lessons. The rules of letting the pool need to be reviewed and presented to Just Swim. Action: Stuart to attend a meeting with the Co-Headteachers and Just Swim
Update: Stuart provided a verbal update on the meeting

2.3.4 Item 4.5 - Elizabeth advised that the updated Lettings policy will be submitted to the next Resources committee meeting for agreement. Action: Elizabeth to submit updated Lettings policy to Resources
Outstanding item

2.3.5 Item 5.3.4 - The committee reviewed the Finance policy and requested several minor amendments. Action: Elizabeth to make amendments and submit to Chair of Governing Body for signing
Outstanding item

2.3.6 Item 6.8.5 - Elizabeth advised that the quote is pro-rata as the cover will be added to the current policy. Action: Elizabeth to establish the end date of the current Capita policy and the cost for a full year policy including maternity and sickness cover
Update: Elizabeth provided a verbal update on the new policy and cover

2.3.7 Item 6.8.7 - Elizabeth advised that the HSA donation towards the library has not yet been received. Action: Elizabeth to discuss reprofiling this item with SLT
Update: Elizabeth advised that the item has not been reprofiled. Elizabeth is awaiting a response from the HSA. The Headteacher advised the committee that Foyles Bookstore operate a match

- 6.3 The Headteacher is investigating the appropriate training course for the maintenance of the pool. The pool has been open for the past three months with no maintenance issues.
- 6.4 Elizabeth confirmed there is a contract for Just Swim to hire the pool and advised it is due to be updated. Stuart advised that Richard Buckley has reviewed the contract and provided comments. The updated contract will be presented to Just Swim for agreement.
- 6.5 The Chair asked that the swimming pool is included as a separate line in the budget report.
Action: Elizabeth to include the swimming pool as a separate line in future budget reports

7 Health & Safety

- 7.1 Stuart advised that he attended a recent Health & Safety training session and he has some queries to be shared with the Headteacher. **Action: Stuart and Headteacher to meet to discuss H&S queries**
- 7.2 Stuart advised that the training session highlighted a possible issue with CDM liability.
Action: Stuart to confirm details of CDM liability with Fabrice at the local authority
- 7.3 Elizabeth advised that the LA Health & Safety inspection was carried out in March 2015.
Action: Elizabeth to forward LA Health & Safety inspection report to Stuart
- 7.4 A Governor asked about the details and training of fire wardens. **Action: Elizabeth to confirm details and training of fire wardens**


8 Policies

- 8.1 The Headteacher advised that he is currently reviewing all policies and the schedule for review. There were no policies for review at this meeting.
- 8.2 A Governor asked about the Safeguarding policy. The Headteacher confirmed all staff have attended Safeguarding training and have viewed the policy.

9 Any other business

- 9.1 The committee discussed the installation of blinds in the Eco Pod to regulate light and heat.
- 9.2 A Governor mentioned the Benchmarking report card referred to in the Schools Bulletin. Governors discussed the importance of benchmarking as part of the SFVS process. **Action: Headteacher to investigate the report card**

Parts 1 and 2 of the meeting ended at 10.35am

Signed..........Date ..12/4/16.....
SATYENDHIANA, CHAIR
 DAVID LIOBET
 ALTERNATE CHAIR