

CAMPSBOURNE SCHOOL

Resources Committee

Minutes of Meeting

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

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

funding scheme which may help provide books for the library. The Headteacher plans to submit a bid and will keep the committee informed.

3 Review of Quarter 3

- 3.1 Elizabeth introduced the item. The committee noted the Finance report for quarter 3.
- 3.2 The committee noted the in year quarter 3 revenue deficit as £65,188; Elizabeth advised that this is mainly due to the transfer to capital and a large spend on resources during the Autumn term.
- 3.3 The committee noted the quarter 3 capital surplus as £22,623; Elizabeth advised that this is mainly due to the transfer to revenue to capital and remaining payments due for the Eco Pod.
- 3.4 The committee reviewed the revenue spreadsheet as at 31st December 2015.
- 3.5 The committee reviewed the variances over £5,000 and associated explanations.
 - 3.5.1 I01 – The variance is due to a payroll adjustment and payroll deductions made by the LA.
 - 3.5.2 I09 – The variance is due to the number of paid for school meals being lower than anticipated.
 - 3.5.3 E01 – The budgeted figure assumed automatic increase for those within pay range however not every staff member received the increase.
 - 3.5.4 E03 – There is an overspend due to agency staff needed to provide 121 support for children with SEN. **A Governor asked about progress of EHCP applications.** Karen provided a verbal update of the progress of EHCP for three pupils. The committee discussed the importance of a full time, permanent SENCO.
 - 3.5.5 E05 - The budgeted figure assumed automatic increase for those within pay range however not every staff member received the increase.
 - 3.5.6 E10 – The sickness policy now includes maternity cover.
 - 3.5.7 E11 – The LA no longer provide this service and maternity cover is now included in the sickness insurance policy.
 - 3.5.8 E12 – Elizabeth confirmed that all coding is correct and there has been repair work in the premises.
 - 3.5.9 E19 – This includes the agreed donation from HSA towards the library which has not yet been received plus additional spend which was not budgeted for.
 - 3.5.10 E20 – The committee agreed it would be prudent to develop an ICT fund to prepare for renewal of ICT equipment. **Action: Headteacher to discuss with Elizabeth**
- 3.6 The committee noted a projected year end surplus of £261,083 (£216,640 revenue and £45,398 capital).
- 3.7 The Chair signed the quarter 3 LA submission form.

4 Date of next meeting

- 4.1 The Chair advised that the School Financial Value Standard needs to be submitted to the local authority by 31st March 2016. Elizabeth confirmed the 2014/15 Year End submission needs to be submitted to the local authority by 8th April 2016. The committee agreed that an additional meeting should be held on:
 - Wednesday 23rd March 2016 at 8.30am.
- 4.2 The committee discussed the committee meeting schedule and agreed to continue meetings at 8.30am but requested meetings to be held on a Tuesday/Wednesday. **Action: Committee Chair and Chair of Governing Body to liaise to draft 2016/17 meeting dates**

5 School Financial Value Standard (SFVS)

- 5.1 This item was deferred to the committee meeting scheduled on Wednesday 23rd March 2016 at 8.30am. The 2014/15 year end report will also be discussed at the meeting on 23rd March 2016.

6 Swimming Pool

- 6.1 The Headteacher provided a verbal update on the meeting held with Just Swim.
- 6.2 The Headteacher has asked Isabella to send an invoice to Just Swim for the hire of the pool.

- 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

SATYEN DHANA, CHAIR