

**Ashley Junior School
Resources Committee Meeting
Wednesday 16th May, 2018
at 6.00**

Present:

Tim Bradley (TB)	Chair	Local Authority
Ian Rix (IR)		Headteacher
James Rand (JR)		Co-opted
Natasha Frisk (NF)		Co-opted
Elizabeth Ward (EW)		Partnership
Norman Bullen (NB)		Partnership

Apologies:

In attendance:

Lisa Locke (LL)	Finance Officer	
Lindsay Ratcliffe	Local Authority Clerk	Meeting was quorate

Challenge Support Impact Actions

1.	Welcome and Apologies Chair opened meeting at 6.00 p.m. and welcomed all. No apologies had been received.	
2.	Declaration of Pecuniary Interest (relating to this agenda) None	
3.	Minutes of the Last Meeting. Minutes were signed by the Chair as an accurate record.	
4.	Matters arising (not dealt with elsewhere on the Agenda) A question was asked about the Disaster recovery Plan (Mentioned on SFVS). There has been no further work on this. School buys into HCC Property and Legal Services.	
5.	Budget: Review 5.1 Review Income/Expenditure to date against current budget plan 5.2 Budget planning for next financial year to meet SIP 5.3 Agree Budget 2018/19 to be presented to FGB for submission May 2018 Information and figures regarding the expenditure and budget was circulated. There was an explanation about the changes in funding for Resourced Provision and that this had reduced expected income. Funding is received in two parts: April – September (5/12) September – April (7/12). Initial projections had been made on different criteria. Finance officer had produced a budget and attended a meeting. Budget was deficit. This is not acceptable. FO worked to remove and shave expenditure from the budget and effectively produce an acceptable budget to submit. If she had not done so, EFS would have removed anything they considered unnecessary without regard to the impact upon the school. Items Removed: <ul style="list-style-type: none"> • Mini bus lease (using Community First Hants). This may cause issues due to availability. 	

	<ul style="list-style-type: none"> • Office Refurbishment • Artwork <p>There may be some future reductions in staffing costs as it is possible that a colleague may reduce hours in the next academic year.</p> <p>Other areas where savings can be made: Support Staff Insurance: 3 members of staff would need to be away at the same time before the school would gain financially.</p> <p>Questions were asked about how frequently it was used? Last year there was a claim following long term sickness of a colleague.</p> <p>There was a discussion about planning going forward: This included</p> <ul style="list-style-type: none"> • Staff leaving and not being replaced. • The impact this could have on safety. • That other schools are making redundancies. • Cost of redundancy (which is met by the local authority). • If ending resourced provision is the answer as this is costly to the school. • Cost of SENDco; this is an essential as the amount of work completed around EHCP applications (20 currently) is very specialised and time consuming. • The letter sent by HT to Felicity Rowe had to date not received any response. • Governors consider that the majority of schools must have a deficit budget. • Possibility of requesting information under the Freedom of Information Act to compare budget situation across the county. <p>Following questioning and discussion the committee agreed unanimously to accept the budget and to present this to the FGB.</p> <p>LL was thanked for the work she has completed to produce this.</p>	
6.	<p>Rent : GAP Club</p> <p>A letter had been sent to the GAP Club: to date no response has been received. The meeting with the HT had not taken place.</p> <p>Questions were asked about the rent and how the increased figures had been arrived at.</p> <ul style="list-style-type: none"> • Gap club makes use of the gym, activity room and the playground. The proposed rent takes this into consideration. • They are not being asked to pay more than any other group who rents the premises. <p>As they use the facilities during the holidays is the cost of heating and cleaning included?</p> <p>Cleaning is included. This costs the school £5.50 per half hour. In principal it should not cost the school anything to run it: it should be cost neutral.</p> <p>There was discussion around the amount paid by parents to the club and that the club has increased fees per session. At times the group has enjoyed a rent free period.</p> <p>Action: TB to arrange a meeting as well as a meeting with the GAP Club to discuss a realistic and fair rent.</p>	
7.	<p>Health and Safety:</p> <p>7.1 Health and Safety</p> <p>Fire drill held during break showed up some areas of concern. Fire Marshall responsibilities will be examined at this time. There is no fire alarm at the front of the school. Need to find out if an additional fire alarm would incur any costs to the school. If so this would be paid via devolved capital.</p> <p>7.2 To Review information included in H and S Policy</p> <ul style="list-style-type: none"> • Critical Incident Procedure <p>School has still not had a lock down drill. Initially a desk top exercise will take place then following SATs, a lock down drill.</p>	

	<p>All staff are aware of procedures.</p> <p>IR to arrange Critical Incident/Lock Down Drill before the end of term.</p>	
8.	<p>Premises:</p> <p>8.1 Site Manager's report A copy of the report was distributed. Site Manager will distribute the report prior to the meeting in future. There was a discussion about the working party/quad. This had taken place however the numbers in attendance were small. There were questions about lettings and Health and Safety issues including awareness of fire drill/evacuation procedure Apart from the Saturday morning session there is a member of staff on site. All groups sign to confirm they have completed drill. Questions were asked about the site manager's professional development and is he working in a proactive manner?</p> <ul style="list-style-type: none"> • He is enjoying working with the volunteer groups • Continues to need support with planning for example producing letters to be sent to volunteers. • Site walks take place: any issues are addressed promptly. • Site is safe • Risk assessments updated • The main entrance has been improved. 	
9.	<p>Pupil Premium and Sports Funding: PE funding is received in two payments: Government have only committed to spending continuing until 2019 so in the academic year 2019/20 only half the funding will be received.</p>	
10.	<p>Review Charging and Remissions Policies There was a discussion about the cost of visits and that a visit for Y3 had to be cancelled as insufficient individuals were willing to make a contribution. Pupil premium children: visits are usually subsidized: school pays half. It was acknowledged that all budgets are tight at the present time.</p>	
11.	<p>Landscape Project There had been a meeting with Paula Downward Drawings of plans drawn up were circulated Plan included the line of the boundary fence One gate entry Extension of car parking facilities including minibus and taxi parking Roundabout. There would be 4 additional parking bays. There would be a buzzer system in operation to enhance safety Late/early arrivals at school are currently unsupervised. The gates would be locked and opened when supervision is available. Play equipment is expensive to install however the children have said they like having natural items such as logs. All weather play surface is a low priority and will be developed over time. Questions were asked about the maintenance and costs and quotes It will be low maintenance, costed by surveyor: £60,000 actual quote: £20,000 A chart of the work has been completed identifying each step. Some can be achieved quickly. Fencing is a priority. Devolved capital would be used and replaced following the sale of the house. What happens if the property is not sold? It is believed that the property will sell eventually.</p>	

	<p>Completion of surveys was discussed. Governors agreed to surveys being completed as the results are in place for a protracted period. All happy about this unanimous decision.</p>	
<p>12.</p>	<p>Governor's Training There was a discussion around the skills audit. Clerk will bring along papers to allow all to complete an up to date audit at the FGB in June (10 mins to be allocated for this) Reminders were given that there is a wide variety of training available for governors. Many who have been governors for a significant time could find their initial training is out of date and that they should attend refreshers. The cost of this is covered by the subscription paid by the school to governor services. All receive regular emails regarding training and the governor responsible for training also send around the information. A decision for Whole Governor Training must be made at the FGB 6th June 2018.</p>	
<p>13.</p>	<p>AOB/Dates for next meeting 13.1 Sale of House</p> <ul style="list-style-type: none"> • Price has been reduced • Japanese knotweed has been found on the boundary of the school and the house and within the garden of the house. This will have to be treated. • Property Services will not take on the removal but can suggest reliable and reputable contractors. • The cost of this will be taken from devolved capital and repaid following the sale of the property. • Governors unanimously agreed to this. • Discussion with estate agents regarding sale had not been particularly helpful. • Not had viewings • Hayward Fox has been contacted. A pack regarding costs of representing the school as agents had been received. A decision was made to place the sale of the house under Hayward Fox. • Volunteers are needed to form a work party to tidy and clean the house/garden area to make it more presentable for future viewings. <p>Fun run will take place on 24th May 2018. Support/Marshalls would be welcome. There will be a presentation assembly in the afternoon. Governors were invited if they are available.</p> <p>Meeting closed at 7.55 p.m.</p>	
	<p>Minutes approved by:.....</p> <p>Signature:.....</p> <p>Position:.....</p> <p>Date:.....</p>	

