

**Minutes of the Resources,
Committee**

**At Ashley Junior School
Wednesday 3rd February 2016**

Present: Ian Rix HT (IR), James Rand (JR, Norman Bullen (NB), David Burden Chair. (DB), Natasha Fisk (NF). Tracy Stevens Note Taker. (TS) Roy Matthews (RM)

Absent: Julie Davies BM (JD).

<p><u>1. Apologies and declaration of conflict of interests:</u></p> <p>Apologies from Julie Davies BM (JD) No declaration of conflict of interests.</p> <p><u>2. Review of minutes 25/11/15 and 30/11/15</u></p> <p>25/11/15 Point 6. IR completed list of building/facilities work to be done. Meeting booked with surveyor 4/2/16. Discussions took place around Property Services. DB stated that the lack of information coming from Property Services was making it difficult to make decisions on expenditure for work that needs undertaking. As a committee, there is a need to be able to plan long term and not 1 year at a time. RM stated that for the SFVS there is a need to consider if we (Governing body) are well enough informed to make decisions on budget. Considering the present situation with the Property Services, it is clear that we are not. SFVS deadline for submitting is by end of March 2016.</p> <p>IR to clarify with Property Services what they can produce in terms of timelines for work.</p> <p>RM to voice concerns re Property Service at the next Forum meeting 23/2/16.</p> <p>Point 7. DB presented Report Index. Discussions took place around consideration of selling land. A comprehensive report put together for subsequent sub-committees – for future use. RM stated there is a need to establish land ownership first to prove the land belongs to the school.</p> <p>Sub-committee RM/DM/IR. Open to others if they would like offer assistance</p> <p>Point 9. Policies Discussion took place around adopting HCC policies. Suggestion to HCC to create templates for schools.</p>	<p>IR</p> <p>RM</p>
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<p>Point 10. Health and Safety</p> <p>Issue with no hot water in the toilets has been reported. Property services have visited twice, taken photos and are now making their assessment.</p> <p>'We are not impressed with the performance of Property Services'</p> <p>30/11/2015 No outstanding actions.</p> <p>Review of draft minutes for resourcing subcommittee 27/01/16</p> <p>Discussions took place around the following areas.</p> <ul style="list-style-type: none"> • Benchmarking Ashley Junior School sitting at the midway point Admin costs are slightly higher than other similar schools, mainly due to the appointment of a BM <p><i>RM</i> reminded committee re the value of the Business Manager and why the committee approved the appointment in the first place</p> <p>IR to develop the role of the Business Manager as part of the staff review.</p> <ul style="list-style-type: none"> • Premises. Caretaker vs Site Manager. • Staffing. Management. Can management team be reduced? How would it affect the school? Natural wastage. Reappoint at a lower salary. IR to try to map what this looks like. Jobs share. What is our legal obligation? <p>Chair ask for report on the above to be put together prior to the next FGB</p> <p>IR to arrange dates for the next subcommittee meeting and additional resourcing meeting.</p> <p><u>3. Business Report</u></p> <p>Discussions took place around the following areas.</p> <ul style="list-style-type: none"> • Delay in a supplier not being paid for 18 months • New Style I&E reporting – HCC reminds that there is a statutory obligation for governors to challenge. <i>RM</i> stated that HCC need to recognise that this governing body has a history of challenging, however some schools do not. <p>RM to raise at the forum that we have made an objection to the new reports. Governors do not always have the knowledge/time or experience to always understand the school reports. The Governing body expect to be consulted on future change.</p> <ul style="list-style-type: none"> • Reading plus. <i>IR</i> explained the programme. PP money to be used to 	<p>IR</p> <p>Sub Committee</p> <p>IR</p> <p>RM</p>
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<p>fund. Resource committee APPROVE spend. A report to the curriculum committee on student progress was requested.</p> <ul style="list-style-type: none"> • Budget Status – Committee note No Change reported. <p><u>6. Health and Safety.</u></p> <p>Glazing report. Discussions took place around the following areas.</p> <ul style="list-style-type: none"> • Protect film for windows has been ordered. 16 windows to be covered by end of March 2016. • Continued discussions around Property Services. What aspects of the Fire Safety work will be done by Property Services? (ADD TO AGENDA FOR NEXT RESOURCE MEETING) <p><u>7. Policies</u></p> <p>Health and Safety – JD still reviewing Confidentiality – RM still to be finalised Allowances and Expenses APPROVED</p> <p><u>8. SFVS</u></p> <p><i>RM</i> updated committee. Currently reviewing evidence in order to compile summary. HCC will evaluate our response against previous years and to other schools.</p> <p><u>9. AOB</u></p> <p><i>RM</i> reviewing the Management Structure in order to create a sub structure which will incorporate our statutory responsibilities. This will include staff with the following training in order to give a more comprehensive staffing picture.</p> <ul style="list-style-type: none"> • First Aid training • Fire Marshals • Data Protection. 	<p>Next meeting 11.05.16</p>
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