

**Minutes of the Resources,  
Summer Term Meeting of the Committee**

**At Ashley Junior School**

**On Wednesday 7<sup>th</sup> October 2015 at 7 pm**

**Present:** Ian Rix HT (IR), Julie Davies BM (JD). James Rand (JR, Norman Bullen (NB), David Burden Chair. (DB), Natasha Fisk (NF). Tracy Stevens Note Taker. (TS)

**Absent:** Roy Matthews (RM)

<p>1. <b><u>Apologies and declaration of conflict of interests:</u></b> Apologies from Roy Matthews. No declaration of conflict of interests.</p> <p>2. <b><u>Review of Mins 13<sup>th</sup> May 2015</u></b> The minutes were reviewed and there were no matters outstanding.</p> <p>3. <b><u>Terms of Reference</u></b> The Terms of reference were agreed. It was noted that the terms of reference should be used as an ongoing reminder of the role of the Resources Committee.</p> <p>4. <b><u>Budget – 5 Month review and financial update.</u></b> No exceptional issues reported. Reminder that the school is not allowed to set a deficit budget but it is acceptable to show an in year deficit whilst there is reserves to cover.</p> <p>5. <b><u>Review of LA Financial Report.</u></b> Committee felt that the report was disappointing and lacked point and direction. Issue remains of balancing the school finances. IR to produce a report detailing the alternatives and the implications of a staffing restructure. Deadline 25<sup>th</sup> November. Report to appear on next Resources agenda. Discussions took place around selling land and utilising school assets. Committee agreed against selling of assets to fund expenditures such as salaries.</p> <p>6. <b><u>Business Managers Report</u></b></p> <ul style="list-style-type: none"><li>• Currently below PAN.</li><li>• 2016 – 3 classes in year 3 required. IR to meet with HCC Strategic development representative (12/10/2015) to discuss how this will be managed/funded. Committee concerned this will leave the school in a worse financial state due to lagging funding. IR to express the committee's views when he meet with the HCC representative on the 12<sup>th</sup> October.</li><li>• <b>Personnel.</b> The committee agreed to continue the current process where staff appointments are made by the</li></ul>	<p>IR</p> <p>SK for resources agenda 25 11 15</p> <p>IR</p>
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<p>Headteacher. It was felt that until the restructuring report is ready a decision on future process cannot be made.</p> <ul style="list-style-type: none"> <li>• <b>Debt Control.</b> Committee noted the outstanding bill yet to be paid by Stage Coach. Committee ask that JD contacts HCC to chase this debt – small claims court.</li> <li>• <b>High Value orders.</b> Mitigate against spending where possible.</li> </ul> <p><b>7. <u>School Financial Value Standard (SFVS) – Subcommittee</u></b> Suggestion - Roy Matthews to cover this role.</p> <p><b>8. <u>Staffing</u></b></p> <ul style="list-style-type: none"> <li>• <b>Performance Management.</b> Teachers complete, Learning support almost complete.</li> <li>• 1 LSA has handed in their notice due to reduction in hours and pay. Discussion took place around cost implication of increasing hours to keep the LSA staff member. It was agreed that this would be a dangerous precedent and could not be allowed.</li> <li>• <b>Job Sharing.</b> Currently 3 job shares – complicated to manage. Discussions took place around the viability of job share.</li> <li>• <b>Date for pay committee.</b> IR to email possible dates that fall after the 09/11/15</li> </ul> <p><b>9. <u>Planned expenditure.</u></b></p> <ul style="list-style-type: none"> <li>• Getting dates for building work is proving an issue. DB requested details of property services management in order to complain about lack of communication.</li> </ul> <p><b>10. <u>Health and Safety</u></b></p> <ul style="list-style-type: none"> <li>• <b>Health and safety committee</b> now meeting every 2 weeks. Discussions took place around the role of the H&amp;S committee. NF mentioned that not all the H&amp;S issues are being actioned by site manager.</li> <li>• <b>Fire Audit.</b> A discussion took place around whether to continue with the risk assessment produced by Fire Marque or move to adopting the HCC risk assessment process. Committee <b>approved HCC risk assessment.</b></li> </ul> <p><b>11. <u>Policy Review.</u></b> Absence policy – deferred. Health and Safety policy is ongoing. Concerns raised about number of policies. JR to research model policies and best practice process for review.</p> <p><b>12. <u>Governor Visits.</u></b> 2 recent visits. RM submitted report, TS still to write and submit.</p> <p><b>13. <u>Swimming Pool.</u></b> Pool to be demolished and filled in. No date and no plans on what to do with area after.</p>	<p>IR</p> <p>IR/DB</p> <p>JR</p> <p>TS</p>
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<p>Discussions took place around other building works. IR to produce a list of planned work including what property services are meant to do, what the school are planning and what is in dispute. Report due within a month.</p> <p><b>14. <u>AOB.</u></b> Discussions took place around the state of the school. IR to produce a dream list of capital projects.</p> <p>Meeting Closed at 9:00 PM Next meeting 25<sup>th</sup> November 2015</p>	<p>IR planned building works report.</p> <p>IR</p> <p>EVALUATION 1 How have we acted Strategically 2 How have we challenged and supported 3 How have we held the School to account 4. How have we benefitted the children</p>
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