

**Minutes of the Resources,
Committee**

**At Ashley Junior School
Wednesday 29th June 2016 at 6pm**

Present: Ian Rix HT (IR), Norman Bullen (NB), Tracy Stevens (TS), Roy Matthews (RM)
Julie Davies BM (JD), Elizabeth Ward (EW).

Absent: Paul Cousins (PC), Natasha Fisk (NF)

1. Apologies and declaration of conflict of interests:

Apologies from Paul Cousins and Natasha Fisk

No declaration of conflict of interests.

2. Election of Chair

To note: Previous resource meeting minutes were reviewed and approved at the last FGB. No matters to be brought forward

RM explained that due to health reasons he was regrettably needing to step back as Chair of Resourcing. RM stressed that he was fully committed to the tasks that he had already started – includes the income/expenditure analysis project.

TS indicated that she was happy to step in as Chair. Committee formally **agreed** and **approved** this action.

3. Business Managers Report/ 4. Review of Income and Expenditure

The Resourcing Committee **noted** that the finances were all on target.

RM highlighted an issue with the GAP club which resulted in a member of the Ashley Junior school staff being left distressed.

Discussion points included

- The need to ascertain what the original contract included, what our obligations are, and how much the GAP club costs the school in being there.
- Concerns about the GAP club being Not for Profit and the implications of increasing the rent
- Tiered leasing rates
- How often we review current contracts

Actions: RM to look into our current position with the GAP Club on a non-urgent basis

IR to continue trying to set up a meeting with the GAP Club to discuss recent issues.

RM/IR

RM asked about the recent experience with the year 6 trip and issues with the Coach (more information on this can be found in the Governors visit report)

Previous experience with the Coach Company has always been good and they are used because they are the cheapest.

Actions: IR to follow up with the Coach Company.

IR

5. Staffing

Discussion points included

- Confirmation from the local authority that they have increased the number in the LSU from 10 to 14. This may change to 16 as there are 2 children from Mainstream who would benefit from being in the LSU.
- 2 extra learning support assistance will be required
- A number of EHC plans are still outstanding. Those that have been actioned are coming in with far less hours than required.
- Delays in EHC plans being actioned is resulting in uncertainty around numbers of support staff required for September 2016
- Extra Nurture provision – move in how this is managed.
- Finance Manager Recruitment. 11 Applications, 5 selected for interview.
- Pending Strike action will not affect the school.

6. Health and Safety.

It is **noted** that the Head teacher is ultimately responsible for the management of Health and Safety.

Discussion points included

- Recruitment for the H&S committee
- H&S manual is complete
- The school needs to understand what H&S is, including staff and children.
- Accident reporting. Wrong action was taken when a child from the school was knocked down on her way to school. The school should have taken a record of the incident at the time.

7. Policy Review

Discussion points included:

- Charging Policy is almost complete, some work on PP needs to be included.
- Confidentially Policy. Not yet been looked at. The current version is an HCC version and although considered fit for purpose by them it does not fit the requirements of Ashley Junior School.

<p>Actions: RM to complete the Charging and Confidentiality policy's (With no rush)</p> <p><u>8. AOB</u></p> <p>Resourcing Committee thank Julie for all her hard work in her capacity as Business Manager and wish her well with her new post.</p>	RM
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