

Minutes of the Resources Committee
Held at Ashley Junior School
Thursday 20th October 2016 at 18.00

Present: Ian Rix (Head Teacher) (I.R.), Norman Bullen (N.B.), Elizabeth Ward (E.W.), Tracy Stevens, (Chair), (T.S.), Natasha Fisk (N.F.), Lisa Locke (Finance Officer), (L.L.)

<p><u>1. Apologies and declarations of conflict of interests.</u></p> <p>Apologies from Paul Cousins, James Rand.</p> <p>No declarations of conflict of interests.</p>	
<p><u>2.</u></p> <p>Lisa Locke, the new Finance Officer, was welcomed.</p> <p><u>Re. Minutes of the 29th June meeting:</u> Arising from the minutes of the meeting of 29th June 2016: Gap Club. No progress in terms of changing and clarifying their arrangements with AJS, but all agreed that the club's activities are valued and their work should continue; I.R. reported a £120 discount from the coach company in respect of their poor performance on a recent school field trip; The minutes were approved.</p>	
<p><u>3. Terms of reference.</u></p> <p>Agreed</p>	
<p><u>4. Health and Safety.</u></p> <p>I.R. will ask Tim Bradley to join the H & S group. I.R. outlined the H & S routine, most of which is under the direction of I.R. and James Rand. The hot water in the children' toilets now works properly. A meeting with the Hampshire team re safety/premises issues will be held of 7/11. More accidents have been recorded at the school recently, but they were mainly of a trivial nature. The accident book will be monitored.</p>	<p>I.R.</p> <p>I. R. to report back.</p>
<p><u>5 & 6. Budget and Financial Expectations</u></p> <p>L.L. distributed her notes and tables regarding our financial situation. She clarified and explained a number of points as necessary.</p>	

<p>Governors thanked her for her report and she left the meeting. There was a wide ranging discussion regarding the disposal of land assets and how the proceeds might be used. Reference was made to the work previously done by David Burden and James Rand.</p> <p>The committee agreed that work of the issue should move forward. I.R. and J.R. to consider the matter and report back.</p>	I.R. & J.R
<p><u>7. & 8.: Internal Audit and SFVS</u></p> <p>I.R. to sound out J.R. & T.B. to discuss progressing these.</p>	I.R.
<p><u>9. Staffing.</u></p> <p>I.R. reported that two new L.S.A.s had begun work. One left after a few days, but the other one is doing well.</p> <p>Interviews have been arranged for the post of Senior Admin. Assistant which is vacant at present.</p> <p>The admin. apprentice is very good.</p> <p>I.R. has completed performance reviews for all teachers.</p> <p>L.S.A. reviews will be carried out after ½ term.</p> <p>There has been some progress in the performance of the site manager.</p>	
<p><u>10.</u></p> <p>I.R. has met with Steve Stowe (Hants. C.C.).</p> <p>They agreed that the childrens' toilets are a priority. Work on the electrics in the gym also require attention.</p>	
<p><u>11. Health and Safety.</u></p> <p>The H & S policy document has been completed. It is very long, but good.</p> <p>The fire audit and risk assessment is in the hands of I.R. and Hants. Fire and Rescue</p>	
<p><u>12. Policy Review.</u></p> <p>A list of policies and due dates for review has been circulated.</p>	