

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. Interviews have been arranged for the post of Senior Admin. Assistant which is vacant at present. The admin. apprentice is very good. I.R. has completed performance reviews for all teachers. L.S.A. reviews will be carried out after ½ term. 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.). 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. 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>	