

**Minutes of the Resources Committee**  
**Held at Ashley Junior School**  
**Wednesday 23<sup>rd</sup> November 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.), James Rand (J.R.), Lisa Locke (Finance Officer) (L.L.), Tim Bradley (T.B.), Daniel Ratcliff (D.R.), Daniel Barlow (D.B.)

<p><b><u>1. Apologies and declarations of conflict of interests.</u></b></p> <p>No apologies received.</p> <p>No declarations of conflict of interests.</p>	
<p><b><u>2. Annual Budget Review</u></b></p> <p>Lisa Locke, presented details of the review explaining reductions and increases in various cost centres. Notably including:</p> <ul style="list-style-type: none"> <li>i. Staff costs have decreased</li> <li>ii. Energy costs had previously been mis-calculated</li> <li>iii. IT equipment spend has been brought forward</li> <li>iv. New furniture has been acquired.</li> </ul> <p>Ian Rix explained the impending deficit in budget for future years, factors including:</p> <ul style="list-style-type: none"> <li>i. Income has not increased</li> <li>ii. Staff cost are rising especially as staff members develop their careers</li> <li>iii. Income for extra teacher in Y3 will not be paid until end of year</li> <li>iv. Now have to pay apprentice levy</li> <li>v. This is a nationwide issue</li> </ul>	
<p><b><u>3. Income and Expenditure to 31/10/2016.</u></b></p> <p>Lisa Locke, presented details explaining items over/underspent YTD.</p> <ul style="list-style-type: none"> <li>i. The number of cost centres will be reduced going forward to cut duplication and provide more clarity.</li> <li>ii. The current deficit figure appears higher than the real position due to software functionality.</li> </ul> <p>The Chair and I.R. thanked L.L for her efforts and clear explanation.</p>	
<p><b><u>4. Service Level Agreements.</u></b></p>	

<p>I.R. ran through SLA's and explained reasons why they are required.  SLA's are available for governors to review.  Some are mandatory requirements e.g. Behaviour Support.  Governors agreed they were required and approved them.</p>	
<p><b><u>5. Property Services and Planned Works</u></b></p> <p>IR outlined works required/completed</p> <ol style="list-style-type: none"> <li>i. New boiler required for the kitchen</li> <li>ii. Water storage (header) tanks replaced</li> <li>iii. Requested support for lighting in the gymnasium as they are a H&amp;S risk.</li> <li>iv. Written confirmation received that Y5 and 6 toilets will be refurbished in the summer following letters sent from the school children</li> </ol>	
<p><b><u>6. Potential sale of land / assets</u></b></p> <p>Various discussions were had about potential land/property sales and developments. Income could be used to improve the school:</p> <ol style="list-style-type: none"> <li>i. Sale of land at the front of the school possibly including the playground</li> <li>ii. The site manager's house</li> <li>iii. Potential for income generating investment e.g. all weather pitches</li> <li>iv. Development of new playground and carpark at rear.</li> </ol> <p>A sub-committee was agreed to take the subject forward as a matter of some urgency.</p>	<p>TS, JR, DR</p>
<p><b><u>7. Policy Review.</u></b></p> <p>The Complaints Procedure was approved.</p>	
<p><b><u>8 Health and Safety Update.</u></b></p> <p>IR explained the school's engagement with HCC.</p> <ol style="list-style-type: none"> <li>i. We have had an introduction session with staff and governors</li> <li>ii. There has been a review of paperwork, all found to be ok. An electronic diary is being developed to prompt and remind re issues.</li> <li>iii. They have explained the review/inspection process, there is a model site inspection with HCC on 29<sup>th</sup> November</li> <li>iv. There will be an actual inspection of property,</li> </ol>	<p>TB, JR</p>

paperwork and training plans etc on 1 <sup>st</sup> March 2017	
<p><b><u>9. Governor Visits.</u></b></p> <p>DB has visited on a number of occasions</p>	
<p><b><u>10. AOB.</u></b></p> <p>NF asked whether LL was getting extra hours to cover the HR role following changes in the office staff. IR informed that training has been provided and that currently no extra hours are required.</p> <p>JR and NB to visit the site managers house for an inspection on 1<sup>st</sup> December 2017.</p>	JR, NB