

**Ashley Junior School  
Resources Committee Meeting  
Wednesday 23<sup>rd</sup> January, 2019  
at 6.00**

**Present:**

T Bradley            Chair  
E Ward  
N Hutchins  
P Cousins  
L Henville (Acting HT)

**Apologies:**

I Rix  
N Bullen

**In attendance:**

L Ratcliffe LA Clerk

Challenge

Support

Impact

Action

**Action Grid**

Minute	Subject	Action Point	By Whom?	When?
1	HT	Send Email	Clerk	ASAP
7	Rent	To accept offer	TB	ASAP
8	Critical Incident Procedure	Enquire about template	PC	ASAP
13	Landscape Project	Confirm Solicitor	TB	ASAP

<b>1.</b>	<p><b>Welcome and Apologies</b> All were welcomed and thanked for their attendance. Acting HT gave an update o the progress of HT and asked clerk to share this with all governors.</p> <p>Apologies had been received and were accepted from NB and IR</p>	<b>Clerk to send email</b>
<b>2.</b>	<p><b>Declaration of Pecuniary Interest</b> (relating to this agenda) PC, LH (staff)</p>	
<b>3.</b>	<p><b>Minutes of the Last Meeting. (7<sup>th</sup> November, 2018)</b> Minutes were accepted as a full and complete record and signed by chair</p>	
<b>4.</b>	<p><b>Matters arising</b> (not dealt with elsewhere on the Agenda)</p> <ul style="list-style-type: none"> <li>• Still some updates to website</li> </ul>	
<b>5.</b>	<p><b>Budget: Review</b> <b>5.1</b> Review Income/Expenditure to date against current budget plan <b>5.2</b> Budget planning for next financial Year</p> <p>Finance Officer stated that the budget remains on track. We are ¾ of the way through the current budget and ¼ still remains.</p>	

	<p>Regarding the next financial year: Trying to get an early meeting with Hampshire. Chair (Resources) will attend this meeting. This is important as Finance Officer is due to begin maternity leave.</p> <p>Regarding restructuring: costs had been shared with governors prior to the meeting.</p> <p>HT was due to meet with unions on 23<sup>rd</sup> January. School have asked to delay this meeting due to HT's absence; he has all of the information to hand.</p> <p>HCC are aware that restructuring began before it was needed and that the school is taking action. HT wants to deal with this; it may be possible, however acting HT may need to do this. HT will be part of the process.</p> <p>A concern was expressed that the Finance Officer is to begin maternity leave from March and that details should be in place as far as possible.</p>	
6.	<p><b>Restructuring and Redundancies:</b></p> <p>Update This will be delayed due to the circumstances the school finds itself in. Timeline needs to be amended and checked and sent to HCC to ensure it meets requirements. The delay will cost the school an additional £22,000 this year. <b>Governors asked would this result in further redundancies?</b> Can not answer this question at the present time. Savings could be made via natural wastage. <b>A governor expressed concern about how the role of the finance officer would be covered during maternity leave; she also deals with Human Resources, spending time chasing up issues on behalf of the staff.</b> There should be some HR support provided by County during a period of maternity leave. Possibly some members of staff could take on some of the duties. Governors stated that it was important to clarify the day to day jobs which would allow the school to 'tick over' during her absence. A list of operational tasks must be produced. Finance officer has said she may be able to work from home if necessary. The amount of time to be taken as leave has yet to be confirmed.</p>	
7.	<p><b>Rent : GAP Club</b></p> <p>A meeting was held between HT, Chair (Resources) and GAP Club representative. Increase in rent was suggested it could take part in two periods and the increase made would be 50%. This year 20% is £1,000 increase and then a further increase in August 2019. It was suggested the school could run after school club as a business.</p> <p>At this point it was agreed to accept the offer made by the GAP club. Chair (Resources) will make contact.</p> <p>There was some discussion about how successful after school clubs run by the school could be and this was seen as a positive move for the future.</p>	Chair Resources
8.	<p><b>Health and Safety:</b></p> <p>8.1 Health and Safety (carried forward from last meeting) 8.2 To review information included in H and S Policy: Critical Incident Procedure Work on the disaster and recovery plan has not yet been completed. As there is H and S buy in questions were asked; is there a template available to work from?</p>	

	<p>Property Services: the school buys into this and a representative from Hampshire visits so it may be possible to get details/help in this area. A Model Critical Incident/Disaster Recovery plan is required. This information is also required for Schools Financial Value Statement (SFVS) .</p> <p>Need to be able to state</p> <ul style="list-style-type: none"> <li>• What do you do?</li> <li>• Who is told in this situation?</li> <li>• How to get plan up and running.</li> </ul>	<b>PC to enquire</b>
<b>9.</b>	<p><b>Premises:</b></p> <p><b>9.1 Site Manager's Report</b></p> <ul style="list-style-type: none"> <li>• New lighting in the gym: costs will be shared</li> <li>• Toilets: Starting to replace upgrade these during the Easter break</li> <li>• Security: Fencing quotes have been received. Planning permission has not yet been received.</li> <li>• Planning Permission for fencing was submitted on 23<sup>rd</sup> January 2019.</li> <li>• External painting: awaiting dates</li> <li>• Parent Volunteer Group: it is hoped that when the weather improves a volunteer group will be formed again.</li> <li>• Groups locking up correctly after activities is a problem: this was reported by a cleaner. Site Manager is aware of the situation.</li> <li>• Solar Panels: start date 11<sup>th</sup> February to be completed by 22<sup>nd</sup> February.</li> <li>• Need to check insurance during this work – any issues re insurance to be reported to Chair (Resources)</li> <li>• It has been noted that site manager is not on the gate at 8.45 and an increasing number of parents are driving onto the school grounds. There have been a few 'close calls' and an accident will eventually happen. Site Manager must be on the gates every day.</li> </ul>	
<b>10.</b>	<p><b>Pupil Premium and Sports Funding:</b></p> <p>EW reported to FGB</p>	
<b>11.</b>	<p><b>Policies</b></p> <p>11.1 Snow Plan: requires review date to be added; accepted</p> <p>11.2 First Aid: Accepted</p> <p>11.3 Absence (staff) :Accepted</p> <p>11.4 Finance</p> <p>11.5 Confidentiality</p> <p>11.6 Fire Safety Management</p> <p>11.7 Asbestos</p> <p>11.4, 11.6 and 11.7 to be carried forward. 11.6 and 7: awaiting return from site manager.</p>	
<b>12</b>	<p><b>School Financial Value Statement (SFVS)</b></p> <p>This had been circulated.</p> <p>TB will review it any updates are needed prior to 6<sup>th</sup> February (FGB meeting).</p> <p>There was a question about signatures on policies. Statutory documents require signature.</p>	
<b>13.</b>	<p><b>Landscape Project</b></p> <p>The school had not appointed a solicitor to oversee the land sale. Quotes were received and it was agreed to use Richard Griffiths to register the Title Deed. Planning permission for fencing has been submitted.</p> <p>There are technical issues with DfEE.</p>	<b>TB to confirm with FO</b>

<b>14.</b>	<b>Governor's Training</b> Nothing to report	
<b>15.</b>	<b>AOB/Dates for next meeting</b> 15 <sup>th</sup> May 2019 at 6.00 p.m.	