



Fen Ditton C. P. School

**Minutes of the Meeting of the Resources Committee of the Governing Body
Monday 6th November at 6.15pm**

Version Final

Present;

Rob King	Co-opted Governor
Stuart Wood	Co-opted Governor
Bryn Garrod	Co-opted Governor (Chair)
Claire Hawkins	Clerk
Mark Askew	Headteacher
Tom Barden	Co-opted Governor
Sarah Hinton	Finance Officer

Supporting Documentation:

- [1] Safeguarding Annual Audit
- [2] BCR Outturn
- [3] BCR Highlight Summary
- [4] National Funding Formula
- [5] Pupil Premium Impact Statement
- [6] MA notes on agenda
- [7] Sports Premium Funding Report

1. Meeting Attendance

There were no apologies for the meeting.

2. Register of Pecuniary Interests

No interests were declared for the meeting.

3. Minutes from Resources meeting held on 18th September 2017

The minutes were agreed as a true record of the meeting and signed by BG.

4. Matters Arising

Item 4.1 Off budget reporting of some income/expenditure. This item is now defunct, as the finance meeting has been cancelled and the BCR will not be used from January 2018.

Item 4.2 EPC digital display. RK has ordered the display. Clerk has confirmed the PTFA will fund.

Item 4.3 Whiteboards. Two have now been installed in Y1 and Y2/3 classrooms. Staff have had training on how to use.

Item 4.4 Prominent school roadside sign. RK has emailed contacts at the Council, no reply as yet. Carry forward. **ACTION RK**

Item 4.5 EYFS canopy. MA has further investigated. It is not cost effective or necessary.

Item 4.6 MA has shared the annual safeguarding audit [supporting document 1]. The audit has flagged up the need to update the e-safety policy, and update e-safety provision in school. SP and HI (computing leads) met an IT advisor today, and have training planned. E-safety week and staff training will follow next year.

A governor asked that updating the e-safety policy be prioritised, as it should be updated yearly, and was last looked at in 2015. Could it be more prominent in the SDP priorities?

MA will mark this topic more clearly in the SDP priorities summary. **ACTION MA**

Item 4.7 Governor safeguarding reading signing list. Only JP left to sign. MA reported that all staff are also updating their reading /signing records since the safeguarding and child protection policy has been updated.

Item 4.8 AL Finance meeting. Rebecca Walsh (AL COO) is happy for governors to attend the next finance meeting. MA will inform SW and TB when a date has been set. Governors will use the outcome of this finance meeting to inform actions required for the next Resources meeting in March 2018. **ACTION SW and TB**

Item 4.9 Safeguarding and Child Protection Policy. Ratified at Full Governors.

Item 4.10 Pay Policy 2017. Updated at Full Governors.

6. BCR Review [supporting documents 2 and 3]

SH informed governors that after Christmas, we will be working with a new finance system, therefore any small anomalies in the BCR should not cause concern.

A governor asked how the sports premium funding was underspent?

MA replied that the funding has recently been increased. Much of it has been allocated, but the small underspend can be carried forward.

A governor questioned why the contribution to reserves line on the BCR is showing more than expected?

SH replied that this line fluctuates depending on any other unexpected spending or underspends during the year. For example, we had budgeted on losing a significant amount of SEN funding, but in fact we have received more due to other children joining the school.

SH reported that spends of over £2k are classed as capitalised projects, which need to be signed off by the LA. At present, the LA will not sign off on projects due to imminent academisation. Therefore it is not possible to spend large portions of our reserves.

Governor thanked SH for her work on the BCR.

SH left the meeting at 6.50pm

6. New National Funding Formula [supporting document 4]

Governors commented that this is a difficult document to fully understand. Our rise in funding is 1.8% which seems average. MA is gaining more information about the funding formula at a meeting this week. He will report back his findings at the next meeting, or share via email before the meeting.

ACTION MA

7. Pupil Premium Impact Summary [supporting document 5]

See MA's notes on agenda [supporting document 6] for details. MA will add details of the percentage of pupils who have received support before putting this impact statement onto the website.

Governors confirmed that they are happy to spend PP funding in a similar way during the current year. Governors asked MA to bring details of how PP funding will be spent from January to July 2018 to the next Resources meeting in March.

ACTION MA

A governor asked if there is any standardised PP spending/impact statement template, as this system has been operational for several years now?

MA replied that he had not come across a standard template, but he will keep a look out.

8. Sport Premium Funding Report [supporting document 7]

MA reported that this funding has recently been doubled. Alice Parker has created this report and impact statement.

A governor asked how we are tracking impact of sports funding and changes in behaviour over the years?

MA replied that a parent questionnaire was planned, and the school has very much data on take up of sporting activities, AP will need to pull out the data she requires.

A governor asked if there is a sports premium report from last year, in order to use as baseline data?

MA replied that there was an overspend last year, and the report is on the website. AP is assessing the impact of the spend last year, in order to inform her forecast for the current year.

Governors discussed making less work for AP by simplifying the report with less writing, and just numbers, and adding a yearly snapshot of children's activity levels (through an in-school survey). Evidence can be picked out to support the objectives at the beginning of the report.

Governors commented that it would be helpful to see what portion of the funding has been spent before January 2018, and what will be spent from January – July 2018. **ACTION MA**

9. Capital Spending Plans

There are no capital spending plans at present, due to academisation. Governors asked that any expense of over £5k between January 2018 and the next meeting in March 2018 be circulated via BG to the committee for approval.

10. Asset Register Update

See MA notes on agenda [supporting document 6] for further details. Anglian Learning will assist with updating our current register.

11. Travel Plan Update

See supporting document 6 for further details. Governors commented that it would be great if year 6 pupils, MA and RK could cycle to the Shire Hall award ceremony.

12. Staffing and Staff CPD Update

MA reported that lunchtime staffing is still proving very difficult. See supporting document 6 for further details.

Governors asked MA to urgently seek clarification from CCS regarding extending their provision to setting up and clearing the dining hall at lunchtimes, in order to relieve pressure on staff in school.

ACTION MA

Governors discussed avoiding as much as possible overburdening TA's with lunchtime cover, but at present agreed that there are no other options available.

13. Health and Safety Update

MA has arranged a H and S walk with Paul the caretaker. Teachers are flagging up any issues in their own classrooms first, to save time. The aim is for Paul to carry out H and S walks alone in future, but a governor could join him if possible. Governors asked that the report from the walk about come to the next Resources meeting. **ACTION MA**

14. Academisation Update

Nothing new to report since the Gateway #2 meeting last Tuesday. Staff have been briefed on the outcome of the meeting, but we were waiting for a personalised consultation data report from Phil Cranwell before writing to parents.

Governors discussed the urgency to inform parents before parents evening on Wednesday 8th November, even if the data report has not arrived. Clerk will contact all governors this evening to arrange a letter to parents and check if governors can attend parents evening to answer any questions. **ACTION CLERK**

JP will circulate minutes from the gateway #2 meeting.

15. AOB

A governor asked if the school is prepared for the General Data Protection Regulations coming into force next May?

MA replied that he had not been able to attend the EPM training on this, but it is something that AL could help with school level training on. MA will enquire about this with AL. **ACTION MA**

TB offered to get a copy of the training slides used by his team on this topic. **ACTION TB**

There being no other business, the meeting closed at 8.20pm

The next meeting of the Resources Committee is on 5th March 2018