



Fen Ditton C. P. School

Minutes of the Meeting of the Resources Committee of the Governing Body
Monday 12th June at 6.15pm
Version Final

Present;

Rob King	Co-opted Governor
Stuart Wood	Co-opted Governor
Bryn Garrod	Co-opted Governor
Tom Barden	Co-opted Governor
Claire Hawkins	Clerk
Mark Askew	Headteacher
John Williams	LA Governor (Chair)

Supporting Documentation:

- [1] Updated Governor Induction Policy
- [2] Financial Crib Sheets

1. Meeting Attendance

There were no apologies or absence for this meeting.

2. Register of Pecuniary Interests

No interests were declared for the meeting.

3. Minutes from Resources meeting held on 24th April 2017

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

4. Matters Arising

Item 4.1 SFVS document has now been submitted.

Item 4.2 SW has just emailed a clean copy of the Paperless Office policy to the Clerk for filing.

Item 5 SW has not yet spoken to Caroline Wright regarding why some income/expenditure is dealt with 'off-budget', with only the net figures appearing on the final budget. He will raise this at their next meeting. **ACTION SW**

Items 6 and 7 Covered on this agenda

Item 9 JW has emailed RP regarding the EPC display progress, but not heard back yet. Governors discussed abandoning this action, but RK offered to follow up on a digital display for energy performance. **ACTION RK**

Item 11 MA has communicated with RK regarding missing fully funded cycle training.

Item 13.1 Governor Induction Policy is covered on this agenda.

Item 13.2 Advice to parents regarding children not cycling home in very windy weather will be communicated in the autumn inclement weather parent mail.

Item 15 VB has now taken the third place on the HTPM and Pay Review Committee.

5. BCR Review

MA reported that there is nothing to report as we are only one month into the new budget. Carpark resurfacing is underway, and extra work is required on the soakaway which is expected to cost an extra £1500.

6. Capital Projects Wish List

MA reported that ICT hardware is the top wish list item for the school at present. Many of the school whiteboards are coming to the end of their usable life, and a supply company has visited school to demonstrate what is now available to replace them. They cost around £2600 each – MA proposes to replace all six whiteboards in two stages, over two years. He would also like to invest in google chromebooks at £130 each, to provide a second class set of IT, using cloud storage rather than the school server.

A governor asked how the choice is made as to what money is spent on? How does the school avoid losing sight of longer term or less urgent wish list items?

MA replied that he is aiming for subject leaders to come forward with spending plans, and use that as a basis for working out the budget. While a long term ICT strategy has not been completed, he feels that the proposed new ICT equipment would benefit teaching and learning across the school.

A governor questioned whether suitable staff training for the new tech had also been budgeted for, as this would ensure that the school gets full potential from this expense.

MA replied that initial training is provided by the company to install the tech, but ideally ongoing refreshed training would ensure all staff get best use from the new whiteboards.

A governor clarified that buildings/maintenance capital expense still need to come from MA/SH regular walks around the school environment, and asked if these expenses would always come before subject lead/staff wish list items?

After discussion, governors decided that it would be very helpful to have a three-year plan of ongoing maintenance (i.e. pool, playground surface, windows, ICT upgrades etc.), then a separate list of subject lead wish list items. MA also raised concerns over the longevity of the mobile classroom.

Governors asked MA to start work on an 'asset register' which would help keep track of ongoing capital expenses. This should include IT resources. Governors proposed that it would be sensible to include Anglian Learning in a discussion regarding school assets and any replacement or upgrades in the near future, in case savings could be made on large purchases after academisation. TB offered to assist MA with the creation of an asset register. **ACTION MA and TB**

Governors proposed that three quotes for whiteboard replacement should be brought to the next Full Governors meeting in July, with an aim to have them installed over the summer. **ACTION MA**

7. Garden

MA reported that Toni Rodgers has taken on this project, created garden designs, and School Parliament have been consulted. The area is currently being dismantled, and MA predicts a spend of about £5000 to create the sensory garden. It will take time to gather three quotes, and could take a few years for the planting to mature.

A governor asked if the school was pursuing any funding for this project?

MA replied that he would like to, and any ideas or contacts from governors would be appreciated. Governors discussed approaching Scotsdales, Red2Green at Bottisham, Darwin Nurseries, Parish Council, South Cambs Council and Amey Cespa. It would be helpful to see some quotes before approaching these organisations, as we need to know what we're asking for help with. MA will try to bring quotes to Full Governors in July, if they are obtained in time.

8. Staffing

Update – MA reported that he has had no teacher resignations, although the deadline for TA resignations has not yet passed. All teaching staff are aware of where they will be teaching next year, and CJ will move away from class teaching to concentrate on SENDCO, deputy head work, and will provide cover for other staff. MA reported that one TA will be absent on long term sick leave for the rest of the academic year.

Next year there will be five children in the school who require one to one assistance (one in Reception). MA reported that he may need to reassess midday supervisory roles, in order to keep TA's in the classroom for the whole afternoon.

A governor asked if CJ would be involved in assisting TA's in her SENDCO role?

MA replied that yes, she finishes her course this year, and will be fully trained.

Staff Finance Training – MA feels that the best solution for this would be one to one training from Caroline Wright with himself and possibly CJ too.

9. EPC Display

Covered under matters arising.

10. Travel Plan

RK reported that the annual travel survey is underway at present, and he is interested to see if there has been a modal shift in method of travel to school. The County Council have been in touch to see if we can improve to 'silver' modestar award. RK does not think this would be possible this year, but we could work towards it after the road improvements have been completed.

JW reported that road and path improvements will begin in two months, and there will be major disruption to both the road and footpaths. Governors discussed the need for the school to know a plan of works, so they can advise parents on safely completing their journey to school in time.

11. Governor Induction Policy [supporting document 1]

JW has updated this policy. Governors noted that the policy needs to mention the use of governor emails, and provide more clarity on a governor mentor being assigned after interview, rather than later. The reading list should also include the safeguarding and Prevent documents. SW noted that reference to the school's financial policy regarding preventing fraud and theft should be included in the policy. He will email the wording required to the clerk. **ACTION SW**

The clerk will tidy up this policy and make these amendments, and bring to the next meeting.

ACTION CLERK

12. Academisation Update

MA reminded governors that the Gateway meeting with Anglian Learning (AL) at Sawston College is on Tuesday 4th July. It is very important that all governors attend this.

MA has completed and sent off the requested school contracts document, and while AL had communicated that they may need more information on our two 'high risk' areas (Y5 cohort moving into Y6, and 2nd year financial plan dipping into red), they have not been in touch as yet.

A governor highlighted that it would be very helpful to know what our LA 'free' services are, and how much the LA take from our budget for provision of those services. Then when we get to the Gateway meeting, we would have a better idea of whether their figures present us with a good deal?

TB offered to spend some time translating the paperwork when it comes through seven days before the meeting, and governors decided that the academies working party should communicate over email during that week, and report back to all governors at 6pm on Tuesday 4th July, during a half hour pre-meeting to check all governors understand the proposals. **ACTION TB and working party**

13. AOB

13.1 Financial Crib Sheets Governors had requested to look through these again, to check that actions were being ticked off. SW noted that one outstanding action required was an annual report to parents on governor effectiveness, finance, committee structure and governor attendance. JW offered to put together a brief report on these four items, and bring to Full Governors in July. **ACTION JW**

There being no other business, the meeting closed at 8pm

The next meeting of the Resources Committee is in September 2017.