

Kildwick CE Primary School

Striving for Excellence and Promoting Christian Values

Minutes of the Meeting of the Resources Committee 18th October 2016 1900

Present:

Tim Whitehead – Headteacher (TW)
 Molly Barton – Co-opted Governor (MB)
 Michael Richardson – Co-opted Governor (MR)
 Geraldine Sands – Foundation Governor (GS)

In attendance:

Toni Birch – FMS Bursar (TB)
 Stephen Dale – LA Clerk to Governors (SD)

A	Procedural
1	Welcome MR opened the meeting and thanked TB for her attendance. TB explained her background in School's Financial Management and how, as the School has brought into the full Bursar service she would attend all committee meetings throughout the year. Toni also outlined her role and the reports she produces.
2	Election of Chair and Vice Chair Molly Barton was elected Chair of this Committee and Governors agreed not to have a vice-chair.
3	Consideration of Absence Nigel Dickinson – consented
4	To determine whether other urgent business should be considered None
5	Declaration of interest in any Agenda item. None declared
6	To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection Yes – item 13
7	Review of Terms of Reference Governors agreed to adopt the ToF R from 2015/16
8	Approval of Minutes of 17 th May 2106, and matters arising not covered elsewhere (Premises condition survey (15/16) – see item 11) Approved. (MB proposed, MR seconded) – Subject to correction of AOB item re donation from the Methodist Church – this is from the monthly coffee morning held by the church and at each session a donation is made to a specific cause/organisation and the School has been a beneficiary from this.

B	Main Business
9	<p>Budget Monitoring – Benchmarking TB circulated these two reports and gave a detailed explanation of how the data was presented and arrived at</p> <p>Budget Monitoring: The overall position is “OK” but we need to be prudent! Governors asked what comprises “other income This is monies from donations, dinner money and bank interest.</p> <p>Items highlighted included: SEN funding – current surplus Pupil Premium – current deficit due to one child leaving school Other income – current surplus Teachers – savings due to maternity and illness Supply costs – additional cost due to maternity and illness (balances against Teachers costs) Support Staff – additional hours being used Admin and Clerical – savings due to change in contract Learning and resources – additional costs due to ICT purchases Supplies and Services – additional costs due to Bursar and Clerking services (balances against Admin and Clerical) <i>Action point TW and TB to produce revised budget forecast for approval by FGB after half term.</i></p> <p>Benchmarking This report compares data from Kildwick with that of 11 other schools of a similar size and composition (i.e. pupil numbers, no nursery, no EMS unit, % FSM and SEN funding) Areas highlighted are: TA staff hours – very different – see confidential notes Cleaning/caretaking costs - very low in comparison – TW expressed concern over cleaning standards and explained what difference not having a caretaker made. The cleaner works a split shift – not ideal – nor are the implications of no caretaker. <i>Action point – for further discussion – TW to explore caretaking costs.</i> Grounds and Building Maintenance – low in comparison There is a significant amount of decorating that needs doing – <i>TW to obtain quotes for all outstanding works, with a detailed breakdown and to consult Staff over priorities.</i></p>
10	<p>ICT TW updated Governors on the IT purchases – Education City and Purple Mash – and on the training being given to Staff on use of these. Governors questioned if all children had access to a computer at home to benefit from these? TW replied that this was not known and that there is a need to survey Parents with a view to addressing the needs of those who do not – possibly through a loan computer of developing Homework Clubs with access to school computers? <i>Action – TW to review</i></p>

11	<p>Premises Update – to include Kitchen Report The planned works to bring this area up to required standards has not been completed. TW outlined what is outstanding Condition Report & Maintenance Report Report from Jonathan Jackson, Maintenance Surveyor at NYCC was circulated</p>
12	<p>Health and Safety TW reported on the visit from Dale Barton, NYCC Head of Traded services H&S, in September. The major concern raised was access into the school grounds and buildings – a combination of issues including gates, position of the office and that the main entrance is also used for the freeflow of children. Governors discussed the options to resolve. This has also been deliberated at the T&L Committee. <i>Action point – TW to seek further advice from NYCC</i></p>
13	<p>Staffing Update Confidential item – please see separate minutes.</p>
14	<p>Policy Review The Scheme of Delegation to the Headteacher was confirmed at £5K</p>
15	<p>School Financial Value Standard/Check List TB gave detail on what this form is about – it is a Governors tool and has to be completed annually – and submitted by March. Best practice is for one Governor to meet with the Headteacher, FMS Bursar and School Admin Manager. <i>MB to meet with TB and aim to complete prior to Christmas</i></p>
C	Other Business
16	<p>To deal with any matters agreed for consideration under item 4 above. None</p>
17	<p>Correspondence None Governors thanked TB for her attendance and valuable contribution.</p>
18	<p>Date of Next Meeting 13th February 2107</p>

The meeting closed at 2050