



**Forsbrook C.E. (C) Primary School  
Resources Committee Minutes  
Wednesday 6<sup>th</sup> February 2019**

<b>Present:</b>	Mrs C Bratt, Rev I Coates, Mrs K Minor, Mrs W Keeble	
<b>Apologies:</b>	Mr J Harrison	
<b>Absence:</b>		
<b>In Attendance</b>	Mrs N Mitton	
<b>Item</b>	<b>Action/Comment</b>	<b>Owner</b>
<b>99.</b>	<b>Opening Prayer</b>  Colleague governors were welcomed to the meeting with an opening prayer.	
<b>100.</b>	<b>Apologies</b>  Apologies were received and accepted from Mr J Harrison.	
<b>101.</b>	<b>Declaration of interest</b>  There were no declarations of interest for any items appearing on the agenda.	
<b>102.</b>	<b>Minutes of the last meeting</b>  Minutes from the meeting on 3 <sup>rd</sup> October 2018 were circulated with the call out notice and accepted as a true and accurate copy.	
<b>103.</b>	<b>Matters arising</b>  Item 93 (55, 64, 82) Stoke LA pay SEN funding termly. Office to follow up funding owed. Item 82 (73) The five year budget modeller was submitted as shared with governors at the last meeting. KM/SD to <b>attend</b> HCSS training. Clerk to share the link to booking. Item 94 – there was an error in the calculations on the budget and therefore the £53k reported available was not a true reflection. Item 94 – Debt review will be carried forward to the summer term meeting.	<b>SD</b>  <b>NM</b>  <b>Chair</b>
<b>104.</b>	<b>Budget update and report (school &amp; nursery)</b>  The headteacher reviewed overspend as indicated on the report. Whilst the school has received the grant to cover teaching salary increases it did not cover the full amount. Governors queried the £35k listed against the TA line in January. The headteacher will request a detailed analysis from Entrust.  Overspend for indirect employee spend was challenged, this was explained as the apprenticeship levy being more than budgeted. Two apprentices were appointed, one has completed their programme of study. There was a discussion regarding the levy taking into account the total number of staff and therefore some can be recharged to nursery (pro rata). KM to review.  Formula Capital: £4500 has been committed for work to be completed in the Easter	<b>KM</b>       <b>KM</b>

	<p>Holidays – installation of door in baby room. The £8760 is for the loan repayment which was budgeted from Building loans in Building maintenance and will be moved.</p> <p>Other explanations following governor scrutiny, photocopying charges to move to learning resources. The catering overspend is due to universal FSM, and an adjustment is expected against the curriculum professional line as a consequence of the CSW uplift. Swimming fees have also been charged incorrectly.</p> <p>Carry forward is expected to be approximately £27k. Staff have been informed of essential spending only. The budget is expected by the end of February.</p> <p>With regards to staffing structures, the member of staff on a work break has expressed that he wishes to remain overseas for a further 12 months and therefore has resigned. The headteacher has reviewed the skills of the current workforce and would like to appoint a strong KS2 teacher. Governors discussed NQT suitability and person specification criteria.</p> <p>The support staff structure is also being reviewed. Six children have EHCs, there is a TA in every class and 1-2-1 support for children with EHCs. Small group work as opposed to 1-2-1 may be suitable for some of those children. Governors asked if redundancies needed to be considered. The headteacher confirmed not, as a number of TAs are on fixed term contracts which would not be renewed.</p> <p>It was agreed to review OOS fees at the nursery committee meeting. Date to be agreed.</p> <p>School fund accounts were shared for review. These were not available for the last FGB meeting. Governors queried the amount owed by the fund, these were cheques in but not banked. £5k has been committed to iPads and the rest will go towards the outdoor learning environment. Governors approved the accounts.</p>	<p><b>KM</b></p> <p><b>Chair</b></p>
<b>105.</b>	<p><b>Building inspection and health &amp; safety report</b></p> <p>The inspection and report was carried out on 1<sup>st</sup> February and shared with governors for review.</p> <p>Works to the roof will commence at half term.</p>	
<b>106.</b>	<p><b>SFVS update</b></p> <p>The financial skills matrix was shared with governors for completion and return.</p> <p>The office manager and chair of governors reviewed the DfE benchmarking report card 17/18 and it was put to governors that it is not a true reflection.</p> <p>The office manager and headteacher have recently attended SFVS training. Governors reviewed the assessment form which was approved by committee members and will be submitted and shared with the FGB.</p> <p>The headteacher to consider making arrangements for the clerical assistant to be trained on the approve orders/invoices.</p>	<p><b>All</b></p> <p><b>Clerk</b></p> <p><b>KM</b></p>
<b>107.</b>	<p><b>Policies</b></p> <p>A health &amp; safety declaration has to be submitted annually. Headteacher to action.</p> <p>The following policies were reviewed and approved:</p>	<b>KM</b>

	<ul style="list-style-type: none"> <li>• Electricity safety policy</li> <li>• Health &amp; safety policy</li> <li>• Lone working management arrangements</li> <li>• Pay Policy</li> <li>• Risk assessment management arrangements</li> <li>• Supervision policy</li> <li>• Support staff performance management policy</li> <li>• Working at height policy</li> <li>• Safer recruitment (one minor amendment of delegation on appointment)</li> </ul>	
<b>108.</b>	<p><b>Any other business</b></p> <p>Governor information booklet, governors were asked to review this ahead of the FGB and to prepare any questions as necessary.</p>	
<b>109.</b>	<p><b>Date of next meeting</b></p> <p>Resources 3<sup>rd</sup> April 9.30 am Nursery 1<sup>st</sup> May 2019 9.30am</p>	<b>Clerk</b>