



**Forsbrook C.E. (C) Primary School**  
**Resources Committee Minutes**  
**Monday 8<sup>th</sup> July 2021 at 4pm via ZOOM**

|                      |   |              |
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| <b>Present</b>       | Mrs C Bratt, Mrs S Herbert, Mrs K Mitchell, Mr L Wood   |              |
| <b>Apologies</b>     |   |              |
| <b>Absent</b>        |   |              |
| <b>In Attendance</b> |   |              |
| <b>Item</b>          | <b>Action/Comment</b>   | <b>Owner</b> |
| <b>178</b>           | <b>Opening Prayer</b><br>Colleague governors were welcomed to the meeting with an opening prayer.   |              |
| <b>179</b>           | <b>Apologies - none</b>   |              |
| <b>180</b>           | <b>Declaration of interest</b><br><br>There were no declarations of interest for any items appearing on the agenda  |              |
| <b>181</b>           | <b>Use of Balances</b><br><br>This meeting has been called a result of outcomes from the Strategic Committee meeting held on 23 <sup>rd</sup> June 2021 to discuss funding from reserves for items included on the Strategic Development Plan.<br><br>HT was asked to confirm that information included in the Strategic Plan is on SDP.<br><br>3 Quotes had been received in connection with canopy for reception outdoor are. It was confirmed all contractors had received the same information. Quotes show 3 different sizes. This was explained as the person who gave quote for a smaller size couldn't do the size requested. The most expensive was for a larger canopy. Can also use schedule of rates HT confirmed Dawkes are a schedule of rates contractor. The £11000 quote from Dawkes was for a shorter length and not so deep as it was explained that there could be a problem of people getting on the roof and if there was an accident or damage the school would be liable. Dawkes are Schedule of Rates Contractors who are up to date with SCC guidelines.<br>HT explained how the canopy would fit and complied with regulations. Cheapest quote is one that has taken everything into consideration.<br><br>In principle are we agreed in what Strategic Committee have recommended and are we in agreement on the funding.<br><br>Any questions – LW asked about VAT which is dealt with by SCC we only are charges the amount less VAT. Dawkes quote approved and authorised.<br><br>Reception outdoor area – Chair asked that it be recorded that we were very impressed with Miss Adam's request plan and detail of use of resources.<br>Tree was big tree that was cut back and the trunk only left and was left for children to play on. Now considered a hazard. Remove on H & S grounds. All agreed.<br>List from Miss Adams – new Early Years framework from September so needed to support and enhance this new curriculum.<br>Any questions: Comment from LW outdoor classroom that is also on the list fits in very well with |              |

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|     | <p>Faith in the Environment being promoted by the Diocese. Rejuvenating of churches to forge a greater link with the community and schools.</p> <p>Chair recommend that we do need to update the reception outdoor area and it has been a long time since we spent money in this area. All agreed to go ahead.</p> <p>Nursery – painting &amp; decorating plastering . Has been some damage due to leaks in the roof so it does need doing. It has been a long time since any work has been done. This would come within HT remit of the budget plan. HT to proceed.</p> <p>Resources – HT spoke to nursery manager. Flooring and canopy are desperate. Flooring is a hazard in the outdoor area. Some of the shapes have come out. Nursery Manager has asked for these to be given priority over other requests. Only received 1 quote so far. Quote is showing more expensive than reception. As HT was not on site when the company came to do the quote she felt that maybe quoted for wrong size. Astro turf under the canopy is around £17000. Plan is to speak to Dawkes to ask them to come back and meet with HT to see what alterations can be made to reduce quote and to fit in better with what suits us. HT was expecting it to be under £10000.</p> <p>Questions - makes sense to talk and maybe a governor could be there.. Need to ensure it is a sound financial basis and also meets the requirements for the nursery.</p> <p>LV: we cannot agree if something is not right . Maybe could use a different surface. Agree in principle that it needs doing but to revisit to get new quote. So may not be able to do it over the holiday but likely to be after the summer holiday. There is funding in nursery reserves. Canopy and flooring essential resources will enhance the curriculum. Resources are expendable if we can't get everything in the £5 k already allocated the committee would not be averse to spending a little extra up to £2000 as the children have had a tough time over the past 18 months and we need to support their learning the best way we can.</p> <p>£150000 in reserves so Strategic suggested keep £100k in reserves.</p> <p>LW – is £100k arbitrary or essential - it is a safety net and for peace of mind. This is money in nursery pot so if it was decided to no longer to have a nursery it would have to be used to fund any redundancy costs etc.</p> <p>LW suggested we go back to company to ensure quote is what we need if they come back with a margin of error of say £5k this could be supported.</p> <p>It was agreed to use balances of up to £50000 In principle to approve on these items but KM to come back to us with actual quotes for canopy and flooring then we can sign it off on an email. KM as soon as quotes will send to chair to discuss with other governors. Look to see if other companies are able to quote. KM to source. Need to make sure there is availability to complete the work in a short timescale.</p> <p>Reserves for schools on hold at the moment until planning sorted out.</p> <p>SH - Drive from high school to lower school building is vey bad. KM in process of getting quotes and sharing costs with high school.</p> <p>Meeting closed at 5 pm with a prayer.</p> | <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> |
| 182 | Date of next meeting: Tuesday 12 <sup>th</sup> October at 9.30 am   |   |