



**Forsbrook C.E. (C) Primary School
Resources Committee Minutes
Wednesday 29th January 2020**

Present	Mrs C Bratt, Rev I Coates, Mrs K Minor	
Apologies	Mrs W Keeble	
Absent		
In Attendance	Mrs S Dawson	
Item	Action/Comment	Owner
146	Opening Prayer Colleague governors were welcomed to the meeting with an opening prayer.	
147	Apologies Apologies were received and accepted from Mrs W Keeble. The chair informed the committee that Mrs Keeble would be unavailable for the next few months due to work commitments but would remain a member.	
148	Declaration of interest There were no declarations of interest for any items appearing on the agenda.	
149	Minutes of the last meeting Minutes from the meeting on 2 nd October 2019 were made available on the governor portal and accepted as a true and accurate copy.	
150	Matters arising Item 125, to carry out a photocopying benchmarking exercise to be carried forward. Photocopying expenditure has been raised with staff. A number of strategies were discussed to reduce the cost and waste. Governors will review waste during visits to the school over the next half term. Staff to be informed of this and the impact monitored. Still to be actioned. Two governors are yet to return their skills matrices. Clerk to follow up. School Fund: year end will be changed to 31 st March 2020.	Chair/ HT Clerk
151	SFVS 2019-2020 Governors looked at the completed SFVS in detail and asked questions on various aspects of the report. The Dashboard and Rag ratings were discussed in detail. Section 21 – in part was challenged. It was agreed that this was correct as best value was obtained but not necessarily by using the DfE toolkit. Overspend – current budget report now showed a slight underspend and this was monitored as part of this committee remit and meetings with the Chair. Senior Leadership: the rag rating suggests that this is a little “top heavy”. This is something that will be looked at in the staffing structure over the next few years taking into consideration funding and when the two form year leaves.	

	<p>Teacher Contact Ratio: this is affected as we do not use supply to cover PPA. Instead we use HLTA cover therefore this impacts on the ratio.</p> <p>Pupil to teacher ratio: governors thought this to be in the acceptable and legal range.</p> <p>Progress: from a DfE outturn the school is average on reading & writing. Actions have been put into place to improve reading progress scores.</p> <p>It was agreed that SD would make the slight changes to wording and that the Chair would sign the report and headteacher to send to Entrust.</p>	<p>Chair/ HT To FGB</p>
152	<p>Benchmarking</p> <p>Governors looked at the charts and read the report. It was agreed that the inclusion of the nursery and out of school funds may contribute to some distortion of the figures compared with other schools locally; but in general figures showed that we where we would expect to be. Governors would be looking at the staffing structure as a whole over the next few months and there would probably be some redefining of roles to counteract any shortfall in income. It was agreed that the final paragraph on the report should be amended to;-From analysis of the benchmarking data we conclude that the school.....</p> <p>The report was accepted.</p>	<p>Chair</p>
153	<p>Budget Update</p> <p>The headteacher presented an updated budget report which indicates that there might be a slight underspend in the region of £2000 at the end of the financial year.</p> <p>It was explained that although teaching staff for example showed a large overspend grant income for pay and pensions was not shown against this line. Overall there would be an overspend on salaries (around £5000) due to pay awards being higher than anticipated and some of the lower grades receiving a bigger increase. Building maintenance was showing an overspend as we have had some emergency building repairs to pay for. Energy is higher also due to rising costs and the cold weather and the £7000 arrears for incorrect billing.</p> <p>Learning resources includes costs for visits that have been paid but income is still coming in.</p> <p>Admin supplies is showing an overspend due to break sales being charged incorrectly to this area. This will be corrected.</p> <p>Music will overspend slightly a we have purchased some specialist teaching to upskill staff. This is counterbalanced by an underspend on Training.</p> <p>There is some saving as we budgeted for a CSW for a pupil with hearing problems who has now transferred to a specialist school.</p> <p>Governors questioned the report in detail and were pleased to accept it and that a balanced budget would be achieved.</p>	
154	<p>Policies</p> <p>Pay Policy 2019/20 – approved</p> <p>Performance Management both teaching and non teaching (SCC Policies) – no changes approved</p> <p>Debt Policy – approved with amendment to remove the word Jigsaws and replace with Nursery.</p>	<p>To FGB by chair</p>
155	<p>Date and time of the next meeting</p> <p>The next meeting will be held on Wednesday 25th March 2020 – 9:30am</p> <p>Health& Safety Inspection Buildings Inspection and GDPR Inspection, Friday 6th March at 8.30 am (Chair, SD and ST(caretaker))</p> <p>There was no further business and the meeting closed.</p>	<p>Chair/ SD</p>