



	<p>showed up again at this month's outturn, and advice from School Finance was sought.</p> <p><i>TAs:</i> Many were on a fixed term contract ending in August. They have now been reemployed on permanent contracts, which means that the expected spend is in line with what was allocated.</p> <p><i>Teachers:</i> A similar issue to the TAs – two new staff members had not come up on SIMS as contracts, and expected spend was therefore below what was allocated.</p> <p>The discrepancies have thereby been rectified and should not show up again at the next Resources Committee meeting.</p> <p><b>Finance Report to parents is still outstanding.</b> The Headteacher explained that the Bursar's time had been taken up with another, more urgent, priority.</p> <p><b>Estate agents will be contacted this week with the request to include school leaflets in homebuyer/tenant packs.</b></p> <p>All other actions have been completed and did not require further discussion.</p>	<p>KM</p> <p>KM</p>
<b>Staffing</b>		
4.	<p><b>To receive an update on staffing (verbal)</b></p> <p>A TA has handed in her notice, but is happy to extend her time in the school until a replacement has been found and settled in. The post will be advertised w/c 1 October and will be reduced to a B grade.</p> <p>Staffing costs in connection with new pay recommendations will be discussed under agenda item 5.</p> <p>New teachers have settled in well, and observations have been positive. One is a newly qualified teacher (NQT).</p> <p>The committee ascertained that there are no further expected resignations.</p>	
<b>Finance</b>		
5.	<p><b>Budget</b></p> <p><i>5.1 To consider the latest outturn forecast</i></p> <p>Current projected outturn figure £4112.</p> <p><b>Discrepancy in income cost centre LEA Contribution Staff was noted (£1256) - paid in figure, not carried over.</b></p> <p>Friends Donations (PTA income) are no longer regular annual donations, and it was therefore agreed that the figures should no longer be included in the budget, in order to make it more realistic. This will be changed for next year.</p> <p>The committee was advised in an email prior to the meeting that the LA had changed the deadline for pulling out of Services to Schools (30 September). All agreed that the new deadline is not realistic as it does not leave schools time or opportunity to research other providers.</p> <p>Headteacher representatives plan to raise it as an issue at the next Schools Forum meeting. It was noted that Services to Schools have proved to be a reliable provider for a number of services, and it would be best to wait for confirmation of other providers' reliability before committing elsewhere. However, if more schools opt out from Services to Schools, costs of the provision will rise.</p> <p>Teacher Staffing Costs: The committee was advised of pay recommendations through circulation of recent Schools Bulletins. The recommended rise is 3.5% for main scale, 2% upper pay scale and 1.5%</p>	

	<p>for the leadership scale, and the Headteacher and Bursar will investigate what the shortfall will be. A certain percentage had already been figured in by the LA, and some contribution will come from the government, but this is unlikely to cover the whole cost.</p> <p><b>The Headteacher was asked to provide a rough financial impact assessment for the next meeting.</b></p> <p><i>5.2 To agree report to parents on school finances</i></p> <p><b>Deferred to the next meeting.</b></p>	<p>PB</p> <p>KM/RA/ PT</p>
6.	<p><b>Voluntary Funds</b></p> <p><i>6.1 To receive an update on the School Fund</i></p> <p>A brief verbal update from the Bursar stated that the School Fund is healthy.</p> <p><i>6.2 To receive an update on the Governors' Fund</i></p> <p>The last statement showed a balance of £11,436, but since then two cheques were posted (PD Harris and Morgan Carn), which reduces the balance to around £4,000.</p> <p><i>6.3 To discuss timings for Governors' Fund to reimburse monies owed to school</i></p> <p>The committee discussed the briefing paper circulated prior to the meeting and endeavoured to ensure correct allocation of funds to each cost centre in the school budget and the appropriate use of the Devolved Formula Capital (DFC) grant.</p> <p><b>Agreed:</b></p> <p><b><i>It was agreed that the Governors' Fund should not reimburse the School Budget until later in the Financial Year, but that this should be reviewed at each committee meeting.</i></b></p> <p><b><i>It was further agreed to request approval from FGB to vire £5,000 from Short Term Contingency to Buildings Maintenance.</i></b></p> <p><i>6.4 To schedule submission of voluntary funds for auditing</i></p> <p><b>To be actioned by Peter and Mel.</b></p>	<p>MF/PT</p>
7.	<p><b>To receive a report on and, if required, authorise write-offs or disposals, if any</b></p> <p>None.</p>	
8.	<p><b>To consider quotes for new photocopiers lease and agree which one to accept</b></p> <p>Three quotes were circulated, but the committee asked the <b>Bursar to conduct further research into the reliability of the companies to fix faults speedily. She was also asked to obtain a quote from Capita, being known as a reliable provider.</b></p> <p><b>The item was therefore deferred to the next meeting.</b></p> <p><b>The committee asked whether the school's printing scales to its headcount,</b> and the Headteacher confirmed that printing is half of that done in a two form entry school (his previous school).</p>	<p>KM</p> <p>KM</p> <p>RA/PT</p>
<b>Buildings/Grounds/Health and Safety</b>		
9.	<p><i>9.1 Update on LCVAP and Diocese offer of support</i></p> <p>The funds which the Diocese indicated may be received did not become available, and the committee discussed what should be included in the next bid.</p> <p>The PAP group confirmed that during the crossover of the PAP and the Condition Survey, it became clear that both are in tune with each other.</p>	



	<p>the endeavours to recruit new pupils. <b>Peter will draft a letter to nurseries with this offer.</b></p> <p><b>Agreed:</b> <b>The committee agreed that, as a matter of principle, community users may also become key holders to the side gate.</b></p> <p><u>9.6 To discuss and if thought fit to approve residential/hazardous school trips</u></p> <p><b>This was deferred to the next meeting.</b></p> <p>The committee then discussed the cost associated with the current residential trips, in light of the poverty proofing report, and considered how costs could be cut. Currently the school subsidises Pupil Premium children. The committee considered the timing and length of trips, as well as location. It was agreed that, before shortening the trip to reduce costs, timings should be reviewed first.</p> <p><b>Timing for optimal cost to be researched with Sayers Croft (Y5 trip) and Blacklands Farm (Y6 trip).</b></p> <p><b>Parents will be consulted on their views on cost and change of date.</b></p>	<p>PT</p> <p>PT/RA</p> <p>KM</p> <p>PB</p>
<b>Committee Business</b>		
10.	<p>10.1 <u>To review timing of meetings following LA change of deadlines for submission of draft budget</u></p> <p>It was agreed that the Spring Committee meeting should take place on 26 February, so that the draft budget can be considered before the deadline of 28 February.</p>	
<b>Policies and other statutory documents</b>		
11.	<p>11.1 <u>To agree to recommend Committee Terms of Reference to FGB for approval</u></p> <p><b>Agreed:</b> <b>Having given the Terms of Reference some consideration at the meeting in Summer 2, it was unanimously agreed to recommend them to FGB for approval.</b></p> <p>11.2 <u>To review Scheme of Delegation and, if thought fit, to agree to recommend to FGB for approval</u></p> <p><b>Agreed:</b> <b>It was unanimously agreed to recommend the Scheme of Delegation to FGB for approval, without any changes.</b></p> <p><b>Any other business:</b> <b>Governors asked for an update on Breakfast Club arrangements</b> and were advised that the After School Club provider had been asked whether she is interested in taking on Breakfast Club (currently run internally). <b>Before further discussions are held, the Bursar will compile full figures of uptake and income for the last academic year.</b> Uptake has gone up, and some attend from St Margarets. It was clarified that the current, internal, arrangement means that there is no deadline for a review.</p> <p><b>How do we approach our new intake for gift aid?</b> - Parents are informed at the Welcome Meeting in the Summer Term and also through the Welcome Pack.</p> <p>Brief discussion took place on distribution of school leaflets. This is also</p>	<p>KM</p>

	<p>an agenda item at FGB. T</p> <p><b>The Headteacher is consulting staff on the Gifts and Hospitality Policy before bringing it to the Committee in Autumn 2.</b></p> <p><b>Policies Due Autumn 2:</b></p> <ul style="list-style-type: none"> <li>• Hire Agreement (to bring back into review cycle) and Lettings Charges</li> <li>• Accessibility Plan (with Q&amp;S)</li> <li>• Gifts and Hospitality Policy</li> <li>• Premises Management Documents Policy</li> </ul>	
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**Documents circulated prior to and at the meeting:**

Minutes of the last meeting  
Action points from the last meeting  
Sample Gifts and Hospitality Policy  
Outturn Report August  
Governors Fund spreadsheet  
Briefing paper agenda item 6.3  
Property Action Plan  
Condition Survey  
Briefing Paper agenda item 9.5  
Info on School Trips and Educational Visits (the Key)  
Terms of Reference  
Scheme of Delegation  
Three Photocopier Quotes and current contract  
Premises Management Documents Policy  
Governors Question Bank