

Earith Primary School
Minutes of Meeting of Resources Committee

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| Date: Monday 26 June 2017 | Time: 19:00 |
| Present: T Jones,, L Pritchard, S Pritchard (Head), M Rogers (Chairing meeting), D Rudwick (Clerk), I Whitlam | |
| Apologies Not Accepted: G Young | |
| The meeting was quorate | |

| | When | By whom |
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| 1. Election of Chair and Vice Chair: It was agreed to delay the election of a Chair and Vice Chair of the Resources Committee until the beginning of the autumn term. M Rogers agreed to chair the meeting. | | |
| 2. Any Other Business: The Health and Safety Policy is due for review and it was agreed that this will be reviewed in September. | Sept 17 | Clerk |
| 3. Declaration of Interests: No interests were declared | | |
| 4. Minutes of the last meeting held on 24 April 2017: All agreed that these were a correct and true record. | | |
| 5. Matters arising: (a) The Flexible Working, Induction, Grievance and Lettings policies had been ratified by the Full Governing Body. | | |
| 5. (a) Finance/Budget Update: (i) <u>Budgetary Control Report – May 2017</u> : The BCR for May 2017 had been circulated to the committee. The head and Chair of Full Governing Body had met with the school's Financial Adviser to look at the school structure for the autumn term and to review the BCR for May. The head confirmed that the budget is looking more positive at this point in the year than originally anticipated. The Local Authority is still to pay The £16,000, although it has been included in the budget. The head is chasing this. She confirmed that the projected carry forward is currently at £9,000. GQ – the head was asked if there was any planned spending on the capital budget. She said that the swimming pool still has some costs outstanding which will come from this budget. (ii) <u>Staff Training Costs</u> : An updated copy of the costs for staff training for the academic year had been circulated to the committee. The head informed the committee that there were not many courses left to the end of this academic year. No courses have been booked for next term as the course booklet has still not been received. When we have joined the MAT a lot of training will be with the Academy Hub. (c) Expenditure: (i) <u>Pupil Premium</u> : The head distributed an updated breakdown of the Pupil Premium costs to the committee. A copy is attached to these minutes. The head informed the committee that the impact will be measured after assessments are completed next week. She was able to inform the committee that all the pupils passed the phonics on the second test. 10 out of 11 Year 1 pupils had achieved, which shows the impact of the additional support put in place. (ii) <u>Sports Funding</u> : The head distributed an updated breakdown of the Sports Premium costs to the committee. A copy is attached to these minutes. GQ – the head was asked if it tended to be the same children who attended the after school clubs. She said that there is a variety of clubs provided to appeal to different children, although there is a core of children who always go to the clubs. She has planned the clubs for next year. GQ – the head was asked if SEN and Pupil Premium children attend the clubs. She was able to confirm that a few attended. It was felt that there was an excellent choice of clubs for such a small school. | | |
| 6. Personnel: (a) <u>Staff Changes and Absences</u> : Mrs Williams, who left at Easter, has now had a baby boy. Mrs Lawrence had a week away from school for an operation, but was back in school. | | |

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| <p>(b) <u>Staffing Autumn Term:</u></p> <p>(i) The head will be covering Earith for 1.5 days a week.</p> <p>(ii) Mrs Simmonds will become Head of School on a temporary contract for one term.</p> <p>(iii) Mrs Pentney, a new teacher to Earith, will be teaching for two days to cover Mrs Simmonds on a temporary contract for one term.</p> <p>(iii) Mrs Lawrence will increase her contract to 100% temporarily for the term.</p> <p>(iv) Mrs Wiltshire will continue for two days working with Mrs Nicholls for the term.</p> <p>(v) Mrs Watson will be reducing her hours to 10.5 hours from September.</p> <p>(vi) Mrs Austen's hours have been temporarily increased temporarily cover the new EHCP.</p> <p>(vii) Mrs Buttress' temporary hours will continue for the autumn term.</p> <p>(viii) Mrs Williams plans to return from maternity leave in December.</p> <p>(ix) Some admin hours will be used to support with SENCO paperwork. The caretaker may also to support Kingsfield when required.</p> <p>(c) <u>Policy and Procedure for the Management of Sick Absence:</u> It was agreed to adopt this policy with the amendments discussed. This will be pass to the FGB for ratification.</p> | July 17 | Clerk |
| <p>7. Health and Safety: L Pritchard agreed to do a Health and Safety walk. The head will liaise to arrange a time and date.</p> | July 17 | L Pritchard Head |
| <p>8. The Learning Environment:</p> <p>(a) <u>Premises update:</u></p> <p>(i) The sump pump had recently been inspected and was passed as safe. A valve on a water pipe in the staff room had been changed.</p> <p>(ii) The caretaker has bought the doors for the chemical store and boiler room. They will be installed over the summer holidays.</p> <p>(ii) <u>Swimming Pool:</u> The head confirmed that the pupils are now swimming. There had been a lot more issues with the pool than anticipated which has meant additional costs, such as replacing the pump, updating the control panel in the boiler room and new pipework. The pool has proved costly to run. At the moment pupils are swimming once a week which will hopefully increase to twice a week towards the end of term. If the weather is fine swimming may continue into September.</p> <p>(iii) <u>Critical Incident Plan:</u> It was agreed to adopt this plan. The head and clerk will amend the appendices now that staffing has been settled for the autumn term.</p> | July 17 | Head Clerk |
| <p>9. Impact summary</p> <ul style="list-style-type: none"> • Agreed minutes of 24.04.17 • Reviewed May BCR • Adopted Critical Incident Plan and Policy and Procedure for the Management of Sick Absence • Discussed staffing for the autumn term • Reviewed Pupil Premium and Sports Premium spending • Discussed swimming pool • Agreed health and safety visit | | |
| <p>Meeting closed at 20:20</p> | | |
| <p>Date of Next Meeting: To be arranged.</p> | | |