



WESTERN ROAD C.P. SCHOOL
SOUTHOVER HIGH STREET
LEWES EAST SUSSEX
BN7 1JB
Telephone: 01273 473013 Fax: 01273 470233
email: office@westernroad.e-sussex.sch.uk
Acting Headteacher: Sarah Timlin

**Meeting of Resources Committee
11th February 2014
6pm
Library**

MINUTES

Governor Members Present: Ken Caplan, Philip Rowland, Maya Fender, Ruth O'Keeffe (from 6.45pm), Sarah Timlin, Roy Watkinson (Chair)

Associate Members Present: Carol Ofield

Officers Present: Teresa Carter (Clerk), Norma Cheverst

Others in Attendance: Jon Brown

Agenda Item

Action

Note - Prior to the start of the meeting Jon Brown from the Finance Team at the county council advised the committee of actions being taken by the county as a result of findings from a routine finance audit. These discussions are recorded on supplementary confidential minutes.

1 Introduction

- a) **Apologies for Absence**
Apologies for absence received from Debbie Ticehurst.
- b) **Declarations of Interest**
The Clerk presented the completed declaration of interest register.

2 Last Meeting dated 12th November 2013

- a) **Acceptance of Minutes**
The Resources Committee reviewed and approved four pages of minutes from the meeting held on 12th November 2013. The Chair signed them as confirmation of their accuracy.
- b) **Matters Arising not included elsewhere on Agenda**

AGREEMENT/ACTION - The model proforma provided by the clerk to be used by the school to report to the committee at each meeting. Clerk to email the proforma to the Bursar and Headteacher.

**NC,ST,
TC**

3 Strategic Items

- a) **Proposed Co-operative Trust Arrangements**
The Resources Committee were updated with the progress towards setting up of the co-operative trust and noted that the legal costs had not been invoiced yet, though they were included as a commitment within the school's accounts..

4 Other Governance and Regular items

- a) **Finance Report**
The Acting Headteacher and Bursar presented the budget monitoring report with figures to December 2013. Governors noted a projected overspend of 1.58% but were confident that with proposed tighter controls any deficit at the end of the year would be minimised. The following information was

Signature.....Date.....



provided.

- The after school club had a positive effect on the school's budget.
- Staffing cost relatively high due to the experience of the teachers many who were on the upper pay scale.
- Unexpected costs relating to locks and leaking roofs had impacted on the budget. Roof leaks had been due to stolen lead and it was hoped that some cost would be recouped from an insurance claim.
- A further £4000 due for supply cover and clerking service.
- Pupil premium had been spent on one to one pupil support and small group working. Details needed to be published on the website.
- Additional special educational needs funding was likely due to an amendment to a pupil's statement category.
- ICT expenditure was discussed in detail and Governors raised concerns regarding the replacement of desktop computers with tablets and potential restrictions on delivery of the computing curriculum.

ACTION - Governors requested that where there were significant variances on a budget line that the report be annotated with notes by way of explanation.

NC

A printout of the current services to schools arrangements had been provided and the committee were advised that a senior leadership team review had been undertaken but no potential areas for making savings had been identified. There was concern that the external ICT technician contract had been signed off by the school without Governors having seen sight of the service level agreement or having the opportunity to review the value for money of the service provided.

ACTION - ICT Technican Services to be included as an autumn business item for the committee.

TC

Discussion followed regarding the handover arrangements for the Headteacher and the committee were keen for a period of 6 days to be commissioned of the incoming Headteacher's time prior to the commencement of his employment contract.

ACTION - Chair of Governors to discuss the proposed Headteacher handover arrangements with county for approval.

KC

Governors considered alternative ways of raising funds including offering holiday clubs to children from other schools. It was agreed that fund raising initiatives should not adversely impact on the school's core business and would be considered at a later date.

The Bursar introduced the idea of online banking with the ability to receive and send payments by BACS. Governors were in principle supportive of the proposal but wished to discuss the implications with County first.

ACTION - Chair of Governors to consult with finance department at County regarding online banking and BACS payments.

KC

Arrangements for completion of the schools financial value standard (SFVS) return for 2014 were discussed and agreed.

ACTION - Chair of Governors and Chair of Resources Committee to meet with the school to complete the SFVS return in advance of the next Full Governing Body meeting.

KC RW



7.41pm Norma Chevhurst left the meeting.

b) Staffing Report

Several areas were raised for discussion under this item:

- The safeguarding link governor reported that he had examined the school's single register of recruitment checks and provided a report with recommendations to governors.
- The Acting Headteacher reported that a safeguarding audit was to be undertaken and the safeguarding link governor agreed to send through what he had from the previous audit.
- A verbal summary of staff absence was provided and it was noted that absence was generally quite low.

7.48pm - Phil Rowland left the meeting

- The Acting Headteacher had completed the teacher performance reviews and there were no financial implications to report. Teachers were due for a mid year review under the revised procedures for 2013/14 but it was recommended that these be delayed until June as the initial reviews had only just been completed. Governors were happy with this suggestion.

ACTION - Teacher pay statements to be issued at the beginning of the summer terms.

ST NC

c) Health and Safety Report

A verbal update on health and safety issues was provided and the following areas were discussed:

- A tour of the building with governor representation was planned for the following day.
- Security improvements had been made and were effective, though it had been noted that children had been seen climbing over the gates when the school was closed.
- Concerns about the potential for flooding due to fast flow on the neighbouring stream.
- Discussions had taken place with Southover School about making modifications to improve safety around a high wall on the perimeter of the shared fields.

d) Premises Report

There was nothing further to report to committee. A revised premises inspection list would be circulated.

5 Policies and Other Documents for Review

As the meeting had overrun due to the additional item at the beginning there was insufficient time to cover all agenda items.

a) Accessibility Plan

Not discussed.

b) Charging & Remission Policy

The draft charging and remissions policy was reviewed and there was a request for clarification on the eligibility criteria for subsidised residential school trips on page 3 before it was proposed to Full Governing Body for approval.

ACTON - Clerk to amend the charging and remissions policy as discussed prior to submission to Full Governing Body.

TC



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c) Appraisal Policy

The Chair of Committee was thanked for the work he had undertaken regarding the production of both the pay and appraisal policy.

d) Premises Management Documents

Not discussed

e) Statement of Procedures for Dealing with Allegations of Abuse Against Staff

Not discussed

6 Any Other Business

The proposed two other business items had both been covered in the main agenda.

Meeting ended at 8.11pm

Date of next meeting 20th May 2014



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Actions agreed by Resources Committee 11th February 2014

Actions Agreed	By Who	By When
The model proforma provided by the clerk to be used by the school to report to the committee at each meeting. Clerk to email the proforma to the Bursar and Headteacher	NC, ST, TC	Ongoing
Governors requested that where there were significant variances on a budget line that the report be annotated with notes by way of explanation.	NC	Ongoing
ICT Technician Services to be included as an autumn business item for the committee.	TC	Autumn 2014
Chair of Governors to discuss the proposed Headteacher handover arrangements with county for approval.	KC	ASAP
Chair of Governors to consult with finance department at County regarding online banking and BACS payments.	KC	By next meeting
Chair of Governors and Chair of Resources Committee to meet with the school to complete the SFVS return in advance of the next Full Governing Body meeting.	KC RW	By FGB meeting
Teacher pay statements to be issued at the beginning of the summer terms.	ST	By end April
Clerk to amend the charging and remissions policy as discussed prior to submission to Full Governing Body	TC	By next FGB meeting

Signature.....Date.....