

# Bolham Community Primary School Governing Body

## RESOURCES COMMITTEE MINUTES – 8<sup>th</sup> March 2017

Resources Committee Minutes – Part 1				
Date/Time		Location		
8 <sup>th</sup> March 2017 at 16:07		Bolham Primary School		
Attendees	Initials		Attendees	Initials
Hannah Alford	HA		Tracy Cullerne	TC
Neal Davey	ND		Steven Leather	SL
Stephanie Rolfe	SR / Chair			

Apologies	Initials		Absent without Apologies	Initials
Denise Woodgate	DW			

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	<b>Apologies</b> DW had sent an apology that was sanctioned by the committee.		
2	<b>Declaration of Business Interests</b> There were no declarations of business interests.		
3	<b>Minutes (Parts 1 &amp; 2) of the previous meeting on the 18<sup>th</sup> January 2017</b> The Part 1 minutes were signed off as a true and accurate record. SR read out the part 2 minutes and they were signed off as a true and accurate record.		
4	<b>Matters Arising:</b>		
a	<b>Land Transfer – update</b> Carried forward to the next meeting.	DW	03/05/17
b	<b>Premises – Crack in the toilet block wall - update</b> Carried forward to the next meeting.	DW	03/05/17
c	<b>Health &amp; Safety - Obtain quotes for a new picket fence</b> SR advised the committee that 3 quotes had been received from companies on the approved suppliers list. The quotes ranged from £1715 + VAT to £3209 + VAT. ND asked if the school could claim back the VAT. SL offered to find out the answer to the question. ND asked when the picket fence would be installed. SR said that it would probably take place during the summer holiday and the cost would be incurred in the 2017-18 budget.	SL	03/05/17

Signed *S. Rolfe*

Dated *3/5/2017*

# Bolham Community Primary School Governing Body

## RESOURCES COMMITTEE MINUTES – 8<sup>th</sup> March 2017

\* SR said she felt the quotes were high for the work required and suggested that it might be worth requesting additional quotes from local companies, for comparison.

* SR	The companies that provided the quotes were from Sidmouth, Bideford and Exeter. ND stated that he would prefer a local company to undertake the work. After a discussion it was agreed that SR would speak with Mrs Pilling to ask for the three companies to break down their quotes into more detail and also get a quote from a local company.	SR	03/05/17
d	<b>School Funding Formula – Respond to the consultation</b> SR advised that the response to School Funding Formula was still to be actioned.	SR	ASAP
e	<b>Educational Psychology – Check the costs in the 3-year budget plan</b> Carried forward to the next meeting.	DW	03/05/17
f	<b>Purple Hoppers – Obtain Tidcombe School charges for use of the premises</b> Carried forward to the next meeting.	DW	03/05/17
g	<b>Fire Risk Assessment – Carry out the assessment and report to FGB</b> TC confirmed that the Fire Risk Assessment had been approved by the FGB. Action complete.		
h	<b>Finance Policy</b> - Ratify at the FGB - Include the DCC link in the policy SR confirmed that the Finance Policy had been ratified by the FGB. The DCC link was not available, however, SR advised that the details from the link were embedded in the policy document. Action complete.		
i	<b>Financial Policy Statement - Ratify at the FGB</b> SR confirmed that the policy was ratified by the FGB. Action complete.		
j	<b>Staff Leave &amp; Absence – Confirm policy for the attending of funerals at FGB</b> SR confirmed that the FGB had provided DW with advice on handling leave of absence requests to attend funerals. Action complete.		
5	<b>Revenue Budget Monitor Review and Forward Planning</b> The latest Revenue Budget monitor for 2016-17 had been circulated in advance of the meeting. SR advised the committee that it had been produced with the assistance of the Local Authority Financial Adviser on the 24 <sup>th</sup> February 2017. SR stated that the forecast for the year-end showed a surplus of £4840. SR asked the committee if they had any questions to ask about the contents of the report. SL asked why the future forecast for Catering was £7.3k when £21.4k had been spent to date. SR explained that it was due to the timing of the costs from the meal provider and the catering costs remained on budget for the year. TC asked if the residue costs against Sports Grant had to be spent on sporting activities. SR confirmed the grant had to be spent on sporting activities and advised that pro-		

\*\* → SR said she would like to see a breakdown of materials and labour in the current quotes.

Signed

S. Rolfe

Dated

3/5/2017

2

# Bolham Community Primary School Governing Body

## RESOURCES COMMITTEE MINUTES – 8<sup>th</sup> March 2017

	<p>coaching for Early Years and Key Stage 1 pupils would continue.</p> <p>SR stated that in her recent discussion with the school auditor it was agreed that more narrative would be useful on the budget monitor report. SR would speak with Mrs Pilling to add more detail on what the entries on the budget report related to.</p> <p>SR explained that DW had managed to turn the previously forecast deficit into a forecast surplus by freezing some budgets and the staff had been on board with achieving the savings.</p> <p><b>ND offered thanks to DW and her staff for their hard work in helping to keep costs within the budget.</b></p>	SR	ASAP
6	<p><b>Review of the Capital budget</b></p> <p>The latest Capital Budget monitor for 2016-17 had been circulated in advance of the meeting.</p> <p>SR advised that there had been no significant Capital spend in the year and the unspent budget of £2426, along with £6612 carried forward from previous years would be carried forward into 2017-18.</p>		
7	<p><b>Prepare new draft budget for 2017/18 onwards</b></p> <p>The latest 3-Year Revenue Budget had been circulated in advance of the meeting.</p> <p><b>SL asked why the surplus from 2016-17 showed £6000 when the budget monitor reviewed earlier (in item 5) was reported as £4840.</b> SR explained that since the production of the 2016-17 budget monitor further savings had been identified.</p> <p>SR explained that the majority of the figures for the cost centres remained the same for each of the three years as this was how the budget was formulated. Some cost centres e.g. Staff costs, were predicted to increase in line with pay awards.</p> <p>SR advised that the previously reviewed 3-Year report had shown deficits but assuming that the 'New Funding Formula for Schools' was introduced as planned then the School Budget Share income would increase.</p>		
	<b>The meeting moved to Part 2 minutes</b>		
	<p><b>The meeting returned to Part 1 minutes</b></p> <p>SR proposed that the draft budget for 2017-18 was accepted. SL seconded and all agreed.</p>		
8	<p><b>Review Asset Management Plan</b></p> <p>SR explained that the management of assets/building projects was maintained in the CONNECT2 system by NPS. SR had printed reports from the CONNECT2 system and she spoke about her findings.</p> <p><u>Site equipment list</u> – all services and equipment were up to date. SR would check with DW when the next electrical installation was due as the last check was performed in 2013.</p> <p><u>Site Report on Buildings</u> - This covered the original</p>	SR	ASAP

# Bolham Community Primary School Governing Body

## RESOURCES COMMITTEE MINUTES – 8<sup>th</sup> March 2017

	<p>building, the extension, outbuildings, play areas and paths. <b>ND</b> asked if it incorporated the electrical substation in the car park. <b>SR</b> thought it was not a requirement to include the substation.</p> <p><u>Condition survey report.</u> <b>SR</b> stated that she would speak with Mrs Pilling to confirm which issues had been addressed and ensure that NPS had updated the CONNECT2 system.</p> <p><b>SR</b> advised the meeting that the cost to address the Priority 1 issues was £2350 and the Priority 2 items was £26k. It was agreed to review the priorities at the next meeting and agree what actions to take.</p> <p><b>ND</b> asked if all governors could access the CONNECT2 system. <b>SR</b> advised that a login and password were required and they could be obtained from the administration team.</p> <p>It was agreed that going forward the “Reviewing the Asset Management Plan” would consist of reviewing these reports and the actions and work to be undertaken would be logged in the minutes.</p> <p>It was noted that only major projects would be incorporated into the School Development Plan.</p>		
9	<p><b>SFVS (Schools Financial Value Statement) – draft</b></p> <p><b>SR</b> had circulated the SFVS in advance of the meeting and asked if anyone at the meeting had any questions about the contents. <b>SL</b> asked why the report was dated 2016 on the front page. <b>SR</b> advised that it was the version date for the template document.</p> <p><b>SR</b> proposed the report was approved and taken to the FGB was ratification. All agreed.</p>	SR	23/03/17
10	<p><b>Policies:</b></p> <p>The policies had been issued in advance of the meeting.</p>		
a	<p><b>School Complaints Procedure</b></p> <p><b>SR</b> had reviewed the policy and proposed it was approved. <b>ND</b> seconded and all agreed. <b>SR</b> signed off the policy.</p>		
b	<p><b>Freedom of Information Act Policy</b></p> <p><b>SR</b> had reviewed the policy and advised that the list of school policies within the document would be checked and subject to this that the policy be approved and taken to the FGB for ratification. <b>ND</b> seconded and all agreed.</p>	SR/BB	16/03/17
c	<p><b>Stress Policy</b></p> <p><b>SL</b> had reviewed this model DCC policy and proposed that it was approved. <b>SR</b> seconded and all agreed. <b>SR</b> signed off the policy</p>		
11	<p><b>Staffing &amp; Absence</b></p> <p><b>SR</b> said that she was not aware of any staffing and absence issues.</p>		
12	<p><b>Health &amp; Safety Update</b></p> <ul style="list-style-type: none"> <li>- Review Accident log</li> <li>- Plan a Fire Drill</li> </ul> <p><b>TC</b> stated that she had not reviewed the accident log and</p>	TC	03/05/17

# Bolham Community Primary School Governing Body

## RESOURCES COMMITTEE MINUTES – 8<sup>th</sup> March 2017

	would action this before the next meeting. It was thought that the Fire Drill had taken place but TC would check with DW to confirm.	TC	ASAP
13	<b>Date of Next Meeting – Wednesday 3<sup>rd</sup> May at 4pm</b> The meeting closed at 17:30		