

**Minutes of the Management & Resources Committee**  
**Wednesday 13.01.2016**

**Present:**, Susie Dove (Head Teacher) Paula Bangs, Rose Gunter, Hayley Fitch, Jackie Ingram, Mike Chappell, Jonathan Young. Elleesa Jones (Minutes)

**Attendance**

<b>SD 100%</b>	<b>RG 100%</b>	<b>MC 100%</b>
<b>PB 100%</b>	<b>HF 100%</b>	<b>JY 100%</b>

**1. Apologies and Declaration of Interest**

**Apologies:** All governors were present

There were no new matters of pecuniary interest to add to the website.

**2. Minutes from previous meeting**

The minutes of the last meeting were agreed as a true and accurate record of the meeting with the following amendment:

5. SEND figure to read 25% rather than 255 **Clerk**

CoG asked if parents had a means of giving feedback on her termly report. **HT**  
 The HT replied that she would work on this and report back.

**3. Matters Arising**

Parent lunches have been booked for after half term and dates will be communicated via the newsletter. **HT**

Information about Heathwood Harriers for the website has been received. **All**  
 All information for the website to be sent to the HT for uploading. Football to be given a web page of its own.

**4. Budget Outturn**

The budget outturn had been circulated. Questions and comments were invited from governors. The CoC/HT commented that they had produced the information in a new format and colour coded graphs for clarity. Governors are asked to feedback on the new style and any further amendments they need to make the report user friendly. **All**

Governors noted that photocopying costs were over budget. This is due to a high volume of colour copying for Learning Journals to be given as a diary of the pupils' year. However, the HT has made printing economies by diverting all printing to one printer which will make staff consider whether colour printing is needed. The default printing has been changed to black and white.

Governors suggested that rather than sending a physical journal home, parents might like to receive it as scans so that it could be shared with family members. It was decided that this may be something to consider in the future.

Governors suggested that the School newsletter should only be printed by exception. The HT to voice this in the next issue and ask parents to indicate if they needed a printed copy. **HT**

The CoC commented that the School texting service was very effective. The HT advised governors that it is very useful when group messaging but can take more time if texting to a specific family.

Governors noted the figures in the Visits budget line. They were advised that this is an 'in and out' account but as it is based on actuals, it may be down a little.

Pre-school receives some LA funding and also parent payment. The LA allocates money to the School but then claws back according to actual numbers. This year the clawback was about 5K. In the next financial year, the clawback will be easier to predict and it is likely that they will allocate closer to the true amount.

Further funds have been allocated to Pre-school due to PPG.

Costs for PACT testing will be brought forward to the next financial year.

**5. SDP**

This will be discussed at the FGB.

A confidential and restricted item was discussed and minuted separately. **HT**

**6. Catering**

The Report for the termly accounts had been circulated and questions and comments were invited:

The CoC reported that stock purchases had risen as had the cost per head. This will help with the MDSA costs. Prices have risen and the Kitchen Manager is still getting excellent value for money. The next report will contain a full year's data. Parent lunches will be taking place after half term and this will generate additional revenue.

*Q: Do we get more money for Y3/Y4 in Winter?*

A: Yes we do and we may see figures decrease as we go into Spring.

*Q: Can the amount of waste be reduced?*

A: The Kitchen uses leftovers to form part of the following day's meal. Eg left over mashed potato would be used on a shepherd's pie. There are a lot of plastic spoons and poly cups used. The HT to find out the cost of these. **HT**

It is harder to predict Y1/Y2 take up. Grab a bag has been popular in the past and this will continue but will be served on a plate.

The census last year was 100% and this year was still high at 96%.

**7. Clerk Seminar update where applicable to committee**

As the same attendees had been present at the T & L meeting, the Clerk

had covered this.

**8. Policies**

There were no policies to review

**9. Buildings including Health & Safety**

A meeting will take place with the Site Agent in the coming week.

**MC**

Concern about mossy ground at the Cotefield Drive entrance was expressed. It was felt to be a potential hazard in wet and icy weather. This area is outside of the school grounds and NOT the responsibility of the school. HT to notify parents via newsletter

**HT**

**10. AOB**

**There were no matters to discuss.**

**11. Personnel**

There were no personnel matters to discuss

**Dates of future meetings**

**All to note**

Comms 16.03.2016

Comms 18.05.2016

If governors are unable to attend or know that they will be late, please email the clerk on [elleesa@mailtight.com](mailto:elleesa@mailtight.com) or after 4pm on the day of a meeting text 0791 4546115

**Signed**

**Date**