

**Minutes of the Management & Resources Committee
Wednesday 9 November 2016**

Present:, Susie Dove (Head Teacher) Paula Bangs, Rose Gunter, Hayley Fitch, Mike Chappell, Jonathan Young, Elleesa Rushby (Minutes)

Attendance

SD 100%	RG 100%	MC 100%
PB 100%	HF 100%	JY 100%

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.

3. Election of Chair & Vice Chair

HF self-nominated and was seconded by PB for the role of Committee Chair

JY self-nominated and was seconded by RG for the role of Vice Committee Chair.

Both posts will run for the remainder of the current academic year.

4. Terms of Reference

The committee had reviewed the ToR and decided that they were fit for purpose.

Clerk/HT

5. Budget outturn

The 2016-2017 has been revised due to an EY decrease (claw back from LA) and SEND increase.

Early Years. The LA allocates an estimated sum annually and have promised to be more accurate in this. However, when the actuals for the pre-school and the estimate were compared, the La had over paid by about 15K. The School has always been aware this would happen and had estimated and budgeted for the clawback before it happened.

Following some advertising for the pre-school there have been some phonecalls and visits. 5 new children have joined, some of whom are already 3 and will be joining in January 2017.

Catering income is on target for the budget.

The menu has been revised following the survey. Pasta will no longer be offered with meals that have gravy. Catering figures will be available and shared with governors at the end of the term.

Governors felt that having looked at meals offered in other local schools, that was scope to increase prices. In order to control stock levels, it may no longer be possible to allow pupils to request a meal on the day and while a month in advance may be too rigid, governors felt they needed a happy medium to ensure future viability. CoC to discuss data with Kitchen Manager.

It was suggested that in order to demonstrate the good value of school meals, a comparison with a packup should be put in the newsletter.

The LP has received an additional 2K.

Tree cutting will be done at Christmas and is already in the budget.
Electrical testing – additional funds have been allocated for this as there may be follow up actions.

The CoC asked if it was worth a time delay on the information to allow her to display it more graphically. Governors agreed that it was and that the graphics aid understanding and transparency. **CoC/HT**

6. **SEND**

The SEND budget is currently in a temporary deficit due to a recent overspend. 1 out of catchment child has joined the LP. The child also attracts top up funding. The School has invoiced the LA for the additional funds. Another child has moved out of the LP but no funding has yet been received since January 2016.

The CoG requested a breakdown of SEND income and how it is spent per pupil. **HT**

Q: Is the Nurture group still active?

A: It has not been needed this year but can be re-introduced as a pop up. All the pupils are accessing full class teaching now.

SPG

The School receives £8600 in two batches. This has not arrived yet. £3462.50 is spent on the LL Partnership and £3400 on Future Games. Future Games covers two lunchtimes and two full afternoons per week. In addition the School funds coach transport (one way only) £7042.50 and of the remainder, this £1500 covers two TAs to support pupils at events.

Q: The TA payments seem a lot compared with payments to Luke?

A: 1 TA always has to attend and it is difficult to get volunteer parents to accompany them.

PPG

A breakdown of PPG will be reviewed at the next M & R.

Staffing/Training

Two staff have undertaken the LA's Safeguarding training. **CoC/HT**

Two staff have undertaken Down's training and are cascading this to their colleagues.

Two new TAs are receiving new staff training.

The School may sponsor an NPQH next year and will report back when more information is available.

All TAs are now very well trained and their development is now linked to performance management targets.

Responsibilities

HF – PPG/SPG/Catering

JY – H&S/Maintenance

Policies

The following policies will be emailed to governors for comment and ratification at the next FGB.

HT/Clerk

Virement

Lettings

H & S

SFVS and Benchmarking will be discussed at the next M & R

M & R Agenda

10. Buildings, Fabric and Maintenance

The following work has been completed: Fence, gate, hall flooring, floor to EY and tiling.

AOB

A governor raised the question of new goal posts for the Harriers. The HT will see if costs can be met from the SP.

HT

19. Personnel

There were no personnel matters to discuss

20. Dates of future meetings

Comms 18.01.2017

Comms 03.05.2017

All to note

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

Signed

Date

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Please tick to agree the minutes

Table view

Administration



Most popular option: **several**

[Select final option\(s\)](#) ▼

6 participants

	I agree the M & R Minutes 09.11.2016	I agree the restricted and confidential minutes 09.11.2016
Hayley Fitch	✓	✓
Jonathan Young	✓	✓
Rosemarie Gunter	✓	✓
Mike Cappell	✓	✓
Paula	✓	✓
Susanne Dove	✓	✓
Elleesa Jones	<input type="checkbox"/>	<input type="checkbox"/>

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