

Minutes of the Management & Resources Committee
Wednesday 18.05.2016

Present:Susanne Dove (Head Teacher) Paula Bangs, Rose Gunter, Jonathan Young. Elleesa Jones (Minutes)

Attendance

SD 100%	RG 100%	MC 75%
PB 100%	HF 75%	JY 100%
Committee for year 94.1 %		

1. Apologies and Declaration of Interest

Apologies: Apologies were received from HF and MC.

In the absence of HF and MC, the meeting was chaired by JY.

JY will be joining the organisation Dynamic Metals as of 1 June 2016. JY **JY/HT**
to advise the School so that this can be added to the governors'
register/website.

2. Minutes from previous meeting and Matters Arising

The minutes of the last meeting were agreed as a true and accurate record of the meeting.

3. Website

MC to send an image for the governor profile. The HT will write some **MC**
information to accompany this.

4. Budget Outturn

The 2016-2017 budget has just been set.
12.5K has been allocated to cover work on heaters and other work.
Fencing is separate to this.

Staffing and support is almost the same amount as last year and reflects the number of pupils needing support.

The AWPU funding may drop in the next year.

Pay will be discussed at the PM meeting.

The replacement Y1 teacher's salary will reflect their experience and cannot be finalised until the person is recruited.

The budget will be re-forecast in September 2016.

A confidential and restricted item was discussed and minuted separately.

5. SDP

There was nothing further to add about the SDP

Governors asked about progress on the ramps. The HT is continuing to progress this and has submitted a report to the panel for consideration.

6. Sport Premium

This should remain the same but it is yet to be confirmed and CBC has advised us not to put it in the budget yet. Government suggest it will be ringfenced until 2020. Funds will be spent on Leighton Linlade Sports Partnership and Future Games provision. The Future Games apprentice has been a great asset and the School would like to retain his services going forward. As he will no longer be an apprentice, he may cost slightly more but he is worth every penny. The curriculum leader for PE has scrutinised the impact of the current provision and it of huge benefit to pupils and has impacted positively on the quality of teaching. **HT**

The SPG grant has also paid for outdoor play equipment. Going forward, this will mean that none will be bought in the coming year. Annual inspections will take place for safety but there will be no repairs needed to benches.

7. Pupil Premium Grant

This will be nominally the same at £24, 230 and will be spent appropriately on pupil needs.

8. Catering

As the CoC was absent, this item will be discussed at the FGB.

FGB Agenda

9. Policies

There were no policies to review

10. Building Fabric and Maintenance including H & S

The HT reported that the radiators in the hall were old and beyond repair. It may be possible to source a motor for one of them and filters can be provided. However, it is not possible to guess when the others will stop working. She had hoped that they would be condemned.

JY has received a quote to convert them to LED/T5. JY to count how many emergency lights are needed and to factor in the Caretaker's training into any costs and obtain further quotes to be reviewed by the

JY

committee.

Governors discussed the value of skylight tunnels but were concerned that this could impact on asbestos disturbance, leaks and the solar panels. It was decided to try and source more economic lamps at low cost. **JY**

The water pipes are still to be done by the Caretaker. **JY/HT**

A discussion took place about emergency lighting. The HT has obtained 2 quotes and will wait until she receives JY's quote before making a decision. **JY/HT**

There are some sharp edges on the kitchen hatch that require attention. **HT**

Food Hygiene will be dealt with by external inspection when they call in.

It is becoming more difficult to source small toilet seats and the HT is looking for providers. **HT**

Thresholds have in part been replaced where they are sticking up/peeling away. Some of this has been made safe with tape in the interim. The matter will be dealt with via replacement flooring. **HT**

The tiling work has been signed off and contractors will begin work soon.

Some trees are interfering with phone wires. The Caretaker to speak to BT. The trees are in the lane and are next door's responsibility. **HT**

4 quotes have been received for fencing work. JIG seemed the cheapest and they had already shown goodwill be moving the outdoor classroom at no cost. There was a disparity in that some of the costs contained VAT and others did not which was confusing. On examination of the quotes, and the consideration of adding the Caretaker's fence to the work, governors decided to ask JIG for their best price match and to ask about warranty, maintenance and treatment. The governors felt that the HT could make the final decision and were confident that there were sufficient funds (6.5K) in the budget to afford the work. **HT**

The Caretaker's office is to be cleared out and a laptop installed for his use.

There is broken glass in the greenhouse and this will be replaced. **HT**

Broken and cracked tiles in the outdoor toilets are being replaced as part of the tiling project.

The School is having a 'big tidy up' and this will continue.

3 flooring quotes for the hall floor have been received. Ravenoak is the

cheapest at £3898.80. The quotes are to be scrutinised and a decision to be made.

HT

11. AOB

The Clerk to add Governor Visits and Training to the T & L agenda going forward. Governors to advise the CoG of any training undertaken.

All

Clerk to liaise with SGOSS for new governor when skills audit has informed profile.

Clerk

12. Personnel

This matter has already been discussed.

Dates of future meetings

All meetings to be held on a Wednesday:

All to note

FGB 15.06.2016

FGB 06.07.2016

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