



Alderman Jacobs Primary School (Academy Trust)

Resources Committee Meeting

Wednesday 27 February 2019

MINUTES

Key:

Governor Questions

School Improvements

Governors Present: Andrew Pattison, Cathy Carlisle (Head), Eamonn Dorling (Finance Chair), Joel Combes (Resources Chair), Nicky Baker, Denise Burt, Jenny Johnson, Michaela Southwell

In Attendance: Jocelyn Sumner (Finance and Operations Manager), Sarah Woods (Clerk), Jenny Smith (ICT leader), Adam Winfield (ICT Curriculum Support)

Meeting opened at 6.38pm

1	<p>Welcome and Apologies Joel Combes (JC) welcomed all to the meeting. Apologies were received and accepted from Laura Holland.</p>	All to note
2	<p>Minutes of the Previous Meeting (Resources Committee 31 October 2018) The Resources Committee minutes were agreed as an accurate record. Proposed by Denise Burt (DBU) and seconded by JC.</p>	All to note
3	<p>Agreed Actions Updated High VAT figure in balance sheet - Governors were updated that this was discussed with auditors and this is what has accumulated since becoming an Academy. Straw Bears/Breakfast Club- It was confirmed to Governors that there was a slight dip in numbers at the end of the Autumn term but numbers have risen again since then. If any new childcare facilities have opened, it hasn't had an impact on us or affected the school financially. School Trips- A letter was sent out to parents in the Autumn term about the re-classification of trips. Kidzone Buildings- We are still seeking quotes for removal of the building as previous costs/quotes have risen.</p>	All to note Action: Cathy Carlisle
4	<p>Declaration of Pecuniary Interests</p> <ul style="list-style-type: none"> Eamonn Dorling- Independent Financial Advisor, Chair of Finance Committee: Whittlesey Town Council, Treasurer: Whittlesey Business Forum, Trust Member of Alderman Jacobs School 	All to note

	<p>(Academy Trust)</p> <ul style="list-style-type: none"> • Nicky Baker- daughter, Ruth Taylor is a teacher in school • Joel Combes- Wife, Sarah Combes is a teacher in school • Jenny Johnson- Company secretary for fathers' business, runs an after school Art and Craft club in school. 	
5	<p>ICT Bid</p> <p>Adam Winfield and Jenny Smith were welcomed to the meeting. They explained to governors that the school's server needs to be updated as all Microsoft support (windows 7) will end in January 2020. Prior to the meeting governors were given quotes on various options for servers and new hardware that are available.</p> <p>Governors challenged that Windows 10 have been having a lot of problems. Staff have been encouraged to use Google for Education instead of windows since we launched it in September, and we will have full ICT support as and when we will need it. Governors asked, if there would be any effect on us receiving information from other schools if we aren't on the same system. Majority of files transfer across without any problems. Various options including buying and leasing were discussed and Governors were told that ideally we need to have the new server up and running by September 2019. Governors asked whether we have had any communication with SHSCC about whether they use the same system and will it be a problem for children moving up if they have to use a different system. It was explained that the curriculum is based and taught about learning skills and not specific programs. Governors asked if the school are able to get a grant. Governors asked if we are able to get a grant. In the future we are looking to have links with larger/local businesses for sponsors, but it had taken a lot of time and work to get just 1 quote together and it is detrimental that we start moving forward with this. Governors agreed, in principal, that they are happy with the quote but would like school to get 1 more quote as a comparable. Proposed by Eamonn Dorling and seconded by Denise Burt.</p> <p>Jenny Smith & Adam Winfield Left at 7.08pm</p>	All to note
6	<p>Budget to Date</p> <p>Governors had been given a budget to date report prior to the meeting and were very happy with the projection.</p> <p>Governors were told that the pre-school are making more money than expected as pupils on roll are higher than predicted. It was explained that a General Annual Grant (GAG) statement is received at the beginning of each school year that gives the total amount the school receives and we have received more than expected.</p> <p>Governors asked about the catering parent/carer debt. It was confirmed that this is being chased by staff on a weekly basis.</p> <p>Governors agreed that they would back date Support Staff Casual Contract Pensions, and it was confirmed to governors that contracts have been changed to rectify this problem in the future, proposed by JJ and seconded by JC,</p> <p>It was discussed what further actions can be taken to aid in helping with the parent/carer debt, the Charge and Remissions policy is being updated, staff are chasing the debts. Governors asked if the school offer parents the opportunity to pay in installments. It was confirmed</p>	<p>All to note</p> <p>Action: Cathy Carlisle</p>



	<p>that we always try to work with the families to help them how we can, but the debts still aren't being paid.</p> <p>Governors agreed to leave the letting arrangement for Bounce and Burn after school club the same. <i>Governor's asked if we had seen a copy of her public liability insurance</i>, it was confirmed that we have.</p> <p>Governors agreed to implement the Support Staff Pay Award effective from April 2019, proposed by DB and seconded by NB.</p> <p>It was discussed that in response to the minor risk in the Responsible Officer Supplementary Visit report, a statement has been added to the Benefits, Gifts and Hospitality Policy, proposed by DB and seconded by ED.</p> <p>It was discussed that there is a surplus in the budget, which can be used to contribute towards the new server and ICT hardware.</p> <p>The revised budget was agreed by Governors, proposed by JJ and seconded by JC.</p> <p>**Confidential minute**</p>	
7	<p>Responsible Officer Report</p> <p>The meeting was provided with a copy of the Supplementary audit checks from the Responsible Officer visit on 1st February 2019. Governors were satisfied with the minor risk for Gifts & Hospitality now that the policy has been amended.</p>	All to note
8	<p>Update from Site Manager</p> <p>Governors were presented with a copy of the Site Manager Report prior to the meeting. <i>Governors asked if the school has had an invacuation drill yet</i>. It was confirmed that a date has been set for the school to have a drill. <i>Governors asked when the new netball posts are planned to be installed on the playground. This is planned to be completed in the Easter holiday, weather dependent.</i></p> <p><i>Governors were provided with quotes to carry out the works to remove Kidzone from the site, a separate meeting is being arranged with the 'Governor School Building Project Team', to make some key decisions so that things can be in place for the next school year.</i></p>	<p>All to note</p> <p>Action: Laura Holland</p>
9	<p>Policies to Ratify</p> <p>Lettings- Proposed by JJ and seconded by JC.</p> <p>Charging and remissions- Proposed by JC and seconded by DB.</p> <p>Conflict of Interest- Proposed by JC and seconded by NB.</p> <p>Discretionary Leave of absence- Proposed by JJ and seconded by JC.</p> <p>Staff Behaviour- Proposed by JC and seconded by JJ.</p> <p>Support Staff probation- Proposed by JJ and seconded by JC.</p> <p>Whistle Blowing- Proposed by JC and seconded by JJ.</p> <p>Staff Induction- Proposed by JC and seconded by DB.</p> <p>Sickness and absence- Proposed by JC and seconded by DB.</p>	Action: Sarah Woods

	Mental Health- Proposed by DB and seconded by JC. Positive Handling- Proposed by ED and seconded by DB. Swimming Pool- Proposed by NB and seconded by ED.	
10	Governor Training SWO attended Clerks Termly Briefing DB Data Training.	All to note
11	Summary of meeting <ul style="list-style-type: none"> • ICT presentation • Update on previous actions • Review of budget • Governor's challenged fairly • Site Manager Report 	All to note
12	Any Other Business -Access to Trusts Funds (additional funding) Putting bids in for trust was discussed and will be easier as school is already charity, this is something we can look into further in the future. **Confidential Minute**	All to note

The meeting closed at 8.29pm

Signed as a true record: Date:
Joel Combes (Resources Chair)