



Alderman Jacobs Primary School (Academy Trust)

Resources Committee Meeting

Wednesday 21 October 2020

MINUTES

Key:

Trustee Questions

School Improvements

Trustees Present: Cathy Carlisle (Head), Joel Combes (Resources Chair), Laura Holland, Laura Hemmaway, Denise Burt, Andrew Pattison

In Attendance: Jocelyn Sumner (Finance and Operations Manager), Sarah Woods (Clerk), Gemma Glazebrook (Clerk from Oct 2020)

Meeting opened at 7.01pm

1	Welcome and Apologies Joel Combes (JC) welcomed all to the meeting.	All to note
2	Minutes of the Previous Meeting (Resources Committee 26 February 2020 & Responses Summer 2020) The Resources Committee minutes were agreed as an accurate record. Proposed by Laura Holland (LHO) and seconded by Joel Combes (JC)	All to note
3	Agreed Actions Updated None	All to note
4	Declaration of Pecuniary Interests <ul style="list-style-type: none"> Laura Holland- Trust Member of Alderman Jacobs School (Academy Trust) Joel Combes- Wife, Sarah Combes is a teacher in school 	All to note
5	Terms Of Reference Agreed, proposed by LHO and seconded by JC.	All to note
6	Budget to Date Governors had been given a Management Report (automated from new finance system) prior to the meeting. Trustees asked why there was such a large surplus. This is because there was a plan to spend all of the funds that were received, which hasn't been possible this year. There has also been more families eligible for Pupil Premium than expected. Has covid had a negative impact on the budget. There has been less funding coming in but there has also been less money being spent. It was explained to trustees that more temporary staff (adults that are already in school) have been recruited to lead interventions, to plug the	All to note

	<p>gaps where needed, some of the surplus funds in the budget has been used for this.</p> <p>Trustees asked if the school is currently in a good position. Yes, there were more children in school for the census which means there will be a larger budget for the next school year. In addition to this the school are making their own income from, the Breakfast, After school clubs and lettings. Is school still taking part in Pixl for the extra income. Still taking part in some but this has been greatly reduced due to the current situation.</p> <p>Trustees thanked the Finance and operation manager for a clear budget projection.</p> <p>Financial Statement Was agreed and signed by JC.</p>	
7	<p>Policies to ratify</p> <p>Trustees expressed how pleased they were with the policies that have been updated using model policies from Judicium.</p> <p>Best Value- Proposed by LHO, seconded by DB</p> <p>Critical Incident - Proposed by LHO, seconded by AP</p> <p>Internal Financial Procedures - Proposed by LHO, seconded by LHE</p> <p>Capability - Proposed by JC, seconded by LHO</p> <p>Disciplinary - Proposed by JC, seconded by LHO</p> <p>Grievance - Proposed by JC, seconded by LHO</p> <p>Invacuation - Proposed by LHO, seconded by JC</p> <p>Risk Assessment - Proposed by LHO, seconded by LHE</p> <p>Early Bears & straw Bears Terms & Conditions - Proposed by LHO, seconded by AP</p> <p>-Behaviour Management - Proposed by LHO, seconded by AP</p> <p>-Healthy Eating - Proposed by LHO, seconded by AP</p> <p>-Uncollected children - Proposed by LHO, seconded by AP</p> <p>Pay - Proposed by LHO, seconded by DB</p>	<p>All to note</p> <p>To action Gemma Glazebrook</p>
8	<p>Update from Site Manager</p> <p>Governors were happy with the report. Trustees challenged the Early years fire and security. It was explained that there are sufficient fire exits, but would like to have doors fitted that automatically unlock, the same as in the rest of the school. Is the site officer coping with the amount of work. He has been asked, and he doesn't feel he needs the help. Trustees would like to pass on thanks to the Site officer.</p>	All to note
9	<p>Letter to Trusts accounting officers from ESFA's accounting officer</p> <p>The Academies Financial Handbook sets out the requirement for Governors to see annual letters to trust's Accounting Officers from the ESFA's accounting officer.</p>	All to note
10	<p>Governors Safeguarding role</p> <p>Trustees were presented with a copy of The leadership of Safeguarding checklist prior to the meeting.</p>	All to note
11	<p>Health and Safety- Historical Claim</p> <p>It was explained to Trustees that 10 years ago, a child fell off some equipment onto some mats during a PE lesson. The child has now turned</p>	



	18 and has lodged a claim with the insurance company, claiming that there are long lasting injuries and learning difficulties. Evidence from school has been sent to the insurance company.	
12	New Co-opted Trustee LHO had approached a possible candidate for a co-opted trustee and personal statement was present to the trustees prior to the meeting. It was expressed that the candidate has the skills and knowledge to bring a lot to our school. All trustees agreed for candidate to join the trust.	To action: Gemma Glazebrook
13	Trustee Training LHO shared with other trustees that there are courses coming up on finance. DB booked on briefings for next 2 terms	All to note
12	Summary of meeting Discussed the budget New co-opted trustee Site manager report	All to note
13	Any other business None	All to note

The meeting closed at 8.16pm

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