



Alderman Jacobs Primary School (Academy Trust)

Resources Committee Meeting

Wednesday 26 February 2020

MINUTES

Key:

Trustee Questions

School Improvements

Trustees Present: Cathy Carlisle (Head), Joel Combes (Resources Chair), Laura Holland, Andrew Pattison, Denise Burt, Jenny Johnson, Nicky Baker

In Attendance: Jocelyn Sumner (Finance and Operations Manager), Sarah Woods (Clerk)

Meeting opened at 6.47pm

1	Welcome and Apologies Joel Combes (JC) welcomed all to the meeting. Apologies were accepted from Eamonn Dorling, Laura Hemmaway.	All to note
2	Minutes of the Previous Meeting (Resources Committee 16 October 2019) The Resources Committee minutes were agreed as an accurate record. Proposed by Laura Holland (LHO) and seconded by 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 Cathy Carlisle- Daughter has been a relief midday supervisor when school has been short staffed Jenny Johnson- run 2 after school clubs at the school and company secretary for fathers business 	All to note
5	Budget to Date Trustees were given a copy of the Budget to date report prior to the meeting. Trustees challenged why they had been an overspend in the staffing. This has been due to staff sickness/cover. It was explained that this is likely to be an ongoing need, school will need to increase the budget for this. Trustees asked if the overspend was a problem. We are looking at the best ways to address the increase in staff costs, there is a contingency	All to note

	<p>budget in place to cover this.</p> <p>It was explained that when the budget was set, school didn't know whether they would receive the Teachers Pay Grant so didn't include it in the budget. Trustees asked if there have been an update on budgets for next year. Not yet, are still waiting on information from the School Forum and CCC. A document received from the ESFA has stated that schools would find out end of February/March.</p> <p>Trustees were asked if they would agree to writing off a PLP debt totaling £105. All trustees agreed this.</p> <p>Trustees expressed that they are pleased with the report.</p>	
6	<p>Policies to ratify</p> <p>Anti-Stress - Proposed by LH and seconded by NB</p> <p>Health and safety - Proposed by LH and seconded by DB</p> <p>Sickness absence - Proposed by DB and seconded by JC</p> <p>Time off for dependents - Proposed by LH and seconded by JC</p> <p>Visitors to school code of conduct - Proposed by JC and seconded by JJ</p> <p>Protocol for children not collected from school - Proposed by JC and seconded by NB</p> <p>Charging and remissions - Proposed by LH and seconded by JJ</p> <p>Fire safety and evacuation - Proposed by LH and seconded by JJ</p> <p>Additional paid and unpaid leave - It was discussed that there would be a possible consultation with staff about the changes and advice sought from Judicium.</p>	All to note
7	<p>Update from Site Manager</p> <p>Trustees were very pleased with the report. Trustees asked why school doesn't qualify for the re-decoration from Peterborough Regional college. A meeting was held and it was determined that providing work placement to students would not meet the redecoration requirements in school. The students weren't able to come in the summer holiday and enthusiasm of the students was low. The new site manager is keen to tackle some redecoration himself. Trustees questioned the energy project. It was explained that there has been a problem with the inverter which hasn't been submitting data, this has been replaced twice. The site manager is now getting involved with the project.</p> <p>It was discussed with trustees that there has recently been a Health and Safety audit and a GDPR audit. The Health and safety audit highlighted a few minor issues that school are currently working through and there has been GDPR training in school.</p>	All to note
8	<p>Staff Update</p> <p>**Confidential item**</p>	All to note
9	<p>Governor Training</p> <p>None</p>	All to note
10	<p>Summary Of meeting</p> <p>Discussed and ratified policies</p> <p>Looked at the budget</p> <p>Discussed the new Employee Assistance Programme</p> <p>New site manager-asset to the team.</p>	All to note
11	<p>Any other business</p> <p>None</p>	All to note



The meeting closed at 8.10pm

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