

**Thongsley Fields Primary and Nursery School**  
**Minutes of the School Resources Committee Meeting**  
**5<sup>th</sup> December 2016 at 9.30am**

**1) To record attendance and declarations of interest and to receive and accept any apologies for absence**

**Governors present:**

Graham Heywood (GH)

Rebecca Pentney (RP)

Derrick Woolf (DW)

**Also present:**

Mary-Lou Tyler (M-LT) (Clerk)

**Apologies received and accepted:**

Mim Piper (MP)

Lisa Moule (LM)

Attendance sheet was completed as above, no declarations of pecuniary interests were declared. Meeting commenced at 9.30am and was quorate.

**2) To agree terms of reference for the committee**

Committee looked at examples of TOR and agreed the format including the number of Governors to be on the committee and for it to be quorate.

These will go to the next Full Governors meeting for approval and adoption

**3) To elect the Chair of the Committee**

GH informed the committee that he was happy to stand and was elected unanimously as Chair

**4) To receive Finance Report**

(See attached)

The Committee discussed the following with M-LT in her capacity as Business Manager :

Telephone costs

These are high the school are currently with BT and are out of contract, M-LT has contacted them in several occasions for a quote without success. She has therefore contacted 2 other companies for quotes. ICT

M-LT has transferred some of the salary savings into the ICT budget in order to purchase 20 new laptops for teachers so that their existing ones can be used for Pupils. There was also sufficient funds to purchase Purple Mash which is a suite of ICT software to the teaching of ICT.

**5) To receive Premises Report**

(See attached).

In addition to the report M-LT informed the committee that herself and LM had held meetings with 2 companies with a view to them undertaking the out of hours callouts for the school's alarms.

One of the companies First Reaction have the contract to protect the LA's buildings and part of that contract is to offer schools an annual fee of £50.00 with callouts being charged at £27.50 per hour. The school have agreed the contract and it will take effect before the Christmas holiday meaning that Ann will longer need to be close to school during the evenings, weekends and holidays.

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Signed:..... Date: .....

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**6) To receive staffing update**

JN currently teaching in class 10 (Year 5) has agreed to stay for the rest of the school year.

The teacher in class 9 (Year 4) is on long term sick leave the class is being covered 2 days per week by TD and 3 days by a supply teacher (we have been able to secure the same supply teacher in the class for the 3 days since September and she has agreed to cover to Feb half term).

Class 3 (year 1) teacher is due to leave on maternity leave on 20<sup>th</sup> January the school has advertised the post twice without any interest. Therefore we have asked 2 supply agencies to provide details of supply teachers they feel would be interested in the post for the Acting Heads to interview.

**7) AOB**

DW offered to see if he can generate interest from local businesses to provide a smaller scale steps into work project for the Year 6 pupils. As well as looking for them to donate funds to the school. GH informed the committee that he would be happy to work with DW with M-LT happy to be the school's contact.

Meeting closed at 11.10am