

Thongsley Fields Primary and Nursery School
Minutes of the School Resources Committee Meeting
21st February at 2.00pm

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

Governors present:

Graham Heywood (GH)

Lisa Moule (LM)

Derrick Woolf (DW)

Mim Piper (MP)

Also present:

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

Apologies received and accepted:

Rebecca Pentney (RP)

Attendance sheet was completed as above, no declarations of pecuniary interests were declared.

Meeting commenced at 2.00pm and was quorate.

2) To agree minutes of the last meeting

The minutes of the meeting held on 5.12.16 were reviewed and were agreed to be a true and correct record and were signed by the Chair.

3) Matters arising

None

4) To receive Finance Report

(See attached report and BCR for end of Jan)

M-LT in her role as SBM informed the committee that the plan for budget setting this was that TB/LM/RP and M-LT will meet later this week for an initial look at pupil numbers and budget figures so that M-LT can do a first draft of the budget. This would then come to the committee at the meeting on 21st March, with a final budget setting meeting with Jane Green set for 28th April.

Full Governors meeting for formal approval of the budget will be Tuesday 2nd May.

The committee asked LM and M-LT what the key budget pressures for 2017-18 are with the staff informing the committee that these are staff time for safe guarding logs and meetings, the possibility of moving back to a 14 class structure, loss of 1 statemented child in July.

5) To receive Premises Report

(See attached).

M-LT as SBM has requested a meeting with ADT re the security maintenance contract the committee requested she contact Chubb and first Reaction for quotes if required.

The committee also discussed the problem of pupils being able to access the main reception and main front door – it was **agreed** that M-LT would look at options for these.

LM highlighted the need for a health and Safety Governor as there should be termly H&S walks by a

Signed:..... Date:

working party of Governor, Head, Caretaker and SBM. It was **agreed** that DW would undertake this role M-LT to research Governor training in this area.

6) To receive Staffing report to include staff absence data

(See attached)

LM informed the committee that M-LT calculates the staff attendance data on a half termly basis in order to track those staff that require action under the sickness policy.

The committee asked what action had been taken with staff identified on the spread sheets for those with poor attendance LM went through the spread sheets outlining the action being taken for each member of staff who falls within the sickness policy criteria as well as one that has successfully increased their attendance in school.

7) To discuss outdoor space grants

LM and M-LT are due to meet with Huntingdon in Bloom on 2.3.17 so will be able to give the committee further information at the next meeting.

Also the £2000.00 agreed at the LAIG for the nursery outside area has been confirmed therefore M-LT has arranged for a quote to clear the area and will be meeting with FR to discuss what sort of equipment she would like to source

8) AOB

None

Meeting closed at 3.25pm