

Resources Committee Meeting

Thursday 19th October 2011

Present: Ben Collins, Michelle Long, Kris Aldridge, Jayne Venables, Cindy Coleman and Chris Hyland

1. Minutes from Previous Meeting

Agreed

2. Conflicts of interest

None were declared

3. Finance 2011/12

CB talked through the financial monitoring report to period 5, with a projected year end surplus of £7,918. The key issues were:

- Staff costs likely to be less than budget, because of the inclusion of Rebecca's maternity pay – she is not now returning – and the inclusion of pay increments in the budget, though there is a pay freeze.
- building maintenance being currently less than budget, and
- the confusion over funding the boiler and lighting, for which Cindy is still waiting for SCC clarification.

4. 2012/13 Budget

Cindy has been advised to produce draft budgets by the end of November with no increase and with both 1% and 2% increases in funding.

BC is advising on a possible re-jig of the office arrangements, including increasing CC's hours and restructuring the office role into a level 2 and level 1 role, which may impact on costs overall.

5. School Fund

The accounts for the three years 2007-10, which were all audited last year, were reviewed and formally approved. The committee confirmed the following appointments:

Jayne Venables as Chair (to replace Mary McGrath)
Cindy Coleman as Treasurer/Secretary

6. Benchmarking:

The comparative information will be reviewed and any comments dealt with via e-mail.

ACTION CH/CC

7. Performance Management:

JV reported that the process is underway for all staff.

8. Policies

The pay policy needs to be updated.

ACTION CH/CC

9. Health and Safety:

BC reported on the results of his recent walk round. The outside benches need to be watched. All inspections are up to date and BC reported no concern from his review of the accident book.

The results of the Fire Risk Assessment are that actions mainly relate to signage together with sorting out the bell in Swallows.

A good practice reminder about safeguarding will be put in the newsletter.

ACTION JV

10. Website:

The possibility of a new website is still under discussion as there is uncertainty about the on-going viability of the current host.