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**Resources Committee Meetings Academic Year 12/13**

**Autumn Term 2012 Minutes: Tuesday 23<sup>rd</sup> October 2012 7.30pm**

Present: Jayne Venables, Cindy Coleman, Ben Collins, Michelle Long, Kristian Aldridge, Mike Barter, Chris Hyland

No conflicts of interest were declared.  
Minutes from previous meeting agreed.

Ref	Decision / action / note		Action Party
<b>Finance</b>			
FMR report	Note	September FMR reviewed with Governors and variances explained.	
Funding 13/14	Note	Further discussion took place re funding for 13/14 and how it will affect the school. The dfe LACEG calculator was presented and the forecast of funding using the verification tool for the 3 options under consultation were given. Our school loses out due to no free school meals and low deprivation. Although it seems our funding is comparable to last year and in fact we are capped we will not receive UPS funding which will have an impact on our finances.	
Draft Budget 13/14	Note Action	The draft budget does not have to be submitted until 30.11.12 and due to the timing of the meeting is not yet complete. Once complete it will be reviewed and authorized by BC and distributed, along with detailed explanations.	CC
3 Year Budget	Action	Due to the uncertainty of the funding a three year budget has yet to be completed and will be done in the Spring Term 2013	CC
Benchmarking	Action	To be completed and distributed.	CC
School Fund 11/12	Note Action	Accounts are finalised for 11/12. CC will arrange for them to be checked by an independent examiner.	CC
SFVS	Note Action	Still Outstanding. SFVS due next march 2013. Work needs to be done in Autumn term. Governors agreed to help wherever necessary. Set up a working party and calendar dates.	CC/BC
Academy Finance	Note	Further resource maybe required if Academy status was to be sought.	
Policies	Note	No comments on policies	
<i>No other Finance matters had arisen that needed reporting.</i>			



<b>Staffing</b>			
Current Staff issues	Note	MH and CB job share for Swallows TA until April 2013. GG returned as job share with SW in KF. Office reorganized. JM now works FT and has taken on some of CC workload. NW had pregnancy related sick at the beginning of term and CB was bought in early to cover. Although we are insured this has had a huge financial impact on our figures as she was only signed off afternoons.	
Performance management process	Note	All performance managements have been carried out using the new process.	
Policies	Note	No comments on policies	
<i>Details of staff changes and temporary cover are detailed in the Head Teacher's Spring term report. No other significant staff matters had arisen that required discussion.</i>			

<b>Premise and HSE</b>			
Building maintenance	Note	Lighting work still to be completed but no money taken yet from dfc.	
Toilet Project	Note	Figures to date were presented. Governors were updated with the reason for delay. The kitchen is up and running and producing wonderful home cooked food. Compensation will be sort for the delay.	
Playground project	Note	The playground project has been put on hold until we know further information about how much the toilet project will cost.	
Plans for the future	Note	Hall/Library refurbishment as per budget.	
Health and Safety	Note	Health and safety walkaround completed. Minutes available. No issues/concerns have been bought to anyone's attention.	
<i>No other premise or HSE issues have arisen which needed discussion.</i>			

<b>Safeguarding</b>			
Safeguarding	Note	No issues raised.	
Policies	Note	Policies have been updated.	
<i>No other significant safeguarding matters had arisen that needed discussion.</i>			

<b>ICT</b>			
Website	Note	Went live with positive comments including another HeadTeacher.	
Online payment system	Note	This project is still progressing and is awaiting information from SCC before it can proceed.	
BACs Payments	Note	Will be looked at by CC in Summer Term.	CC
Projectors	Note	Projectors in each class will be updated before the end of the academic year.	