

Coombe Road Primary School
Minutes of the Resources Committee Meeting

Meeting Date: 16 March 2016

Meeting Time: 3.30-4.55pm

Present: Peter Freeman (PF) (Chair), Mo Marsh (MM), Stuart McConannachie (SM) (Executive Headteacher), Anne Meadows (AM), Ray Williams (RW)

In attendance: Vicky Phillips, (VP) (Headteacher) – Associate, Melanie Arnold (MA) – Clerk, Jean Smith (JS) - Bursar

Absent: No absent members

Quorum: Five governors were present. The meeting was quorate (at least three governors, including the Head Teacher, attending).

Item	Discussion and Decisions	Action
1.	<p>a) Welcome and apologies for absence: There were no apologies for absence.</p> <p>b) Resignation: The Committee accepted the resignation of Ben Deacon.</p>	
2.	<p>Declaration of interests: There were none.</p>	
3.	<p>Minutes of the meeting on 11 November 2015 and matters arising</p> <p>a) Accuracy: Governors agreed that the minutes were an accurate representation of the meeting. The Chair signed the minutes.</p> <p>b) Matters arising: All actions had been completed, with the following additional points:</p> <p>Item 6: Single-form entry – PF has spoken to Richard Barker, Head of School Organisation, but there has been no progress.</p> <p>Item 8: Funding for enclosing open corridors – SM reported that no funding is available from the local authority, but there is funding for replacing toilets which the school considers to be a lower priority.</p> <p>Item 8: Equalities policy – to be approved by the Full Governing Body. MA to remind Nigel Watson (NW) to bring it to the next meeting.</p>	<p>MA</p>

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4.	<p>Head Teacher's report</p> <p>The Committee accepted the Head Teacher's report, with the following additional discussion:</p> <p>1. Consultations: Reorganisation of special provision – Moulsecoomb Partnership proposal:</p> <p>The Committee supported the proposal to establish 'The Junction' to act as early intervention for children causing concern within the Partnership.</p> <p>SM reported that all the Heads concerned have responded positively to the proposal. There will be a meeting on 18 March with Ellen Mulvihill (Head of Behaviour and Attendance Partnership) to discuss the detail.</p> <p>Governors asked who would resource this and whether staff costs from Coombe Road would need to be provided. SM said that it was likely that Partnership schools would have to contribute, as their pupils may attend. Governors asked about continuing running costs. SM felt that the local authority may pick this up.</p> <p>Governors agreed that it was important to have provision to enable schools to provide early help for children in need of extra support and viewed the proposal as a positive step.</p> <p>2. Consultations: Reorganisation of catchment areas:</p> <p>There had been a public information meeting on 15 March at Moulsecoomb Primary, but there had not been enough notice to enable many people to attend. Governors agreed that Richard Barker should be invited to speak at a meeting with Coombe Road parents. The consultation response deadline is Sunday 1 May and Governors need to have a view by 29 April. It was agreed to consider the school's response at the next Full Governing Body. MA to add to agenda.</p> <p>3. Budget: Governors agreed to defer this discussion to items 6 and 7 on the agenda.</p> <p>4. Personnel: Staffing 2016-17: There have been no resignations to date and no change to the plans for one member of staff to return to Coldean and one to be seconded to Moulsecoomb.</p>	<p>MA</p>

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	<p>5. Personnel: Twilight at Sussex University: Governors are invited to attend the session on 26 May to hear Sir John Jones speak on education.</p> <p>6. Premises: Pre-school provision: SM is reviewing the quotes for the building work required to house Meadowview Pre-School. This is likely to be funded by local authority grant. Governors asked how much the grant would be, but no figure is available at this stage. Governors asked what the target date for completion is. SM thought that it would be September. As a letting, this will come under the lettings policy. Governors stressed that arrangements for rent, maintenance and related costs should be set out clearly. They felt that the school should maximise income from lettings, but at the same time to bear in mind that Coombe Road also benefits from the arrangement.</p> <p>7. Premises: Staffroom: Governors suggested moving the old tables from the dining room into the staffroom. They noted that SM has asked Amex if they can provide some help with décor.</p> <p>8. Premises: Polling station: Governors supported the view that it is not in the children's interests to close the school to operate a polling station.</p> <p>9. Premises: Other: AM stood down as Health and Safety link governor. The Committee thanked AM for her work in this role. Governors agreed that in future the caretaker should complete a weekly premises inspection, so that any issues of concern could be brought to the Committee.</p>	
5.	<p>Internal audit report</p> <p>Governors discussed the Internal Audit Report and reviewed each recommendation.</p> <p>Recommendations 1-6: These have been addressed.</p> <p>Recommendation 7 - Obtain three quotes for goods or services of significant value: Governors noted that these are always sought, but that sometimes there are difficulties in identifying enough suppliers to provide these.</p> <p>Recommendations 8 and 9: This work is in progress. SM suggested setting a day aside to complete the annual check of the inventory. Governors asked that this be done by September</p>	SM/JS

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	<p>2016.</p> <p>Governors accepted the audit report and noted that it was on the agenda for approval at the next Full Governing Body meeting. They thanked SM and JS for their work for the internal audit.</p>	
6.	<p>Budget 2015/16 review, including Outturn report</p> <p>The Committee reviewed the 2015/16 budget and agreed that it was on track. Governors thanked JS and SM for their work on this.</p>	
7.	<p>Budget 2016/17 and 3-year forecast, including Services to Schools:</p> <p>Budget: The Committee noted the draft budget for 2016/17 and endorsed the Head Teacher's plans for expenditure in the coming year. They noted that the forecast for the two later years will be further refined. SM will bring final budget proposals to the next meeting. Governors noted that this needs to be approved in May.</p> <p>Governors asked if there was a built-in training aspect to help build progress for children. VP confirmed that this was the case.</p> <p>BEEM Services to Schools: Governors reviewed and accepted the paper on proposed services to buy in.</p>	SM
8.	<p>School Financial Value Standard (SFVS) review</p> <p>The update of the SFVS was in progress. RW will finalise with JS for presentation to the next Full Governing Body.</p>	RW/JS
9.	<p>Revised Scheme of Delegation</p> <p>SM presented the revised Scheme of Delegation. The committee recommended it for approval at the next Full Governing Body.</p>	
10.	<p>Pupil premium/disadvantaged pupils</p> <p>SM introduced this item. The income for next year has been included in the draft budget. Governors noted that this was</p>	

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	discussed at the Education and Learning Committee on 24 February and is on the agenda for the next Full Governing Body.	
11.	<p>Staffing 2015/16</p> <p>General staffing issues were covered in the discussion of the Head Teacher's report.</p> <p>Governors asked for an update on the Deputy Head Teacher vacancy. VP reported that there had been four interested parties to date, but no applications. The closing date is 28 April, with interviews in week beginning 2 May.</p>	
12.	<p>Performance management 2015/16</p> <p>Governors noted that interim appraisals with staff were planned for the following day.</p>	
13.	<p>Proposed changes to SEN provision – LA SEND consultation</p> <p>This was discussed as part of item 4 (Head Teacher's report).</p>	
14.	<p>Any other business</p> <p>There was none. The meeting closed at 4.55pm</p>	
15.	<p>Date of next meeting: 18 May 2015 at 3.30pm</p>	

Signed
 (Chair)

Date