



Committee Record

| Date & Time | | Attendance | Apologies | |
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| Leadership & Resources Committee 15 th January 2018, 6.00pm | | Catherine Homer, Jill Rhodes, Carla Byng, Lynne Cullens, Simon Yates, Darren Locke, Naomi Thomas, Claire Reed, Janet Cope. Chair - Catherine Homer | Michelle Sawyer, Cath Blundell | |
| Item | Details | Notes | Action | Done |
| 1 | Apologies for Absence | | Information and copy of minutes to be sent by email | |
| 2 | Additional Items of Business | None | | |
| 3 | Conflict of Interest | None | | |
| 4 | Membership | | | |
| 5 | Minutes of Previous Meeting | Read and accepted | | |
| 6 | Matters Arising | None | | |

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| 7 | Agenda Item #1 | Terms of Reference – These have been accepted at the last meeting 8 th June 2017. | Governors Accepted | Yes |
| 8 | Agenda Item #2 | Term Dates 2018-2019 – DL gave a copy of the term dates for Governors to review. These have been accepted. ..\LETTERS\PARENTS\HOLIDAYS 2018-2019 a.doc | Governors Accepted | Yes |
| 9 | Agenda Item #3 | Cleaning Contract – DL explained that we are having problems in school with cleaning staff. We only have 1 cleaner now at present and are struggling to maintain high standards due to lack of availability of casual staff. DI explained we would like to try and outsource the cleaning with an outside contractor. KS –Bursar, has gathered 3 quotes from Cleaning Companies which are as follows: <ul style="list-style-type: none"> • Company A £1,560.00 • Company B £1,213.88 • Company C £1,840.10 | | |

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| | | <p>SY & CH suggested we go back to the Companies to get quotes for them to supply 1 cleaner for the rest of the Academic year.</p> <p>SY has concerns regarding TUPE of 1 member of staff. DL explained we have contacted HR regarding this and confirmed that nothing has been mentioned to the member of staff as a decision has not yet been made.</p> | <p>KS to get more quotes and then DL will pass all information on to Governors for them to give feedback for a decision to be made.</p> | Yes |
| 10 | Agenda Item #4 | <p>Pupil Absence Report – DL explained the report has been generated from CPOMS which is a new system that has been purchased. This system replaces the TOOTOOT system for reporting all issues and concerns regarding children. The report shows that the school is 94.82% which is just below the expected 95%. DL explained that we have one child who is not attending school at the moment due to issues. Although the child is still on roll he can't be removed until something else has been put in place. Documents for</p> | | Yes |

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| | | <p>Minutes\pupil attendance data end of autumn 2017 with WW filter.docx</p> <p>DL explained that MB – Learning Mentor is always working hard to maintain a good percentage in the attendance.</p> | | |
| 11 | Agenda Item #5 | <p>Budget Update – KS sends a copy of the Budget v Actuals to all Governors at regular intervals. DL explained that although we have over spent in some of the areas we are still on track with the budget. The balance at the moment is £251,084.85. ..\Finance Spreadsheets\Budget v Act by Account 15.01.18.xls</p> <p>DL explained that a meeting will take place on 6th March 2018 with the Finance officer from County to set the budget for the next financial year. Information will then be passed on the Governors at the next meeting.</p> | Once budget has been set, information to be passed on to the Governors | Yes |
| 10 | Agenda Item #6 | School Development Plan - | Governors to review and | Yes |

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| | | Governors are to review and then email if they have any questions | contact by email if they have any questions | |
| 10 | Any Other Business | <p>Scheme of Delegation – KS explained that JR had requested the Scheme of Delegation limits be reviewed. Governors reviewed the limits and have decided that the Headteacher can only approve orders up to the value of £3,000 but must still get 3 quotes. Anything from the value of 3,000 -£10,000 again has to have 3 quotes obtained and approved by the L & R Chair and Vice Chair. Anything from £10,000 - £50,000 has to go through the same process and then approved by the L & R Committee. Anything above this has to be approved by the FGB. New Sheet attached on the following link -</p> <p>..\Manual of Internal Procedures\Vine Tree Draft Manual\Scheme of Delegation.doc</p> | KS to change the limits and then send out to Governors for their approval | Yes |
| 10 | Date & Time of Next Meeting | 6 th June 2018 – 5.30pm | | |

