

GOVERNING BODY OF RYHILL J & I SCHOOL

RESOURCES COMMITTEE MEETING MINUTES

DATE:

Monday 30 September 2019

TIME:

4.30 pm

LOCATION:

School

PRESENT

Chair:	Mrs F Heptinstall	
Headteacher:	Mrs E Jones	
Governors:	Mr R Davidson	Ms S Earl
	Ms L Heaton	Ms M McCabe
	Mrs P Tolley	
In Attendance:	Mr M Jones (School Business Manager (SBM))	
Clerk:	Mrs B Hughes	
Apologies:	Mr W Manifold	

ITEM

ACTION

PROCEDURAL ITEMS

	WELCOME BY THE CHAIR	
	The Chair welcomed everyone to the meeting, and introductions were made.	
1.	APOLOGIES FOR ABSENCE	
	Apologies for absence were received from Mr W Manifold. Resolved 1 <i>That Governors consent to the absence of Mr Manifold.</i>	
2.	DECLARATIONS OF INTEREST	
	There were no declarations of interest in the meeting agenda. However, Ms Earl advised Governors that she worked for the Yorkshire Purchasing Organisation, suppliers to the school. Governors completed new Business Interest forms.	
3.	MINUTES OF THE MEETING HELD ON 24 JUNE 2019	
	Resolved 2 <i>That the minutes of the meeting held on 24 June 2019 which had been circulated with the agenda, be approved.</i>	

ITEM	ACTION
4. MATTERS ARISING FROM THE MINUTES	
Swimming Provision The Headteacher reported that, as yet, there was no update from Ackworth School regarding swimming provision and said that she would follow this up.	HT
<u>LEADERSHIP, ACCOUNTABILITY AND EVALUATION ITEMS</u>	
5. REVIEW PAY POLICY	
The SBM reported that the Pay Policy had been out for consultation and the finalised document had not yet been released. It would be brought to the next meeting of the Committee.	SGS
7. APPROVAL OF HEADTEACHER'S RECOMMENDATION OF INCREMENTAL PAY PROGRESSION: TEACHING STAFF TO BE COMPLETED BY 31 OCTOBER	
The Headteacher reported that the recommendations relating to pay progression would be in place by the end of the Autumn 1 half term.	
8. REVIEW OF PERFORMANCE MANAGEMENT OF HEADTEACHER	
The Headteacher reported that her Performance Management Review would take place with the School Improvement Advisor in November.	
9. REVIEW OF FINANCIAL MANAGEMENT POLICY AND FINANCIAL PROCEDURES MANUAL	
The SBM reported that these matters were ongoing and there would be a Financial Conference with Mr Chris Hemingway, the LA Finance Officer w/c 7 October 2019 to discuss progress.	
10. BUDGET MONITORING AND EXPENDITURE PROPOSALS INCLUDING PUPIL PREMIUM, SPORTS PREMIUM AND LINKS TO THE SDP	
<p>Budget Monitoring Governors received copies of the Budget Monitoring Report. They noted an increase in the expenditure on agency cover for teachers, and also for Professional Fees. The SBM reported that staffing expenditure included a high level of CPD. Furthermore, there were a number of staff on the top of pay scales.</p> <p>Governors noted the proposed carry forward surplus balance of £99,761, which the SBM reported included an historic insurance claim payment of £8k.</p> <p>He added that there was a need to replace laptops and a number of staff were working with IT equipment which was not fit for purpose. He had explored leasing costs and expenditure on leasing would be favourable compared to outright purchase. He was looking at providers and liaising with the LA. Three quotes would be sought, potentially for HP laptops.</p> <p>Ms Earl agreed to seek quotes through Yorkshire Purchasing Organisation.</p> <p>Resolved 4 <i>That approval be given for further exploration of replacement IT equipment.</i></p>	

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<p>Pupil Premium Governors received copies of the spending plan for the Pupil Premium funding for 2019-20. The SBM reported that there was a £9k reduction this year. However, this was partially offset by a £5k increase in Early Years PP funding. They noted the planned expenditure and the rationale and noted the barriers to educational achievement faced by eligible pupils.</p> <p>Q: Has anything been done in respect of the lack of male role models/volunteers? A: More men were volunteering in school and this could be expanded further as other males were approached over the next few weeks.</p> <p>Q: Is Universal Credit a criteria for PP funding? A: It is one of the criteria, but all eligible pupils were targeted.</p> <p>Sports Premium The SBM presented the expenditure report for the £20k 2018-19 Sports Premium. He reported that spending on the outdoor gym had been factored in. The Headteacher added that staff had benefited from the CPD provided by the funding for a PE teacher.</p>	
<p>11. SERVICE LEVEL AGREEMENTS</p>	
<p>There was nothing to report on this item.</p>	
<p>12. AUDIT OF SCHOOL FUND</p>	
<p>The SBM reported that the audit of the school fund had been undertaken by Mr D Galley and would be presented at the next meeting of the committee.</p>	SGS
<p>13. PREPARATION FOR SCHOOLS FINANCIAL VALUE STANDARD</p>	
<p>The SBM presented the School Inventory and the Anti-Fraud and Bribery Policy for approval. Resolved 5 <i>That the School Inventory and the Anti-Fraud and Bribery Policy be approved.</i></p>	
<p>14. SAFEGUARING/HEALTH AND SAFETY</p>	
<p>The Headteacher reported that Ms Heather Chadwick, LA Health and Safety Officer had revisited the health and safety audit and the school's rating had increased from 74% to 98%, which was to be congratulated.</p> <p>Mrs Tolley reported that she had undertaken a health and safety walk with the caretaker and SBM and noted that the roof was now watertight. Furthermore, damp areas had been treated during the summer holidays, although there were still some areas to work on, but no new leaks. The SBM reported that the caretaker was booked on PAT training.</p> <p>There were no safeguarding issues to discuss.</p>	

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15. TO REVIEW GIFTS AD HOSPITALITY REGISER	
The Headteacher reported that the gifts and hospitality register was established but there was nothing on it. She would check the nature of gifts which should be recorded with the LA Finance Officer.	HT
<u>GENERAL ITEMS</u>	
16. ANY OTHER BUSINESS	
There were no other items to discuss.	
17. DATES OF FUTURE MEETINGS	
Resolved 6 <i>That the following Committee meeting dates be agreed:</i> <ul style="list-style-type: none"> • <i>Autumn term 2019: 11 November 2019;</i> • <i>Spring term 2020: 20 January and 9 March;</i> • <i>Summer term 2020: 27 April and 29 June, all at 4.30 pm</i> 	
MEETING CLOSE TIME: 5.25 pm	

CHAIR