

Townley School & Pre-School

Christchurch, Wisbech, Cambs. PE14 9NA



Email: office@townley.cambs.sch.uk

Tel/Fax: 01354 638229

Headteacher: Mrs Maria-Anne Higgins

Minutes of the Meeting of the Resources Committee

Wednesday 10th February 2016 – 4.30pm

Governors present:

Fred Yeulett (Chair), Maria-Anne Higgins (Headteacher), James Hughes, Tony Bradbury, Simon Freeland, Yvonne Chenery, Will Sutton and Andrew Murray.

Others present:

Tina Chisholm (Finance Officer), Karen Bird (Clerk)

1. Apologies for absence

Apologies were received and accepted from Sharon Barwick.

2. Register of Interests

- All forms have now been received and filed by the Finance Officer.
- No new interests declared.

3. Minutes of Previous Meeting/Matters Arising

- Item 4 – Covered at Agenda Item 8.
- Item 6 – Covered at Agenda Item 4.
- Item 9 – Covered at Agenda Item 10
- The minutes of the last meeting, held on 4th November 2015 were read through, agreed, and signed by the Chair.

4. Budget 2015/16

- Copies of the January's BCR were distributed to Governors.
- The Finance Officer gave explanations of underspends/overspends. Chair asked Headteacher if she was happy with the budget. It was explained that at the budget setting meeting the previous Headteacher had set reserves to assist the new Headteacher. The Headteacher made a request that the SDP and Budget be brought into line with each other. This was hoped to start the Summer Term 2016. Governors were unanimous with this suggestion.
- The Finance Officer, Headteacher and Chair of Resources are due to meet with Ray Byford, the school's Financial Advisor later in the Spring Term.

5. Pre-School Budget

- The Finance Officer produced a spreadsheet to show the actual Pre-School Budget to 31st January 2016.
- The Pre-school is currently showing an underspend of £724.43, and it is anticipated that the Pre-School will end the year within budget.

Signed: _____
Chair of Resources Committee

Date: _____

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- Contributions from parents for additional/unfunded sessions have decreased due to families tending only to use funded places. This and the change in invoicing to a month in advance, rather than in arrears, have helped reduce outstanding debt. The current outstanding figure for aged accounts stands at £977.50, this is from 3 families. The Governors discussed the outstanding debts and agreed a stronger letter indicating Small Claims Court would be the next step. However, it was agreed the Headteacher to use her discretion on one of the outstanding accounts.
Action: Finance Officer/Headteacher to Issue Letter for Aged Debts

6. Premises

- The Headteacher reported that a member of CCS staff had had an accident in the kitchen area of the Dining Hall. It is expected that the member of staff will pursue a claim but the school is in no way responsible. There are on-going talks between the school and CCS regarding the dining hall state of repair and who is responsible, specifically for the kitchen area. The question of Health and Safety was raised and the Headteacher assured the Governors that there was no risk to school staff and pupils.
- Grounds Maintenance – The Headteacher confirmed she had obtained 3 quotes, all of which had been distributed to Governors prior to the meeting. After discussing the quotes the Chair proposed Truelink, which was seconded by Simon Freeland. It was noted that this quote did not include remedial work that was needed due to the problems which had occurred with previous groundsmen, but due to these circumstances, there was money in the budget to cover this.
Agreed: Unanimously by the Governors present to accept Truelink's quote to carry out Grounds Maintenance.
- The Headteacher advised Governors that all staff had completed Risk Assessment training.

7. Staffing

- Two resignations have been received, 1 in Pre-school and 1 in the main school. These jobs were advertised along with a requirement for a further member of staff for Pre-School, this is due to the current average age of Pre-school children, and the obligatory adult to child ratio requirements. Two new members of Staff for pre-school have been appointed and necessary training has been put into place. The Headteacher notified the Governors that one of these new members of staff was related to her and that the Chair or Governors had been made aware prior to interviews /appointment.
- Requirements for a replacement for the school staff leaver and an additional lunch time cover for pre-school are also needed. The Headteacher put to the Governors that she was aware of the need for succession planning for the Teaching Staff and for them to consider an Internship for one of the student teachers currently at Townley. The financial obligations were explained and how she saw this being a good move for the school. After discussion the Governors unanimously agreed the proposal.
Agreed: Internship agreed unanimously by the Governors present.

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- The Headteacher reported that a support plan for one member of staff has been put into place.
- The Headteacher notified the Governors of a new policy regarding the use of mobile phones, cameras and technological devices. Due to an incident at another school we are now required to introduce this and parents will be notified and sent a copy of the report. Staff have been informed and lockers have been ordered. It was agreed that this should be mentioned at the next FGB and to be reviewed at the next resources meeting.

8. Terms of Reference

The Resources Committee Terms of Reference 2015/2016 were read through. The Finance Officer explained the main points. All points were agreed and personalised for Townley by the Governors. Following the feedback from the LA review it was suggested that the Head can authorise spending/payment, as the current level is hindering her ability to run the school efficiently.

Agreed: unanimously by the Governors present, Head's limit raised to £5000, with any single item over £2000, 3 quotes to be obtained.

Action: Clerk to update the Terms of Reference and take forward to the next FGB meeting for approval.

At this point Simon Freeland left the meeting.

9. SFVS

The Chair read through the current SFVS and Governors confirmed all was correct. One point reiterates that the same person cannot order, sign for or raise a cheque in respect of each order. The Headteacher asked for clarification that this procedure would not be compromised if all three persons were on the Resources Committee. The Governors agreed that this point didn't have to take into account members of the Resources Committee. Two new points for this year were reviewed and agreed by the Governors.

Action: Finance Officer to update, liaise with Chair and submit to Bank Account Team by 31/3/16

10. Pupil Premium

- The Headteacher reported that the Standards Committee had looked and accepted the PP for 2015/16.
- The Headteacher explained how she had, with teaching staff, recognised where PP could best be used, and allocated pupil premium funding proportionally to each class depending on PP allocation.
- The Headteacher explained there was a contingency of Pupil Premium for allocation as required.
- The Chair asked if there had been any LA feedback on PP. The Chair reported that the LA was happy with the allocation of funds.
- The Chair asked if the Headteacher had liaised with other schools to ascertain how they used PP. The Headteacher confirmed that she had and that other schools experiences were shared. The Key website is also very useful.

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- The Headteacher advised that all new pupil packs contain a leaflet "Count Me In", and application forms for pupil premium/free school meals. The "Count Me In" leaflet and information on receiving pupil premium are also sent out with the School Newsletter termly.

11. SDP

- The LA visit had highlighted the need for more space and resources for EYFS. This may need to be funded by reserves within the budget.
- The LA visit also highlighted the need for us to update our library books to ensure all were child appropriate.
- Computing is an issue as materials are out-dated and the location of the computer suite within Class 3's classroom is not making use of its full potential. The Headteacher expressed her wish to invest in laptops to allow more access by all classes.
- It was expressed that the new budget was not in the SDP.
- The Headteacher reported that Pre-School have run up a large overtime bill this month, but this has paid off as she was pleased to announce that LA Audit Visit had resulted in them being signed off of the intervention team. The Chair asked the Headteacher to pass on congratulation and thanks to Pre-School staff on behalf of the Governors.

12. Date of next meeting

Wednesday 20th April 2016 at 4.30pm.

Meeting Closed at 18:15

Signed: _____
Chair of Resources Committee

Date: _____