

MEETING OF THE RESOURCES COMMITTEE

Monday 28 September 2009, 19.30hrs



Present: John Elliott, Janie Jones, Ian Lewin (Chair), Ysanne Heald, Ankit Mathur, Stephen Burton, Nina Gane

0. Presentation by Aspens

- 0.1. John Roe of Aspens gave an overview of progress under the new catering contract. He acknowledged that the initial period had not proved easy but highlighted a number of success points: the hiring of a good team, the quality of food delivered to the children, some new equipment brought into the school and the recent initiative in inviting parents to sample school lunches. He stated that Aspens had received some critical feedback from parents, including strong expressions of opinion, on a variety of topics.
- 0.2. In discussion, governors acknowledged that these were early days and that following Zest was a hard act to follow. Establishing confidence and goodwill might take time. The actions Aspens were taking looked appropriate. Some further possibilities were explored including interaction with the school council (feedback, possibly menu selection?), linking menus to the curriculum, a more general "feedback to parents" towards the end of term. The committee thanked Aspens for their honest approach.

Actions

1. **SB to send Aspens a curriculum plan to help in planning the links between curriculum and meals**
2. **School council to function as one interface between children and Aspens (SB/NG)**

[John Roe left the meeting at this point.]

1. Apologies for absence

- 1.1. Apologies were received and accepted from Steve Clarke, Lisa Kennedy, Paul Jobson, Carlos Montes and Ian Nimmo-Smith.

2. Declarations of Interest

- 2.1. There were no declarations of interest relevant to the current meeting.

3. Minutes of previous meeting (15 June 2009)

- 3.1. The minutes of the meetings of 15 June were agreed, and signed by the Chair as a true and accurate record of the meeting.

4. Matters arising

- 4.1. All matters were agreed as either completed, or covered elsewhere on the agenda.

5. Terms of Reference and Delegated powers

- 5.1. The committee agreed the current terms of reference. It was noted that by "school fund" was meant the budget heading "parental contributions".
- 5.2. The committee re-considered the Financial Delegations stated in the current delegation decision planner. No changes (or requests to Full Governing Body for changes) were considered necessary.

Signature of Chair

Page 1 of 3

Date

6. **Budget monitoring and other Finance**

6.1. Budget

SB distributed the most recent Budgetary Control and balance sheet reports. He noted that it was not easy to point to a summary figure showing the variance from the expected state since the Profile column was not one that one could always have confidence in. However, at the more fine-grained levels, one could note an underspend on staff (explained largely by two current vacancies for TAs, see below) and an overspend on electricity (explained by a payment in advance). Governors noted an apparent large overspend on Curriculum and Educational Visits and a large income in “parental contributions”. Most likely, these are compensatory (parental income to be spent against visits, for example, but not yet coded in this way). SB noted that he would raise the issue of the profile with the SFA on October 15th.

Action

**SB to follow up on Curriculum and Educational Visits
IL to join SB on October 15th for review with SFA**

6.2. Building Conversion costs

SB confirmed, as per last FGB, that the summer building conversion costs had not been routed through school accounts but met by the County directly.

6.3. **Catering Update**

IL noted that the contract with Aspens was not yet formally signed off. Aspens had requested some fairly minor changes to the original suggestion (essentially, the Zest contract). He had sent these to the County legal department for comment and they had responded this week with replies to those suggestions and some additional suggested alterations to the original terms. IL noted that the original contract had of course been reviewed by the County when first placed. He would forward the new suggestions to Aspens and anticipated no major area of concern. **Action IL to continue to progress the contract**

6.4. **FMSIS**

6.5. SB stated Ray Byford would be visiting the school, hopefully this term, to help the school prepare for FMSIS. IL noted that the school was due to be assessed in the Spring Term. SB asked for a governor “point of contact”. IL stated that he was happy to help in this regard.

Action

**SB to progress plan for School Office to meet their requirements under FMSIS
SB to invite Ray Byford**

7. **Personnel Issues**

7.1. Staff Update

SB noted two TA vacancies, one arising from a previous appointment not taking up the post, and another from a stated child. The first interviews were due on October 2nd. SB also reported on two other staff members enquiring about possible changes of employment conditions. Both of these enquiries needed further exploration and no decision was yet necessary. SB noted that no staff member had applied to “cross the threshold” however a review of some relevant staff might be necessary anyway under a general “right of review, given previous applications”. SB finally noted that his own

performance management review had recently completed and that the process of reviewing other staff had begun. SB was reviewing senior staff; and the review of other staff was delegated amongst the senior staff. This process was therefore on track.

7.2. Salaries

The date of the next Salaries Committee was confirmed as following the next Resources Committee meeting on November 23rd

7.3. Safer Recruitment

IL reported that Stephen Clarke had stated his intention to complete this training in the very near future. Ruth Sapsed had also expressed an interest. SB confirmed that he had completed it. NG expressed her desire to complete it. IL noted that JE had completed it and therefore that the governing body should shortly be in a strong position on this matter.

Action

IL to email NG the relevant links for online safer recruitment training.

8. **Premises**

8.1. H&S site review

IL noted that Paul Jobson had agreed to undertake the Health and Safety site walkabout again this year. A date and time needed to be fixed.

Action

H&S site walkabout to be actioned (IL/SB/PJ)

8.2. H&S procedure review

SB reported a successful recent practice fire-drill. Some minor improvements to current procedure had been noted. SB drew governors attention to the Risk Assessment procedure form and stated that he had reviewed this and also made some improvements. NG stated that some further staff had received refresher First Aid training. Furthermore the list of other staff who could receive it had been revisited and updated. IL queried whether it was mandatory for some staff to receive training in Fire Drills (marshalling and possibly tackling fires). SB stated that he would check this.

8.3. Other

SB noted that the KS2 pyramid would shortly be installed.

9. **Any Other Business**

9.1. None on this occasion.

10. **Date of next meeting**

10.1. Monday 23 November 2009.

There being no further business, the meeting closed at 21.05 hours.

Signature of Chair

Page 3 of 3

Date