



Mary Tavy and Brentor Community School Minutes of the Resources Committee Meeting – 27.9.22

Item	Item/comments/notes																																				
Procedural Matters																																					
1.	<p>Welcome and Apologies for Absence The meeting began at 3.58pm. Chair welcomed everyone to the meeting.</p> <p>Present:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a4a8a; color: white;"> <th style="width: 25%;">Co-opted Governors</th> <th style="width: 25%;">Parent Governors</th> <th style="width: 25%;">Staff Governors</th> <th style="width: 25%;">LA Governor</th> </tr> </thead> <tbody> <tr> <td>Tim Collingwood</td> <td>David Petridge</td> <td>Clare Davies – Head Teacher</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="background-color: #4a4a8a; color: white;">Clerk</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Mel Greener</td> </tr> </tbody> </table>	Co-opted Governors	Parent Governors	Staff Governors	LA Governor	Tim Collingwood	David Petridge	Clare Davies – Head Teacher					Clerk				Mel Greener																				
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2.	<p>Declaration of pecuniary interests No new declarations were made pertaining to this meeting.</p>																																				
3.	<p>The minutes of the last meeting Governors agreed the minutes of the meeting on 28.6.22 as a true and accurate record.</p>																																				
4.	<p>Matters arising not on the agenda and actions from the last meeting Actions update from 28.6.22</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a4a8a; color: white;"> <th style="width: 10%;">Item</th> <th style="width: 50%;">Action</th> <th style="width: 20%;">Actionee</th> <th style="width: 20%;">Status</th> </tr> </thead> <tbody> <tr> <td>5.</td> <td>CD check on sports expenditure forecast</td> <td>CD</td> <td>Completed – uploaded to website</td> </tr> <tr> <td>5.</td> <td>Check cost of insurance</td> <td>DP</td> <td>Completed</td> </tr> <tr> <td>5.</td> <td>Check with DMAT on catering arrangements and cost for Autumn term</td> <td>CD/DP</td> <td>Completed and running successfully</td> </tr> <tr> <td>5.</td> <td>Review income forecast for wrap-around provision</td> <td>CD</td> <td>Breakfast club profitable – A/S club is profitable whilst run by CD</td> </tr> <tr> <td>6.</td> <td>Discuss staffing backfill and succession with SK</td> <td>CD</td> <td>On agenda</td> </tr> <tr> <td>10.</td> <td>Draw up schedule of prioritised and costed summer works</td> <td>CD/DP</td> <td>Completed</td> </tr> <tr> <td>11.</td> <td>Carry out H&S walkround</td> <td>TC</td> <td>Completed</td> </tr> <tr> <td>17.</td> <td>Draw up meetings schedule for 2022-23</td> <td>DP/TC</td> <td>Completed</td> </tr> </tbody> </table> <p style="margin-left: 40px;">5. Discussion on viability of A/S club. Offering at point of need but not profitable enough to pay a member of staff. It was agreed to split the income for transparency and ease of decision of viability moving forward.</p> <p style="text-align: right; color: red;">Action: HT to ask finance to provide figures split separately</p>	Item	Action	Actionee	Status	5.	CD check on sports expenditure forecast	CD	Completed – uploaded to website	5.	Check cost of insurance	DP	Completed	5.	Check with DMAT on catering arrangements and cost for Autumn term	CD/DP	Completed and running successfully	5.	Review income forecast for wrap-around provision	CD	Breakfast club profitable – A/S club is profitable whilst run by CD	6.	Discuss staffing backfill and succession with SK	CD	On agenda	10.	Draw up schedule of prioritised and costed summer works	CD/DP	Completed	11.	Carry out H&S walkround	TC	Completed	17.	Draw up meetings schedule for 2022-23	DP/TC	Completed
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Monitoring, Accountability and Strategic Items																																					
6.	<p>Monitor Budget</p> <p>Figures were shared prior to the meeting.</p> <p>Chair noted that there is overspend on staffing currently. Pay increase for teachers discussed that HT advised is unfunded (20k increase). DP asked when pay award starts. Chair advised it will be backdated to September.</p> <p style="text-align: right; color: red;">Action (1): HT to ask county how admin support is charged so this can be incorporated into the budget</p>																																				



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	<p>Discussion around HT wellbeing discussed as HT taking on many admin related tasks currently and governors want to ensure she is not overstretching herself.</p> <p>Census will increase as numbers have risen but its likely this and next years budget will be in deficit. HT raised concerns that she is being held accountable to finance decisions that have not included her. DCC representatives is balancing the books on face value only.</p> <p>Chair suggested analysing the budget and moving what is possible to different areas.</p> <p>HT advised that the ICT curriculum cannot be delivered effectively due to lack of devices. HT advised that COVID catch up funding is being used for staffing.</p> <p>DP asked how many laptops short the school is?</p> <p>HT advised they are 10 short and that there are Chrome books. The memory requested later on the agenda is for the ageing laptops. In an ideal world these would be replaced with Chrome books (22 in total at c.£260 per device). £6,500 in total would be required to purchase and set up 22 new devices.</p> <p style="text-align: center;">Action (2): HT to investigate costs of new IT equipment and report back at next Resources meeting</p> <p>Admin cover for Thursday and Fridays discussed. HT feels that this money would be better spent elsewhere in the budget for now.</p> <p>Chair asked what the previous oil costs were in comparison to now.</p> <p>DP advised the tank is filled every term and current price is £1 a litre. HT advised that the tank is currently full as they had a delivery based on price.</p> <p>Chair advised he is nervous around the increase that was put against utilities (10%).</p> <p style="text-align: center;">Action (3): HT to ask the finance team for the cost of electricity to the school</p> <p>Committee noted that the school is now facing a sizeable deficit due to the pay award and rise in utility costs.</p> <p>Chair asked when the census is?</p> <p>HT advised mid-October and confirmed that all will have school dinners that day and all parents have been made aware of the FSM option for those who are eligible.</p>
7.	<p>Staffing</p> <p><i>See confidential minutes</i></p>
8.	<p>Wrap around care update</p> <p>Chair asked for average attendance for breakfast and after school club?</p> <p>HT advised 12/13 children attend this session a day and c.5/7 children attend afternoon club per week.</p>
9.	<p>Review spending in line with SIP</p> <p>HT advised that everything that can be provided in-house or via the Trust is being accessed. Overall expenditure has been reduced wherever possible. Little Wondles needs some spend to continue the improvement made.</p>



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	<p>Chair asked whether there was anything that the school wishes to keep over and above Trust packages? HT advised that the Trust has been very receptive to the systems being used by the school.</p>
10.	<p>Ring fenced funding update HT advised that COVID catch up funding is being used on interventions as there are definitely still gaps due to lockdown.</p>
11.	<p>Health & Safety Chair asked if there were any issues that need to be raised? DP asked what the class 1 / 2 toilet situation is? HT advised a plumber had been called and the issue had been resolved.</p>
12.	<p>Proposal for SSD Upgrade It was agreed that a better understanding is needed for the costing of 22 Chrome books v upgrading laptops. Action: HT to ask ICT lead for a paper to share the 3/5 year plan to meet the needs of the ICT curriculum with regards to resources.</p>
Matters brought forward by the chair	
13.	<p>Any matters arisen since agenda publication to be notified to the chair PRIOR to the meeting None noted.</p>
14.	<p>Impact – costs need to be better understood to ensure the budget available is being spent in the correct areas.</p>
Housekeeping	
15.	<p>Training – no training noted.</p>
16.	<p>Date of Next Meeting – 24th November 2022 at 4pm</p>
<p>The meeting ended at 5.00pm</p>	



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Action Log from 27.9.22 Resources Committee meeting

Item	Action	Actionee	Status
4.	HT to ask finance to provide figures split separately	HT	
6.(1)	HT to ask county how admin support is charged so this can be incorporated into the budget	HT	
6.(2)	HT to investigate costs of new IT equipment and report back at next Resources meeting	HT	
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