

HOTHFIELD JUNIOR SCHOOL GOVERNING BOARD
RESOURCES COMMITTEE MEETING 7th MARCH 2017 AT 6.30PM
MINUTES

	Minute	Actions
1	<p>Welcome and apologies none</p> <p>Neil Whitaker took the chair.</p> <p>In attendance were NW, James Procter, Alison Gornall, Matthew Clayton-Stead, John French, Jon Grimshaw, David Hill (Associate Member) and Sally-Anne Boyes (as School Business Manager).</p> <p>MCS was appointed minute taker.</p> <p>There were no apologies.</p>	
2	<p>Declaration of Interest</p> <p>There was no declaration of interest.</p>	
3	<p>Notification of Any Other Business</p> <p>JP had received a letter about a 2VLC finance meeting, which the committee agreed to consider. MCS agreed to attend the meeting at Ashlands at 5.30pm 13 March. The meeting was due to consider issues arising out of the NFF.</p>	<p>MCS to attend 2VLC finance meeting at Ashlands, 13 March 2017.</p>
4	<p>Minutes of last meeting</p>	
4.1	<p>The committee reviewed the draft minutes of the Resources Committee meeting held on 16th January 2017, which had been circulated prior to this meeting.</p> <p>JG and JF proposed that they were a true record, and this was agreed by the meeting.</p>	
4.2	<p>Matters arising from Resources Committee meeting minutes</p> <p>There were no matters arising from the minutes of the last meeting, not dealt with elsewhere at this meeting.</p>	
5	<p>Finance</p>	
5.1	<p>2016-17 Budget</p> <p>SAB presented on the interim year end budget. We are predicting a carry over of 8.31%. This is due in part to pupil premium income being higher than anticipated. We have had a net increase in income of £34k. On the other hand, expenditure has been lower: in particular, pension contributions have been less than anticipated. Agency spend has also been less than expected (although it was noted that this is difficult to predict in any event). Our energy expenditure has been less than predicted due to more accurate charging.</p> <p>SAB confirmed that she has been in touch with Bradford regarding carrying over more than 7%. We don't quite fit the scenarios, but the School Funding Team have said that as we are a merging school then,</p>	<p>SAB to contact Bradford to request approval of 8.31% carry over.</p>

	<p>whilst they cannot say for definite, they are confident that we will be able to carry forward 8.31%. £27k is the difference between 7% and 8.31%, so the figure is material. The committee approved that Hothfield formally ask Bradford for the additional carry forward on the basis of 'turbulence' relating to the school merger.</p>	
5.2	<p>Capital Spending</p> <p>JP presented on the consideration of a spending proposal relating to IWBs. We have £7,808 in the capital budget. IWBs have been successfully tested by teachers. They cost £2,150 each and are fully portable to the new school site. We could therefore afford three of these. On the basis that the Committee had previously approved the purchase of two at £3,000 each, the Committee was happy to instead approve the purchase of three at £7,808.</p>	
5.3	<p>S251 income for 17/18 and historic income review</p> <p>This had been covered at minute 5.1 above.</p>	
5.4	<p>17/18 “as is” budget.</p> <p>SAB presented on the review of the proposed 2017/18 budget.</p> <p>Funding is due to go down due to the NFF but, due to increased proposed teacher numbers, the income for the Hothfield part of the new school will increase over the next three years. The situation is therefore not as bad as feared.</p> <p>JP notified meeting of IF retirement. His proposal is to recruit a NQT or main scale teacher. JP is also proposing to recruit an additional NQT to provide cover for Su Cloke and JH, to free them up to assist with more management roles. JP reported that the overall budget impact will be £10k in the first year. This motion was proposed by JP, seconded by JF, and passed.</p> <p>It was also agreed to build in to the budget for 2017/18 the renewal of current fixed term TA contracts and to add another 1.5 TAs into the budget for the next three years.</p>	
5.5	<p>Clerking arrangements for 17/18</p> <p>NW presented on the options for Hothfield for clerking arrangements for FY 2018. The committee agreed to sign up for the Gold package, until the date of the schools merger (i.e., for five months).</p>	<p>NW to confirm Gold clerking package, for five months.</p>
6	<p>Pupil Premium</p>	
6.1	<p>The PP Spending Plan for 2016/17</p> <p>SAB reported that here was £2.5k left in the response fund. The special fund has £1,492 left in the pot: the majority of this is because Bradford music are slow at submitting invoices in time.</p>	
7	<p>Premises</p>	
7.1	<p>Review of outcome from H&S audit completed 15/02/2017</p> <p>DH reported that a H&S audit had been carried out on 15 February 2017, which the committee reviewed. DH's recommendations are that</p>	<p>Accident report to be added to 9 May 2017 Resources Committee</p>

	<p>policies and systems could be rationalised: for example, some policies and risk assessments can be tidied up so that they can be more easily accessed.</p> <p>It was also agreed to add an accident report to the agenda for the next committee meeting.</p> <p>It was also agreed that an asbestos memo be sent to all staff.</p> <p>NW thanked DH and SAB for carrying out the H&S audit.</p>	<p>agenda.</p> <p>SAB or JP to send asbestos memo to all staff.</p>
8	Personnel	
8.1	<p>Update on staffing structure/recruitment</p> <p>This had already been covered at minute 5.4.</p>	
9	Safeguarding	
9.1	<p>Safeguarding Policies</p> <p>JP reported that a CPOMS system is needed for one school over two buildings so there is a centralised system. A 'loud' system cannot be used for storing data like this: a more secure system is required. The system will be used for existing child protection cases. It alerts staff who need to know. The Safeguarding policy is not up for renewal, but the CPOMS procedure will need to be incorporated into the HJS existing safeguarding policy.</p>	
10	<p>Review of Actions and Deadlines</p> <p>See 'Actions' column.</p>	
11	<p>Time and date of next meeting</p> <p>Tuesday 9th May 2017 at 6:30pm</p>	