



Markeaton Primary School, Bromley Street, Derby DE22 1HL

**MINUTES
Resources Meeting
Thursday 28 April 2022 at 5.00 pm**

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
16/22	<p><u>Present and apologies</u></p> <p>Lauren Gascoyne (LG), Laura Martin (LM), Matt Ball, Chair (MB), Ian Johnson, Headteacher (IJ), Claire Connor (CC)</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence:</u> None received. All present.</p>	
17/22	<p><u>Review of Membership</u></p> <p>LM continues to attend Resources meetings until a new governor is recruited with the skills to join this committee.</p>	
18/22	<p><u>Declaration of Interests</u></p> <p>Governors were asked if they had any interests to declare regarding the content of this meeting. None declared.</p>	
19/22	<p><u>Review of minutes from Resources meeting 20 January 2022</u></p> <p>The minutes had been circulated to Governors prior to this meeting.</p> <p>The minutes were accepted by all Governors as a true record of the meeting. They will be virtually signed and dated by the Chair on Governorhub.</p>	Accepted
20/22	<p><u>Matters arising</u></p> <p>32/21 LM to write a letter to DCC on behalf of the Governors regarding the coping stones issue.</p> <p>No further outstanding items from these minutes.</p>	LM
21/22	<p><u>Staffing</u></p> <p><u>See separate confidential item</u></p>	
22/22	<p><u>Health and Safety Audit</u></p> <p>IJ said that there were no outstanding items on the actions list to complete. IJ said that school had taken on responsibility for the</p>	

	<p>maintenance priorities so they were no longer paying YMD Boon for this service. IJ thanked Sally and Ade for the fantastic job they had done.</p>	
23/22	<p><u>Budget Plan – Circulated Documents</u></p> <p>The budget monitoring report and all associated budget plan documents had been circulated to Governors prior to this meeting. Governors had submitted questions relating to the report which were all thoroughly answered by IJ.</p> <p>There was some discussion around how costs can be predicted for future years. IJ said that some services such as sold services rarely go up. Staffing is the most costly item and SEND income is not so easy to predict in advance.</p> <p>LG asked about the grounds maintenance which shows a rise in costs after two years. IJ explained that some contractors offer fixed rate prices for more than one year. In this case it is fixed for 2 years.</p> <p>IJ highlighted the huge carry forward figure and explained that the financial year closes in March. This means that there will be more invoices to pay which will carry forward to next year.</p> <p>Governors discussed the predicted lower admissions for the next academic year which will also impact on next year's budget.</p> <p>Lettings - LG asked if risk assessments were requested or if school provides one. MB said that it is essential that they provide one for their own activities.</p> <p>The budget plan was unanimously agreed by all Governors.</p>	Agreed
24/22	<p><u>Policies/Documents for Ratification</u></p> <p>Budget Plan Final Budget Allocation Budget Guidance Notes Contracts Register 2022-23, including Derby City Sold Services Best Value Statement Value for Money Statement</p> <p>Statement of Internal Control (Controls Assurance Statement) (Ian and Laura to sign) Financial Management Competencies – Governors – September 2021 Financial Management Competencies – Staff – March 2022 Financial Management Policy Charging and Remissions Policy – last reviewed April 2022 Lettings Policy Procedure for handing over monies to the person responsible for banking Financial Delegations – Agreed by Governors</p> <p>All of the above documents were unanimously agreed/accepted by Governors.</p>	Agreed
25/22	<p><u>Premises/Health and Safety</u></p> <ul style="list-style-type: none"> • Site Manager/Headteacher reports • YMD Boon Maintenance Priorities <p>IJ informed Governors that the YMD Boon condition report had identified</p>	

	<p>areas to address which include: additional roof space insulation, re-covering the remaining slate roof, the coping stones issue, some internal doors and the front wall by the pedestrian gate.</p> <p>IJ said that Derby City Council will pay for repairs to the slate roof. The coping stone issue continues to create short term damage which results in leaks in the corridor. MB asked if Derby City Council has accepted responsibility for the fault but IJ said they have not.</p>	
26/22	<p><u>What have we achieved from this meeting?</u></p> <p>Governors have ensured a sustainably financial future.</p>	
27/22	<p><u>Determination of Confidentiality of business</u></p> <p>Staffing</p>	
28/22	<p><u>Dates of next meetings –</u></p> <p>Resources 30 June 2022 at 5pm (Teams) Curriculum 26 May 2022 at 5pm (in School) FGB 14 July 2022 at 5.30pm (in School) <i>All Meeting Dates for 2021-22 on Governorhub</i></p>	

The meeting ended at 5.40 pm

Signed _____ Dated _____