



Markeaton Primary School, Bromley Street, Derby DE22 1HL

**MINUTES
Resources Committee Meeting
Thursday 19 October 2023 at 5.00 pm via Teams**

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
31/23	<p><u>Present and apologies</u></p> <p>Laura Martin, Chair (LM), Ian Johnson, Headteacher (IJ), Claire Connor (CC), Lauren Gascoyne (LG).</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence:</u> None</p>	
32/23	<p><u>Declaration of Interests</u></p> <p>Governors were asked if they had any interests to declare regarding the content of this meeting. Nothing declared.</p>	
33/23	<p><u>Review of Membership/Governor Training</u></p> <p>Election of Chair and Vice Chair for Resources Committee</p> <p>LM informed Governors that MB has resigned as of 18 October 2023 and wished him well. LM continued that a replacement is required as soon as possible. Governors discussed who would become Chair/Vice Chair. It was unanimously decided that LG will continue as Vice Chair. LM to approach the rest of the FGB for a volunteer to Chair these meetings. When the new skills audits have been analysed by BW it will be clear which skills are required in a new governor and an advertisement can be raised on Governors for Schools. LM asked IJ if the vacancy could be mentioned on the school twitter feed or in 'weekly word'. IJ agreed to this. LM to pass on her contact details to IJ in case anyone would like to discuss the role. LM to also reach out to Nicky and Steph who used to Chair to see if they have any ideas. LM to continue as Chair on a temporary basis only until a replacement can be found.</p>	<p>Unanimous</p> <p>BW</p> <p>IJ</p> <p>LM</p>
34/23	<p><u>Resources Committee Terms of Reference</u></p> <p>This document had been uploaded to Governorhub prior to this meeting. LM asked Governors if they had all had chance to read it. There had been no changes to this document as it had been fully reviewed last year and the terms were still appropriate. Governors unanimously agreed to accept the TOR. LM to sign.</p>	<p>Unanimous</p> <p>LM</p>

35/23	<p><u>Review of minutes from Resources Committee meeting 27 April 2023</u> 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 LM
36/23	<p><u>Matters arising</u></p> <p>25/23 All of the outstanding policies have now been reviewed and ratified by the given deadline. 26/23 LG asked for clarification of why complaints need to be on the agenda. LM explained that there are very few complaints and are usually dealt with in school. However, on occasions there are complaints which need to be brought to the Governors to be dealt with and any action minuted.</p> <p>There were no further outstanding actions from these minutes.</p>	
37/23	<p><u>Governor Training for 2023-24</u> Training and development requirements</p> <p>Governors are all meeting in school on 10 November 2023. Some will stay all day whilst others will attend for either a morning or afternoon. LM to create an agenda. Once the skills audit has been analysed LG/LM will look at any gaps in skills on the Board LM stated that all Governors have now completed the mandatory training. LM is booked on Dealing with Complaints training and Chair's Briefing. LM said there is plenty of training online on Flick but it would also be beneficial to meet up for some.</p>	
38/23	<p><u>Policies/Documents for Ratification</u> No new policies were brought to this meeting.</p>	
39/23	<p><u>Headteacher's Staffing/Personnel Update</u></p> <p>IJ said that there is only one significant update regarding staffing and this relates to the office team. Elaine Gray handed in her notice over the summer. Jo Blackshaw contacted an agency and school successfully appointed a member of staff to cover. The replacement fits into the team very well but unfortunately she only works 3 days. IJ said that an advertisement had been placed and interviews will take place next week for a 5 day replacement. It was decided not to appoint an Office Manager as the whole team is working well without it. Ade is returning to work on 2 November 2023.</p>	
40/23	<p><u>Premises/Health and Safety</u> SBM/Site Manager/Headteacher Reports Maintenance priorities</p> <p>SS had sent a premises update to Governors prior to this meeting. IJ said that the cyclical maintenance checks are in-house now and are still working well.</p>	

	<p>Internet - The new Internet connection is to be installed at the end of November.</p> <p>Canteen Audit - The kitchen had recently received a spot check and achieved 97%. LM to email congratulations to the kitchen staff for all of their great work. LG asked why they had been downgraded by 3%. IJ explained that the menu showed 3 days of processed food on there. IJ said that this was deemed sufficient to downgrade the area.</p>	LM
41/23	<p>Finance SFVS sign off – LM and LG to look at this together.</p> <p>Budget Monitoring Report – This document had been circulated to Governors prior to this meeting. LM asked IJ if there was anything significant on the report that he wished to highlight. IJ said that there is a significant shift for teacher salaries since the 6% pay rise that they had been awarded. However, schools don't have to find this extra money. Also, there have been changes in the way that SEND income is received. Schools are now receiving monthly amounts for visually impaired pupils instead of the money being in the budget.</p> <p>IJ also gave thanks to Jasmine in the school office as she has figured out how new families from overseas can access free school dinners and be eligible for Pupil Premium. IJ explained that there had been an influx of families from overseas due to a new family visa program being offered alongside studying by Derby University. LM asked what the percentage increase is in SEND. IJ said that there were 91 last year with a significant rise this year to 104</p> <p>LM asked about the energy bills and how this has affected the budget. IJ said that both electricity and gas are massively higher than in previous years but he had over-budgeted for this.</p> <p>No further questions raised.</p>	LM/LG
42/23	<p><u>Determination of Confidentiality of business</u> None.</p>	
43/23	<p><u>What have we achieved from this meeting?</u> Governors now have plans in place regarding recruitment and identified what is required regarding training. Thanks have been given to SS and best wishes to Ade on his return to school.</p>	
44/23	<p>LM asked Governors if they are happy with the current arrangement of having the Resources Committee meetings via Teams or would they prefer to meet in school. Governors agreed unanimously to continue on Teams.</p> <p>Dates of next meetings – Resources 18 January 2024 at 5pm (Teams) Curriculum 8 February 2024 at 5pm (Teams) FGB 23 November 2023 at 5.30pm (in School)</p> <p><i>All Meeting Dates for 2023-24 on Governorhub</i></p>	Unanimous

The meeting ended at 5.40 pm

Signed _____ Dated _____