



St Andrew's C of E Primary School

Nursery Way, Uxbridge, Middlesex UB8

MINUTES OF THE RESOURCES COMMITTEE MEETING HELD AT THE SCHOOL ON Tuesday 7th November 2017 at 7.30pm

<i>Attending:</i>	Ingrid Farmer Kelly Mansoor Nigel Fullard Jo Jefferies Marion Calder John Jones	IF KM NF JJO MC JJo	Chair, Resources Committee Finance Officer Parent Governor Parent Governor Assistant Head Chair, Full Governing Body
<i>Apologies:</i>	Nicola Edwards	NE	Staff Governor, Head Teacher

Item	Discussions and Decisions	Action
	Welcome and Opening Prayer Committee members began the meeting with an opening prayer.	
1	Apologies for absence Nicola Edwards	
2	Accuracy of the previous minutes (27/6/17) Alteration to change the date under Item 3.	IF
3	Matters Arising from previous minutes, not included on the current agenda Catering Contract The new contract is due to be in place in January.	
4	Finance Update: Emergency procedures KM to enter supplier details. Also, PW is mentioned by name, which needs to be changed to 'Head Teacher'. KM to discuss with NE. GCP cardholders KM reported that Barclays Bank is being difficult, but this is in hand. Financial position update:	KM KM/NE

	<p>The budget needs to be reviewed due to further reduction in nursery places which will impact on unallocated surplus by approx. £30K. KM and NE to discuss.</p> <p>Areas of catering and energy may provide possible savings and needs to be forecasted.</p> <p>The Committee was made aware by KM about why the deficit has grown. If nursery places do not go up in January for next September it will impact massively on the budget and it won't be possible to continue as is. The Resources Committee is aware and comfortable that staff are exploring the options. JJo has met with NE about this specifically. If action is required to redirect the energies of the school, it will come back to the Resources Committee to discuss and review.</p> <p>More money will be coming in (approx. £4K when Rachel Whitely returns from maternity leave).</p>	KM/NE
5	<p>Updating Policies:</p> <ul style="list-style-type: none"> Debt Recovery Policy – The XXXXXXXX to be removed and then it can be approved. Disposal of Assets Policy – A space for signatures to be inserted and then it can be approved. 	IF IF
6	<p>Care Fund Update:</p> <p>At a Parent Council meeting it transpired that parents are not really clear on what the Care Fund is. JJo to revisit the Care Fund letter.</p> <p>Discussion took place as to whether direct debit or standing order was more appropriate and it was agreed that a standing order is more suitable as direct debit is more for companies.</p> <p>It was agreed that Gift Aid can be claimed back retrospectively however this can only be done by the person (can't be staff or governor) who takes on the administration of the fund.</p> <p>Another potential volunteer has been suggested and is being followed up.</p>	JJo
7	<p>SDP Update</p> <p>It was agreed that this should be added back on the agenda as a standing item, however on this occasion there was nothing specific to discuss from a finance perspective.</p>	IF
8	<p>Benchmarking</p> <p>The latest Benchmarking document from the Finance Team at the Borough had been circulated in advance of the meeting. The LA collates the data but it is dependent on it having been coded properly by schools. The Committee noted that the admin spend per pupil is high at St Andrew's compared with other schools, however at St Andrew's Welfare is included under Admin, unlike other schools.</p> <p>JJe and NF agreed to set up a working group to review the figures in more detail and report back before the next meeting on which areas need more focus. NE/KM can then contact those schools to start conversations.</p>	JJe/NF NE/KM
9	<p>IT update</p> <p>The acquiring of new laptops is moving forwards very slowly. MC asked for updated quotes however at £350-£450 per laptop they were very high. DfE were running a multi-bid scheme. St Andrew's put in a bid which was accepted and an aggregate price has been given. If the price is confirmed the next stage is to go to a contract. The Friends are already committed.</p>	
10	<p>Scheduling of Resources Committee</p> <p>NE requested that the meeting be moved to another day of the week due to existing commitments. The Committee agreed to meet on a Wednesday evening going forwards. IF to circulate updated meeting dates for the rest of the academic year.</p>	IF

We are a Christian based governing body. Our vision is to provide strategic direction to the school, thereby ensuring our pupils, staff and our school fulfil all their God given potential within a safe, loving environment

11	Recent Finance Audit KM is awaiting the final outcome of the audit which seemed to go well. There were some action regarding the minutes and housekeeping which are being addressed.			
12	AOB KM reported on the work full census. KM to provide this for DfE.	KM		
	Closing Prayer			
	Meeting closed at 9.00pm Date of Next meeting : Wednesday 17th January 2018 at 7.15pm			
<table><tr><td>Signed by: (signed Copy on School File) <u>Ingrid Farmer</u> Date:</td><td><u>Distribution:</u> All Governors School Administration Staff (For File)</td></tr></table>			Signed by: (signed Copy on School File) <u>Ingrid Farmer</u> Date:	<u>Distribution:</u> All Governors School Administration Staff (For File)
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