

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



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 17th January 2018 at 19.15pm

<i>Attending:</i>	Ingrid Farmer Kelly Mansoor Nigel Fullard Jo Jefferies Nicola Edwards John Jones Dan Tomlin	IF KM NF JJO NE JJo DT	Chair, Resources Committee (20:50) Finance Officer Parent Governor Parent Governor Staff Governor, Head Teacher Chair, Full Governing Body Clerk (19:35)
<i>Apologies:</i>			

Item	Discussions and Decisions	Action
	Welcome and Opening Prayer Committee members began the meeting with an opening prayer.	
1	Apologies for absence	
2	Accuracy of the previous minutes (07/11/17)	
3	Matters Arising from previous minutes, not included on the current agenda	
4	Finance Update:	

5	SDP Update:	
6	Updating Policies: i) Credit cards – signatories need updating and ratifying at next FGB. DT to add as agenda item. NE card limit needs raising. Limits agreed by board at Monthly Limit of £5k, Transaction limit of £1k, Spend Limit of £300.00. A review of card users to be undertaken. ii) Asbestos Plan – Approved and signed by JJo	KM JJo
7	Care Fund Update NE to be added to Care Fund. JJo to liaise with NE to create a new parent letter advising of payment details, thanks and examples of spends. A volunteer with a finance background has agreed to monitor the income/expenditure NF proposed a fee increase, board agreed £6.00 pw LDBS have agreed to fund building repairs identified from visit, Classrooms/Caretakers house. JJo to read and sign proposal.	JJo JJo/NE NF NE
8	IT Update Bulk Buying through DofE was not financially viable. Ipad Minis have been purchased (1 per class) (Friends Invoiced) Resources Committee to look into Purchasing of Laptops and Updating of Server. Current IT Support “FRESH” to be given notice, Contract to end in December 18, NE to forward SLA to JJf.	NE NE/JJf
9	AOB i) Waterbill – JJo/KM Current waste supplier, Castle Water have changed policy and now want 6 months up front. School did not agree to this, KM spoke to OFWAT who agreed with school. Castle Water to be given notice. Bill has been paid but credit note will be issued. Complaint raised. Waste to go to water supplier Affinity Water. JJo signed contract, needs to be sent to Procurement. ii) SFVS – DT reminder that SFVS needs to be completed and sent to LA by 31 st March 18, KM to complete ready for next FGB 01/02/18. DT to add SFVS as agenda item for next FGB. iii) GDPR – DT, due to changes with GDPR, Governor Support are facilitating a course for governors 23 rd Jan 2018. DT to send relevant links to NE. DT to liaise with Governor Support to arrange a full Staff/Governor Training on GDPR for inset day. iv) VC – JJo nominated NF to be Vice Chair of Resources. Board Agreed. v) Finance Policy – KM Updated – Signed and agreed, needs ratifying at next FGB.	JJo/KM DT DT JJo KM

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	Closing Prayer	IF
	Meeting closed at 21.15pm Date of Next meeting : Wednesday 18th April 2018 at 7.15pm (move to after YE)	
Signed by: (signed Copy on School File) <u>Ingrid Farmer</u> Date:		<u>Distribution:</u> All Governors School Administration Staff (For File)