



St Andrew's C of E Primary School

Nursery Way, Uxbridge, Middlesex UB8

MINUTES OF THE RESOURCES COMMITTEE MEETING HELD AT THE SCHOOL ON 18th April 2018 at 19.15pm

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

Item	Discussions and Decisions	Action
	Welcome and Opening Prayer (19:30) Committee members began the meeting with an opening prayer.	IF
1	Apologies for absence NF sent apologies this was accepted by Committee	DT
2	Accuracy of the previous minutes (17/01/18) JJO to complete first half of last minutes, minutes to be signed at next FGB AMENDMENT – in last minutes care fund update, fee was minuted as £6.00 PW this should be PCM.	JJO
3	Matters Arising from previous minutes, not included on the current agenda <ul style="list-style-type: none"> • Credit cards – Limits didn't go up to £5k as previously agreed as £2k is sufficient. • Card Holder Policy to be compiled • Asbestos plan done and displayed on wall • Water bill has now been sorted and provider switched 	
4	Finance Update: KM gave Finance report highlighting end of financial year has been done. There is a £126k Surplus of which £80k was brought forward, we are allowed by LA to have 8% surplus, ours is currently 10.2% approx. NE/KM are looking at ways to spend £30k on Staffing, ICT, Premises, Maintenance etc. JJF asked the reason for the increase in surplus, KM explained it can be attributed to the fluctuation in nursery numbers, Pupil Premium and a cautiously run budget. The finance report further highlighted on increased income from Nursery, After school clubs, lettings etc.	KM/NE

	<p>IF questioned the meaning of “non utilised budget items ” KM explained that NE has spoken to year heads about budgets not being spent and has adopted a “use it or lose it” system. If it isn’t spent then it can be redirected elsewhere.</p> <p>Budget in draft presented, NE/KM still to review</p> <p>£43k Potential spend</p> <p>IF questioned if budget was to be expected, KM advised that there were no surprise, usual staffing costs etc, staff have until 31st May to hand in notices.</p>	
5	<p>SDP Update: NE updated Committee on Pupil Premium. This has now been spent in a variety of ways. The fund is being well spent as PP Students are out performing non PP Students. A plan for 18/19 has been produced outlining future spends.</p>	NE
6	<p>Updating Policies:</p> <ul style="list-style-type: none"> • Schools letting policy has been updated. • SVFS has been amended, Amendment acknowledged and passed to FGB for ratification 	NE
7	<p>Care Fund Update NE Parent letter has been drafted. New methods of payment to be added. Proposal of fee increase to £7.00 PCM suggested and passed to FGB for ratification An External Volunteer is needed to monitor payments, check bank statements, send reminders etc. position to be advertised on Social Media and through the Church.</p>	NE
8	<p>IT Update New Contract has been procured, ASTECH have been appointed, they were best value for money also. After initial inspection a £6k spend is needed in the interim to replace Equipment, server etc, this to come from Surplus. Final report due will show all requirements, this will be built into the budget. Website to be outsourced externally.</p>	
9	<p>Anomaly Funding Digital Screen and 2 Activity walls have been purchased. Procurement and JJO have been involved as it was over NE spend limits. Correct procedures were followed, quotes obtained. Funding to come from Sports Fund as the equipment will benefit sports activities the most. Although it will also be used for a variety of other subjects. Committee agreed in principal and passed to FGB for ratification</p>	
10	<p>AOB NF to stand down at end of term, JJO appointed Interim VC until replacement is found.</p>	

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

	<p>JJO proposed an uplift to NE’s General Spend limit from £10k to £15k, KM will contact LA to check limits.</p> <p>JJO/KM There has been an increase to the London Living Wage this has been passed to FGB for ratification.</p> <p>NE School is looking into a Replacement for Yr 6 trips with similar facilities as PGL trips.</p>	
	Closing Prayer	JJO
	<p>Meeting closed at 21.40pm</p> <p>Date of Next meeting : TBA</p>	
<p>Signed by: (signed Copy on School File)</p> <p><u>Ingrid Farmer</u></p> <p>Date:</p>		<p><u>Distribution:</u></p> <p>All Governors</p> <p>School Administration Staff (For File)</p>