

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 27<sup>th</sup> June 2018 at 19.30pm

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

| Item     | Discussions and Decisions   | Action |
|----------|---|--------|
|          | <b>Welcome and Opening Prayer (19:35)</b><br>Committee members began the meeting with an opening prayer.                                | NF     |
| <b>1</b> | <b>Apologies for absence</b><br>IF,JJF sent apologies this was accepted by Committee<br>In IF absence JJO Chaired                       | DT     |
| <b>2</b> | <b>Accuracy of the previous minutes (18/04/18)</b><br>Agreed and signed   | JJO    |
| <b>3</b> | <b>Matters Arising from previous minutes, not included on the current agenda</b><br><br>JJO to completed minutes from Feb's meeting     |        |
| <b>4</b> | <b>Finance Update:</b><br>Finance Spreadsheet previously circulated. <b>KM</b> gave Finance report highlighting Budgeting and staffing. | KM     |

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| 5 | <p><b>SDP Update:</b><br/>NE gave SDP Update.</p> <ul style="list-style-type: none"> <li>• Staff Structure previously circulated, no questions for board.</li> <li>• SCITT Student has been “employed” school to receive £1k grant for this</li> <li>• New DH has been recruited</li> <li>• Staff Contracts (previously circulated) – agreed by committee – <b>to be ratified at FGB</b></li> <li>• External company has been sourced to produce/maintain school website</li> <li>• GDPR Policy (previously circulated) – agreed by committee – <b>to be ratified at FGB</b></li> <li>• Aztech have done an ICT Audit, Work agreed, Plan project works to cost approx. £20K, this has been budgeted for. – agreed by committee – <b>to be ratified at FGB.</b></li> <li>• Planned improvement works to be completed over the summer. KS1 Playground and YR6 Classroom, to be paid for with grant from Diocese.</li> <li>• Two Fraudulent cheques have been presented totalling £5k. Cheque book cancelled. Paul Withams to be removed as Signatory, Marion Calder to be added. (NF question if we could move to BACS, KM informed us We will be moving over to BACS, the LA won’t allow for one off or regular bank transfers. BACS will need to be set up properly. We are looking to do this in the next academic year. that the LA will not allow this).</li> <li>• Parent Questionnaires info has been collated. Good turnout, over 47% return. Positive feedback. NE to look into a N/A option rather than a Don’t know. Follow up one to be complied in six months.</li> <li>• Uniform, NE has proposed a change to the girls winter uniform to match the colour of the boys winter uniform. FGB previously emailed for feedback, majority agree and support NE decision. Letter to be sent to parents co signed by JJO as chair of FGB</li> </ul> <p>NF wished to express thanks to NE for all her hard work since starting as Head, Committee agreed.</p> | NE  |
| 6 | <p><b>Updating Policies:</b><br/>In IF absence, this is to be carried forward.</p>  | IF  |
| 7 | <p><b>Care Fund Update</b><br/><b>JJO Gave update</b></p>   | JJO |

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|   | <ul style="list-style-type: none"><li>• Paul Withams to put removed as signatory, NE to be added</li><li>• Audit to be carried out</li><li>• JJO to bring into school all files held at home regarding Care Fund, anything older than six years, to be destroyed.</li><li>• Care Fund Letter has been sent to parents, £523.00 has been paid via Parent Pay so far.</li></ul> |  |
| 10  | <b>AOB</b><br>Parent Governor packs to be produced and sent to parents., JJO to compile, DT to contact GSS to glean a pack. New Governors will be co-opted onto the board firstly then slotted into vacant slots.<br><br>Committee wishes to thank NF for all his service and time donated to the Resources Committee   |  |
|   | Closing Prayer  | JJO  |
|   | <b>Meeting closed at 20.50pm</b><br><br><b>Date of Next meeting : TBA</b>   |  |
| Signed by: (signed Copy on School File)<br><br><b><u>Ingrid Farmer</u></b><br>Date: |   | <b><u>Distribution:</u></b><br><br>All Governors<br>School Administration Staff (For File) |