

# RIVERSIDE PRIMARY SCHOOL

## MINUTES OF RESOURCES MEETING HELD ON TUESDAY 1 NOVEMBER 2016 AT 3:50PM

**PRESENT:** Jacob Bell, Trish Burr, Dave Brockman, Joy Jearum, Helen Maxwell, Terry O'Regan, Tim Scott, Kim Williams (headteacher)

**IN ATTENDANCE:** Nicol Gordon - Office Manager and Nicola Nash - Medway Clerking Services

Item	Main discussions and agreed actions	Action by/when
<b>1</b>	<b>Welcome and Apologies</b> Apologies were received and accepted from Lesley Singleton  All governors agreed for Terry O'Regan to chair the meeting.  The meeting was quorate.	
<b>2</b>	<b>Declaration of Business Interests</b> No change from the business September meeting.	
<b>3</b>	<b>Election of Committee Chair</b> After discussion, Terry O'Regan nominated David Brockman as chair. Trish Burr seconded. David Brockman was appointed as Chair of the Resources committee.	
<b>4</b>	Notification of any urgent business None	
<b>5</b>	<b>Minutes of the meeting held on 12<sup>th</sup> July 2016</b>	
5.1	<b>Approval for accuracy</b> – minutes were agreed as a true record of the meeting and were signed by the Chair. Minutes would be uploaded onto the school website. Actions from last meeting. <b>Item 5</b> – There is a shortfall on the SEND funding, still waiting for clarity from the Local Authority. TB due to attend a meeting and agreed to report back to governors. <b>Item 8</b> – Head teacher advised she still has to make contact Rainham Mark regarding the Risk Recovery Register. <b>Item 10</b> Parent meetings have taken place.	
5.2	<b>Matters Arising not already on the agenda</b> none	
5.3	<b>Confidentiality</b> – Item 6 – staffing.	
<b>6</b>	<b>Budget Monitoring .</b> The Office Manager distributed the finance report to governors at the meeting.  The following points were highlighted – <b>Expenditure information</b> EO1 – teaching staff – shows a variance due to over time from the Inclusion Manager EO2 – Support staff - this shows a variance due to extra costs for support staff and two staff resignations over the Summer break. The figure would balance out	

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	<p>EO4 – Premises Staff – shows variance due to extra duties and time carried out by the site manager</p> <p>EO5 – changes of staff transferring over from the Children’s Centre</p> <p>EO7 - highlights a saving</p> <p>EO8 – travel costs have increased</p> <p>EO12 – shows a saving- upgrade less than budget, all decoration were included in capital</p> <p>EO13 – increased amount due to the extra equipment needed for outside areas around the school site</p> <p>EO14 – increased due to extra equipment required</p> <p>EO16 – waste water – Office Manager reported she would be monitoring this and would report back to governors at the next meeting</p> <p><b>Income information</b></p> <p><b>105-</b> Pupil premium shows an increase</p> <p><b>108</b> – shows figures for sports funding</p> <p><b>E32</b> – Children’s centre expenditure – additional works planned to ensure the centre can work independently.</p> <p>TS informed governors the water legislation is due to change, when it comes into effect the school could source an alternative provider.</p> <p><b>Governor asked how often does the school check for value for money?</b> The Office Manager advised that the process is carried out through Kent County Council. She would check with KCC and report to governors at the next meeting.</p> <p><b>Governors asked about staff resignations, are the numbers normal against other settings.</b> Head teacher informed governors it was impossible to answer as every school is different. The issues that occurred in school have been managed, she keeps a record of staff members who leave the school (this was on advice from Keith Morrison an external advisor).</p> <p>All governors expressed their thanks to the site manager for his support and hard work during a challenging time at the school.</p>	<p>Office Manager/Clerk</p> <p>Office Manager/Clerk</p>
<b>7</b>	<p><b>Staffing update</b></p> <p>See item 11</p>	
<b>8</b>	<p><b>Annual Health and Safety report</b></p> <p>Completed for this year. Next meeting and audit is due to take place in June 2017.</p>	Clerk
<b>9</b>	<p><b>Environment and Buildings</b></p> <p>Head teacher highlighted the following points to governors –</p> <ul style="list-style-type: none"> <li>• Heating and hot water works– All completed</li> <li>• An outstanding snagging list but all items are being dealt with</li> <li>• Three ramp repairs on the school site have been repaired</li> <li>• Tree work on school site has been completed</li> <li>• New door to the breakfast/after school club has been installed</li> </ul>	

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	<ul style="list-style-type: none"> <li>• New carpets laid</li> <li>• Painting work currently being finished</li> <li>• Additional electrical sockets in school have been installed</li> </ul>	
<b>10</b>	<b>Governor Visits and Monitoring</b> Governors reported the following – <ul style="list-style-type: none"> <li>• Financial monitoring scheduled on 15 November at 2pm</li> <li>• Health and Safety monitoring – safeguarding on 29 November</li> <li>• Annual Health and Safety Audit scheduled on 15 June 2017</li> </ul> JB left the meeting at 17:10	
<b>11</b>	<b>Confidentiality</b> <b>Staff related issue item 7– on green paper.</b>	
<b>12</b>	<b>Any other business of urgent nature</b> No items	
<b>13</b>	<b>Confirm date and time future meetings</b> 24 January 2017 at 3:45pm	
	<b>Meeting finished at 5:20pm</b>	

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ACTIONS

Name	Item	Action	By when
Trish Burr	5	SEND funding meeting update	Next meeting
Nichol Gordon	6	KCC update on utilities bill comparison – the process	Next meeting

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