

**FAIRFIELDS PRIMARY SCHOOL**  
**RESOURCES COMMITTEE MEETING**

**Minutes of Meeting held on Wednesday 18 November 2015 at 6.15pm**  
**at Fairfield Primary School, Basingstoke**

**Members Present:** Paul Deed (**Chair**)  
Sue Davies (**Head Teacher**)  
Janine Jenkins  
Alan Mills  
Val Parker  
Lucy Price

**Apologies:** All present

**In attendance:** Pam Leech (cover clerk)

**Blue type denotes support and challenge from the governors**

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**ACTION**

**68/15 Welcome and Apologies for Absence**

The Chair opened the meeting at 6.20pm and welcomed everyone.

**69/15 Declarations of Pecuniary Interest**

No declarations were made in this agenda.

**70/15 Minutes of the Meeting Held on 23 September 2015**

The minutes of the meeting held on 23 September 2015 were agreed as an accurate record and were signed by the Chair.

**71/15 Matters Arising**

**43/15 - Minutes of the meeting held on 13 May:** the revised minutes will be brought to the next meeting for sign-off.

**56/15 – ToR to FGB – action completed**

**65/15 Amend Pay Policy – action completed**

**Clerk**

**71/15 Finance**

**72/15 Income and Expenditure Report** (circulated prior to meeting)

Financial position in line with expectations

**73/14 Budget Revision**

Supply budget has been increased by £10K due to dependence on supply cover for long term sickness. This sum also includes a contingency sum if supply needs increase still further.

## ACTION

Line 7664 £5,100 additional income is an SLA repayment.

CPD costs have been greater than anticipated due to new curriculum and 5 new teachers needing to be trained for Big Write, so increase of £2K to cover additional CPD.

General maintenance costs have been reduced to £10K, a reduction of £5K due to consistent underspend on this line.

Catering costs have increased due to increased uptake of FSM. April, May, June, July have been billed; budget increased by £12K to cover additional FSM.

Line inserted for Headteacher recruitment process and allocated £3K to cover possibility of needing to re-advertise via TES. VP to amend budget revision to show £3k (up from £2k) to reflect this.

VP

Fundraising is down against previous years. This money is always allocated when it comes in. There are no current projects against which to offset fundraising and advice from EFS is not to include these sums if it is not available to spend.

[A governor queried whether the increase in supply budget, which is less than the year-to-date run rate is sufficient.](#)

VP confirmed that the YTD spend was higher because of sickness cover.

[A governor queried whether the fundraising money remains in the PTA account.](#)

This was confirmed by the Headteacher.

[The same governor queried the liability for maternity pay.](#)

This is paid by HCC. Long term sickness is covered after first 30 days but has to be claimed from HCC.

[Another governor queried the high sum of Pupil Premium income in Line 7694.](#)

This is based on 49 pupils but sums vary according to category into which pupils fall.

CoG/Clerk

**It was agreed unanimously to recommend acceptance of budget revision to FGB for approval.**

## 74/15 **2016/17 Budget Allocation**

HCC claw back of overspent SEND funds will affect school's lump sum budget allocation for next year.

[A governor asked for clarification of the SEND income.](#)

First £6K of expenditure school pays and this is topped up by HCC for EHC plans. This is based on 16 hours for a child with an EHC plan; if need is greater than 16 hours HCC give additional funds. School also pays for some 1:1 support for children who do not have an EHCP.

Demand has been so high that HCC is overspent on this budget and will claw back funds so school will have less income for 2016/17.

[The same governor asked whether this money would be taken as a percentage of income before any other financial cuts.](#)

## ACTION

No cuts have been directed at schools although Educational Psychology Service and Early Help Hub, on whom school relies for support, are likely to be affected by cuts. SD has District heads meeting 9/11 so more information may be available after that.

Another governor asked how this information had been communicated to schools.  
In a schools comm. and to Chairs.

### **75/15 Plans for Capital Spending** (circulated at meeting)

Plans for the reconfiguration of the front entrance were circulated. 3 options drawn up. Option 3 is not wanted as too expensive and includes CCTV.

Aim is to have the entrance enhanced, paths to be altered and lockable gates to ensure that no one enters the school site without contacting Reception office.

Ideal configuration is a combination of Options 1 and 2 giving a wider access but with the gates removed. Planter idea was liked by governors. It was noted that the site suffers less vandalism when the street gates remain unlocked.

SD to convey this to architects for further plans to be drawn up with intention of getting a decision in principle from FGB.

A governor asked when work could be scheduled.

Amended plans could be presented at January Resources meeting and then work date can be planned thereafter.

Another governor queried whether there was enough money in Capital to achieve the changes wanted.

£15.5K available with 2016/17 allocation due in spring.

### **76/15 Freddie's Club**

Better attendance than last year. Maximum number is 40 children, more than this and impact on school space is detrimental.

A governor asked whether costs are under control.

This was confirmed; income is good.

### **77/15 Grounds and Environment**

Quote has been received for providing a door between the medical room and the office with an access key pad, phone system and gate to further protect office staff, £3928.90. If an off-the-shelf door is used rather than custom made a saving of £591.74 would be made.

PTA have offered to fund 50% of cost and school would fund the remaining 50% from Capital budget.

**It was agreed unanimously to get the work done for the quoted price of £3928.90 SD (with the costs split 50/50 with the PTA) to provide for 2 key pads and 2 intercoms.**

### **78/15 Health and Safety**

To further enhance response to fire drills children who arrive late at school will be noted in

**ACTION**

registers so teachers know how many children they should be accounting for.

Review of Accident Books undertaken by AM. He queried whether the number of cold compresses applied represented the best treatment.

**It was agreed that the lunchtime staff should give more specific description of injury in yellow folder rather than just note body part.** **SD**

AM queried whether staff accident books consisted only of forms.  
This was confirmed by SD

**79/15 Staffing Matters**

NQTs are developing well and new LSAs have settled very well and are working very effectively.

**Confidential item.**

**80/15 Training**

All governors to annotate training profile sheet and return to AM who will map the skills needed for future training courses.

**All Govs**

**81/15 Any Other Business**

None.

**82/15 Date of Next Meeting**

The planned next meeting date clashes with Headteacher shortlisting.  
Next meeting to be 13 January at 6.15p.m.

The meeting closed at 7.25pm

**Approved by:**

**Date:**