



Coberley Church of England Primary School



2017/2018	Meeting of Resources Committee		
Date:	Thursday 9th November 2017	Time:	4.00pm
Venue:	Coberley Primary School		
Attendance:	AM, Headteacher FE, Chair UH, Parent Governor VP, Parent Governor PO, Co-opted Governor		
Present:	JG, Clerk to Governors		
Apologies:	None		

Item	Subject	Action	Who and Date
1.	Apologies None. The new governor was welcomed to the committee.		
2.	Minutes of Last Meeting and Matters Arising We now have 65 children on roll which is down by 2 pupils since last meeting. We had 66 pupils on roll on census day. Gigaclear was discussed. It was felt that great savings could be made by moving over from our current provider. A governor asked if the wireless was good across the school; it was not too bad but the hall is the worst place. A governor offered to come and look at the WIFI with a view to switching to fibre as soon as possible. A governor said we should consider what would happen if we needed to make a 999 call during a power cut which could affect phones. Should always have a charged mobile phone in school.		



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2.	Minutes of Last Meeting and Matters Arising The DIY day held in September was an excellent day and a great success with many improvements made to the premises. There were no matters arising and the minutes were signed as a true record.		
3.	3-Year Plan The fact we need to prove that we can get the school out of a deficit budget was discussed. If was felt that this was achievable with careful budget management and planning. We had recently received a letter from our MP stating that funding for schools would be increased. If additional funding of £40k were to come in the deficit would not be an issue. It was felt that we could lose one member of staff due to professional development and this would also reduce staff costs. Our GCC Finance AFO had had a meeting with the Accountant for Strategic Finance today to discuss the deficit budget. Any additional funding allocated to the School would be distributed by local government. A governor said that with central government involved with Brexit etc. education was not top of the agenda. The problem was that although it was likely the funding was going to increase, the figures were still not confirmed. It is difficult to plan over 3-years without having a solid starting point. A governor offered to write to the MP asking for confirmation of the final funding figure. A governor asked about teacher absence insurance. None of the staff are covered at the moment and the biggest concern was absence due to maternity. It was agreed to get quotes as the impact of a staff absence to school and budget would be phenomenal.		



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3.	3-Year Plan A governor asked if there was any money available from county. It was felt that this was unlikely and if there was would probably need a valid reason such as a new roof. The increase in sports funding was discussed. A governor said there were many ways we could spend the additional funding to enhance provision for the children. In terms of staffing, the implications of a deficit budget could mean that we reduce TA hours next year which we do not want to do. A governor asked if there was much interest from people looking for school places. A new family were visiting the school tomorrow.		
4.	Chart of Accounts The chart of accounts was explained to the new governor. A governor asked about charging for extra-curricular clubs to avoid the scenario of parents booking children into free clubs rather than paying for Links. The SBM had already been considering this and was looking at buying in after school club provision which would be recharged. A governor asked about the new PE providers. It was confirmed that they were very good with excellent planning and well-structured lessons. There was some concern about the budget for building which was low. Hopefully we would see a reduction in phones & broadband which would see savings. It was also confirmed that we were considering upgrading the printer/copiers with Konica Minolta which would see a cost reduction. The Chromebooks were discussed. Some of them had faulty keyboards and a governor offered to ask a work colleague to look at them to see if he could fix them rather than get them replaced.		



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4.	Chart of Accounts A governor asked if there would be any investment in educational software given the success of Sumdog. This was already being looked at. A governor pointed out that the 3-year plan was showing the old rent for school house and this needs to be updated. A question was also asked about the cost of our water supply; unfortunately we are on a meter so amounts are variable. It was agreed by all that we need to look at saving money, however small the amount.		
5.	School Fund and Links Links and Breakfast Club were going well. Links Coordinator was doing a good job with organisation of activities for the children. Have had 12 children in Breakfast Club and up to 21 children in Links. Invoicing is now being done on a more regular basis.		
6.	Premises Update An audit by Gloucestershire County Council was done in September. The governors checked the audit and no issues were found. A governor agreed to come in to do a Premises Walk and look at IT on Thursday 16 th November at 11.30am.		
7.	GDPR A governor explained GDPR to the committee. The biggest issue for school was the need for a data audit to see where and how data is stored and used, i.e. staff using USB sticks at home containing personal data. Would also need to look at naming conventions for files containing personal information such as photographs. We will need to show we have taken reasonable steps to ensure data is secure. If the school was broken into and computers stolen would this be a breach of the act?		



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7.	GDPR A governor agreed to come in on Friday 17 th November to go through action plan with SBM and put a policy in place. In terms of governors being sent files containing personal information, this needs to be looked at. Simply password protecting the files was not acceptable and you couldn't see who had opened it. A discussion followed on how data was stored and distributed and how that data was used.		
8.	AOB Paperwork was handed out which gave a staffing update showing all responsibilities. This included volunteers in the School. There was no further business and the meeting closed at 5.20pm.		