**STORMONT HOUSE RESOURCES COMMITTEE**

**Minutes of the meeting held on Monday 2nd July 2018**

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| ITEM | FOCUS/NOTES | **Lead** | **Action** |
| **1** | **ATTENDANCE: BH(Chair), CW (Business Manager), CN, FJ****APOLOGIES: KM (Head Teacher), AH.** | **BH** |  |
| **2** | **Minutes of the meeting held on 24th April 2018:**The minutes were approved as drafted. | **BH** |  |
| **3** | **Matters arising not on the agenda:****Minibus Lease and Running Costs:**CW had prepared a table showing the use and cost of the mini-bus for the financial years 2017 and 2018. It clearly showed that with a greater use in 2018 the cost per mile reduced significantly. Greater usage will need more staff willing to drive the vehicle. As the mini-bus was financed through a 5-year lease plan it was agreed to let the current lease run to maturity but encourage more use of the vehicle. | **BH** |  |
| **4**  | **Finance:****Review Finance Reports for the Year to 31st May 2018:**CW had circulated the reports and a commentary prior to the meeting. Due to the late circulation of the reports no in-depth review was completed. As the reports were only for the first 2 months of the new financial year It was agreed it was inappropriate to analyse significant variances to budget to deeply. The following points were raised:CW stated that it was expected that 129 pupils will be on role in September.**Teaching Staff -Sickness Cover:**CW reported that one member of staff will commence a phased return to work in September the other will work one day a week from October. **IT 5 Year Plan:**The revised plan had not been circulated and was not available at the meeting.It was agreed that the IT provision within the school had not moved forward in recent years. FJ stated that the proposed strategy would improve the current provision significantly by using both static and Hand-held Devices, upgraded operating systems and creative educational software.It was agreed to review and agree the 5 Year Plan at the next meeting | **BH** | **FJ to circulate the IT 5 Year Plan****BH to put the IT 5Year Plan on the agenda for the next meeting.** |
| **5** | **Human Resources:**The revised Staff Reporting met with approval making the tracking of staff numbers much easier.BH asked if the costs for employing TA’s through an Agency was more expensive than direct employment. CW stated that the costs were approximately the same.**Pastoral Support Team:**FJ reported that the Lead member should be in position by the end of term, the individual is currently a member of the team. The other members of the team would be in place in the Autumn term.**Teacher Cover Position:**FJ reported that this position had been filled by an internal candidate.**Catering Staff Structure:**CW reported that the new structure had still not been implemented. The permanent position of Assistant Cook was still vacant although currently being covered by a fixed term contract.**TA Recruitment:**It was agreed to carry forward this item to the next meeting. **Resourcing of Designated Careers Lead:**KM informed the Chair that the Job Description for this position had been finalised but was waiting evaluation. It was expected the evaluation to be either SO1 or SO2 and provision had been made in the budget for this role.  | **KM/CW** | **FJ to report on progress at the next meeting****KM to report on progress at the next meeting.** |
| **6** | **Whole School Priorities:****5.1 Improved Efficiency and Effectiveness:**Carol reported that SIMS was being used to a greater depth and further investigations of areas for use were under way. A payment system for use by parents was being trialled with an implementation date of September planned.With CW retiring at the end of term progress in other areas of this priority were limited. |  |  |
| **7** | **Premises:****FM Contract:**CW reported that the change in the staffing structure of the contract had recently caused a member of staff to be locked in the building. Having reported the incident to the Contract Manager no formal report had been received back by the school. A rolling program of decoration is in place for the summer break which includes the Sports Hall. Doors in general are a regular maintenance problem which the school pays for.  |  | **CW to chase an Incident Report from the FM Contract Manager.** |
| **8** | **Health & Safety:**There were 2 High Risk items arising from the November H&S Inspection/Audit. | **CW** | **BH to include the report as an agenda item for the next meeting.** |
| **9** | **A.O.B:** |  |  |
| **10** | **Dates of Future Meetings:**Monday 8th October 2018Monday 10th December 2018Monday 4th March 2019Monday 29th April 2019Monday 1st July 2019 |  | **.** |

Suggested Topics for future meetings:

Policies: CPD: TLR’s:

* Statutory requirements School Program Current awards and benefits
* Individual responsibilities Staff requirement
* Last/Next review Support Staff CPD
* Governor approval Skill Gaps

 Cost and benefits



Mr Bernard Hawes November 26th 2018