



Scantabout Primary School

Achieving our best together.

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**A meeting of the Resources Committee will be held at
Scantabout Primary School
on Thursday 27th June 2019 at 6.15pm (R6)**

Please note that all Governors should declare any potential conflict of interest or pecuniary interest in an agenda item at the start of the meeting and withdraw at the appropriate time.

AGENDA

- | | | | |
|------|---|---|-----------------|
| 6.15 | 1 | Welcome and apologies | Chair |
| 6.18 | 2 | Declaration of Pecuniary and other Conflicts of Interest and Confidentiality, Confirmation of any training (DBS for FGB) | Chair/
Clerk |
| 6.21 | 3 | Approval of Minutes from previous meeting of 9/5/2019 | Chair |
| 6.24 | 4 | Finance ** (F) <ul style="list-style-type: none">- Finance Governor Report- Southern Business Audit - Update | CC
CC |
| 6.40 | 5 | Staffing Update (A/F/S)
Performance Management (HT and Staff) interim reviews – confirmation only | HT |
| 6.45 | 6 | Safeguarding ** (A/S) <ul style="list-style-type: none">- Submission Progress- Action Plan and Report | DM/HT |
| 6.55 | 7 | Health and Safety and Premises ** (A/S) <ul style="list-style-type: none">- Termly Audit Report, Action Plan and Submission Progress- Fire Manual | HT |

7.05	8	Policies and Other Annual Reports (S) - Confirmation of Edubase Update Procedure	Chair/ Clerk HT/Clerk
7.10	9	Website** (termly) (A & S)	PSY
7.15	10	School Communications (Various)	PSY
7.25	11	Actions Carried Forward and Matters Arising (Various) <i>See Table of Actions below</i>	Chair
7.30	12	Resource Committee - Administration Terms of Reference for Approval of FGB Appointment of Chair of Resources for 2019/2020 <i>Nominations to be intimate to the Clerk in advance or at the meeting.</i>	Chair/ Clerk
7.40	13	Reflection on Meeting's Achievements	All
7.55	14	<i>Any matters to be included in next meeting's agenda (not for discussion at this meeting)</i> <ul style="list-style-type: none"> • <i>Adoption Terms of Reference, Membership and Chair for to FGB for 2019/2020 if not already done</i> • <i>H&S Audit Autumn Submission Date</i> 	

Date of next Meeting tba

***Core Role Relationship: -**

S= Strategic

F=Financial

A= Accountability

Various = combination of above

** *standing agenda item*

NB Website compliance standing termly item

R6: Table of Actions from 09/05/2019

Updated in line with minutes of same (updated 10/05/2019 – verified completed actions removed)

No	Action	Owner	Initiated	Notes	Status
R4.4	Chair, GB Chair and Headteacher to meet to decide on Wellbeing Strategy.	Chair/ GB Chair/ HT	28/2/19	Date to be determined	
R4.6	Chair of Resources to Contact Carole Davies at HCC Property Services outlining the GB's concerns about the delayed AMP.	Chair	28/2/19		
R5.1	Governors to check their Statutory Duties in respect of NQTs – DJM will ascertain and advise.	DJM	9/5/19		
R5.2	HT will provide the information pack on SLAs	HT	9/5/19	Forwarded to Chair of Resources 14/5/19	completed
R5.3	Exit Interview Policy to be presented to R6, format to be adapted from that in MOPPs.	HT	9/5/19	Advice to Governors following the meeting: There is a procedure on MOPPs for exit interviews. There is a questionnaire, staff are then offered a choice of the head teacher, another line manager or a governor to discuss the questionnaire if they wish to. The questionnaire and interview are entirely voluntary. Governors then consider outcomes when they have a batch.	

Table Key:

Where items are marked as stated below (these may not be required in all tables)

Note: if an item is **greyed** out it is completed and will be removed from future Tables of Action Those Actions completed prior to the next Meeting will not be greyed out until confirmed at that meeting

Note: : if an item is **blue** it is amalgamated into another action and will be removed from the next Action Table and added to the pre-existing Action or superceding action as appropriate.

Note: : if an item is **red** it is of high priority.

All items in key may not appear in each table, but only as required.