

# WILLOWBROOK SCHOOL

## MINUTES OF THE RESOURCES COMMITTEE

Date/Time	24 <sup>th</sup> June 2015		Location		Willowbrook School		
Attending			Attending				
Jan Pearkes		Chair	Molly Marlow	HT			
John Murphy			Sarah Welsh	Clerk			
Richard Shelton							

Apologies		Absent
V.Rollason		
R.Vosper		

	Agenda	Actions
1.	<b>Election of chair</b> Molly Marlow nominated Jan Pearkes to be chair, which was seconded by Richard Shelton. Jan Pearkes thanked the Governors for their nomination.	
2.	<b>Apologies</b> Apologies were sent by Vicky Rollason and Rob Vosper	
3.	There were no declarations of interest	
4.	Minutes from last Resources were agreed and signed	Chair
5.	<b>Matters arising</b> Head teacher advised that she still had to write to Adrian Fox (Chief accountant for schools) with reference to the large underspend.	HT to write to Adrian Fox.

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6.	<p><b>Terms of Reference</b> Governors agreed the Terms of Reference with amendments.</p>	Clerk
7.	<p><b>Governors Expenses Policy</b> Governors approved the Policy</p>	.
8.	<p><b>Review Catering/School meals nutritional values</b> Deferred to next Resources meeting.</p>	
9.	<p><b>Reaffirm food standards in line with statutory duties</b> Deferred to next Resources meeting.</p>	
10.	<p><b>Monitor Budget</b> Resources Committee approved the budget.</p>	
11.	<p><b>Review Staff Absence</b> HT informed Governors that staff absence was good, with one member of the teaching staff having to take 2 weeks off due to having surgery Also, HT told Governors that a member of the support staff was to have an absence meeting as they had gone over the absence threshold.</p>	
12.	<p><b>Date of next meeting: Wednesday 16<sup>th</sup> September</b></p>	