

**Minutes of the Resources Committee of South Molton Community College Full  
Governing Body held on Monday, 13 October 2014 at 5pm.**

<b>Chaired by: Philip Govier from Minute No. 1.</b>	<b>Clerked by: Sue Squire</b>	
<b>Present:</b> <b>Andy Comerford AC</b> <b>Diane Dimond DD</b> <b>Andrew Finney (Principal) AF</b> <b>Philip Govier PG</b> <b>Arthur Symons AS</b> <b>David Tucker DT</b> <b>Ellen Vernon EV</b> <b>Simon Walker (incoming Finance &amp; Premises Manager) SW</b>	<b>Agenda: -</b> Election of Chairman Terms of Reference Sanctioned Apologies Declarations of Interest Approval of the Minutes of the Resources Committee Meeting held on 2/6/14 Matters arising from the Minutes To appoint Lead Governor(s) for IAG (Information Advice & Guidance) To receive Reports from Lead Governors Policies to be reviewed Chairman's Business Date of next Meeting	
		<b>Action:</b>
1.	<b>Election of Chairman.</b> <b>AC proposed PG, seconded by DD. There were no other nominations. Unanimously agreed.</b>  The Chairman welcomed AF as the new Principal to the Meeting, and Simon Walker the incoming Finance and Premises Manager who would be taking over from the outgoing Finance and Premises Manager, Carol Huckle, at the end of the month. SW will be joining all future Meetings of the Resources Committee. AF advised that SW had been introduced to all students and was meeting and speaking to them in the corridor.	
2.	<b>Terms of Reference.</b> Agreed at the FGB Meeting on 22/09/14 that these should be agreed at the first Committee Meeting of the academic year. Those agreed for 2013/14 had been circulated to Governors and would be updated following this Meeting ready for the newly elected Chairman to sign.  <b>Proposed by DT, seconded by AC and unanimously agreed to approve.</b>	Clerk to prepare
3.	<b>Sanctioned apologies.</b> None.	
4.	<b>To receive Declarations of Interest.</b> <b>4.1 Diane Dimond – Vice Principal and Finance Manager – Petroc.</b>	
5.	<b>Approval of the Minutes of: Resources Committee Meeting held on 2 June 2014</b> (previously sent to Governors) Minute No. 5,1, to be rewritten by PG will be agreed at the next FGB on 24/11/14. <b>Governors were in agreement that the Minutes were signed by PG subject to amendments.</b>	
6.	<b>Matters Arising from the Minutes:</b> <b>6.1 Letter to DCC.</b> It was confirmed that a letter was sent making representations regarding the finance arrangements at the end of the financial year. This was in	

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	<p>particular reference to insurance and the re-opening of a previous year's account.</p> <p><b>6.2 Fire Drill Log.</b> David Tucker confirmed this was up to date having met and discussed this with Carol Huckle and Simon Walker.</p>	
7.	<p><b>To appoint Lead Governor(s) for IAG (Information Advice and Guidance)</b> This would be covered under the T&amp;L Meeting.</p>	
8.	<p><b>To receive Reports from Lead Governors as follows:</b></p> <ul style="list-style-type: none"> <li>• <b>Finance</b> (Philip Govier) Circulated to Governors ahead of the Meeting. PG spoke about the details advising that very little has changed on the budget monitor. There would be £7,500 less income due to an exclusion. A carry over of £101,000 was expected to support 2015/16 although this was expected to change before the end of the financial year.</li> </ul> <p>Due to a new Principal being in post, it was felt prudent to review the budget. AF followed this up by advising that a 3 year projected forecast would be prepared by Christmas which would clearly show the funding streams for various items. There will also be a new monitor budget on stream by the end of the financial year.</p> <p><b>AF proposed carry out review of budget, seconded by AC and unanimously agreed.</b></p> <ul style="list-style-type: none"> <li>• <b>Personnel</b> (Arthur Symons) Circulated to Governors ahead of the Meeting. AS went through the items and Governors were given the opportunity of answering questions which were clarified. The position regarding an AVP (Assistant Vice Principal) was discussed. This may require an amendment to safeguarding. AF gave further details on the provision of a support room which would be prepared over half term and set up with the correct pastoral system in place where there would always be provision for support. He confirmed there would be no reduction in the SLT (Senior Leadership Team).</li> <li>• <b>Premises/Health &amp; Safety</b> (David Tucker) Circulated to Governors ahead of the Meeting. DT went through the Report. Problems with parking was discussed which was currently being discussed.</li> </ul>	
9.	<p><b>Policies to be reviewed: Policies had been sent to staff members initially to review.</b> The following to have been reviewed by staff and the relevant Governor by the next Committee Meeting on 16/2/15.</p> <ul style="list-style-type: none"> <li>○ <b>Maternity.</b> Andy Comerford had asked for this to be deferred at the last Meeting to this Meeting as there was an item he wished to clarify regarding paternity.</li> <li>○ <b>Transport.</b> <ul style="list-style-type: none"> <li>▪ <b>Acceptable Behaviour</b> Arthur Symons.</li> <li>▪ <b>Adoption</b> Arthur Symons.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ <b>Bad Weather/School Closure</b> David Tucker.</li> <li>▪ <b>Budget Monitoring</b> Philip Govier. This would be deferred as a new budget monitoring system was coming on line.</li> <li>▪ <b>Continuous Professional Development.</b> Governors felt this was a Teaching and Learning Committee Policy rather than Resources. To be reviewed by the relevant staff member and sent to a T&amp;L Governor for review ahead of the next Committee Meeting on 16/2/15.</li> <li>▪ <b>Finance</b> Philip Govier All relevant items had been signed by the Chairman of the Governing Body.</li> <li>▪ <b>Maternity and Adoption Support.</b> Arthur Symons</li> <li>▪ <b>Outdoor Activities, Visits and Off Site Visits</b> David Tucker.</li> <li>▪ <b>Performance Management</b> Arthur Symons.</li> <li>▪ <b>Security Plan</b> David Tucker.</li> </ul>	
10.	<b>Chairman's Business.</b> None.	
11.	<p><b>Date of next Resources Committee Meeting: Monday, 16 February 2015 at 5pm.</b> The Meeting ended at 5.54pm.</p>	
<p><b>Summary of Decisions: APPROVED BY THE RESOURCES COMMITTEE OF SOUTH MOLTON COMMUNITY COLLEGE FULL GOVERNING BODY:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Election of Chairman</b></li> <li>➤ <b>Terms of Reference</b></li> <li>➤ <b>Minutes of the last Meeting held on 2/6/14 (subject to amendment as agreed)</b></li> <li>➤ <b>A review of the budget</b></li> </ul>		
<p><b>These Minutes are agreed by those present as being a true record.</b></p>		
<p>Signed: Chair of the Resources Committee of SMCC FGB:</p>	<p>Date:</p>	