



MINUTES OF THE FEDERATION RESOURCES
MEETING
THURSDAY 12 JANUARY 2017
AT CATMOSE COLLEGE FROM 8.15AM

Present: Mr Williams (Executive Principal), Mr Nicoll, Mrs Gilboy.

In attendance: Mrs Tyers (Clerk) and Mrs Ray.

1. **Apologies for absence.** Apologies were received and accepted from Mr Wainwright, Mr Holt, Mr Mulvey, Mrs Hearth and Dr Guthrie.
2. **Declaration of Business Interest.** None
3. **Minutes of the previous meeting.** The minutes of the meeting held on 8 December 2016 were agreed to be a true and accurate record of the meeting and were signed by Mrs Gilboy as Chair.
4. **Matters Arising.** It was noted that the Finance training session had not yet been organised.
5. **Staffing Update**

Mrs Gilboy questioned the comment '*if you have not heard from us by 26 January please assume that on this occasion your application has not been successful*' on the job advertisement and asked whether it was possible to acknowledge each application. Mr Williams confirmed that due to time constraints and workload of the Principal's PA this was not possible at the current time.

Mr Williams confirmed that the following appointments had been made:

- STA – Senior Teaching Assistant
- 2 x Teaching Assistants
- 1 x Deputy Senior Practitioner
- Science Teacher

The following appointments were currently being advertised:

- Vice Principal
- Client Support Advisor
- HR Advisor
- Assistant Principal
- Maths Teacher
- Primary Teacher
- Admin Officer

Chair:

Date:

6. **Central Services (Site Management, HR Finance, Catering and ICT).**

It was agreed that one area of Central Services would be a focus of each meeting. Governors were keen to meet with Jan Markland, Catering Manager at the next meeting. **ACTION NR**

7. **Financial Report.** Mrs Ray circulated the Financial Report.

Mrs Ray and Mr Williams confirmed that they were meeting to set the curriculum costs across the Federation.

Mr Williams outlined plans to approach the Local Authority to ask them to pay for the growth at the Federation from their Growth Fund due to local growth.

8. **Capital Projects and Federation Updates.** It was noted that the Federation has the following projects in place:

- Refurbish the Nursery into office space
- Catering space
- Visions refurbishment

9. **AOB**

- Mrs Gilboy signed the BACs payments in excess of £30k.
- It was agreed that the Site Manager be given a business mobile as he is currently using his personal mobile for business use including DofE.

The meeting ended at 9.30am.

Chair:

Date: