

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 18th NOVEMBER 2015

Resources Committee Minutes – Part 1				
Date/Time		Location		
18 th November 2015 at 16:00		Bolham Primary School		
Attendees	Initials		Attendees	Initials
Martin Cossey	MC			
Neal Davey	ND			
Steven Leather	SL			
Stephanie Rolfe	SR / Chair			

Apologies	Initials		Absent without Apologies	Initials
Denise Woodgate	DW			

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
Full Governing Body members

Ref	Action or Decision	Owner/ Decision	Date Due
1.	Apologies DW sent apologies as she had a hospital appointment. The committee sanctioned the absence. ND was not present at the start of the meeting.		
2.	Declaration of Business Interest There were none.		
3.	Minutes of the previous meeting Part 1 minutes of the last meeting on the 16 th September 2015 were signed off as an accurate and true record. SR read out the part 2 minutes and made a slight change in wording prior to signing off as an accurate and true record.		
4.	Matters arising: a) Website – Professional photographer & progress of the successful bid SR reported that there had not been any offer from parents to provide the photographic service so Mrs Dent had recruited a professional photographer. The photographs of the children in school had been done.		

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	MC asked why it was necessary for each governor to be allocated a 15-minute slot. MC asked how photographs of new governors and teachers would be taken after the initial set up exercise. SR agreed to speak with Mrs Dent to agree the way forward then email everyone.	SR	ASAP
b)	Water Leak – Replacement of a sensor SR reported that she believed the sensor in the boy's urinal had been replaced to fix the leak. Mrs Pilling is asking an electrician to check when on site later in the week.	DW	ASAP
	<u>At 16:15 ND joined the meeting</u>		
c)	Desktop computers – Disposal of old PC's - Certificates Carried forward to the next meeting	DW	ASAP
d)	Removal of old tables & chairs – confirm disposal SR reported that some old furniture was still in the school. The new furniture had arrived.	DW	ASAP
e)	Governor visits –KS2 English class visits, annual program & Maths lead governor SR had performed class visits to talk to the children about English in Class 3 and Class 4, in the summer term. The reports are to be reviewed by Mrs Flower before they are sent to the T&L committee. SR has spoken with Mr Dickinson about producing an annual program for Maths. Reverend Jeffs and Mrs Flower will be producing an annual program for English.	SR	ASAP
		SR	ASAP
f)	TCLP Land Transfer – Arrange meeting with solicitor BB reported that this is still to be arranged.	BB/DW	ASAP
g)	Health & Safety – MC to be copied with 'Safety First', Finger guard assessment/RA22 update MC stated that he is now receiving the Safety First updates. Finger guards to be dealt with later in the meeting – item 12b		
h)	Purchasing – Review contracts with Mrs Pilling SR has met with Mrs Pilling and reported that the majority of contracts were already dealt with as part of a group contract leaving little room to make any savings. It would also take too much time to investigate the remaining contracts and was unlikely to result in any significant savings.		
i)	Clerk's appraisal - date to be arranged. The date had been arranged but now needs rearranging when DW is back in school.	BB/DW	ASAP
j)	Purple Hoppers – Investigate usage SR reported that the usage was minimal as equivalent to using a small hairdryer.		
k)	Terms of Reference – sign off once role agreed by		

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	<p>SL SL had agreed to be lead governor on personnel for the committee and SR approved the TOR.</p> <p>l) Review Annual Cycle of Financial Planning DW, SR & BB to meet to perform the review. Any alterations would be communicated to the committee.</p> <p>m) Pupil Premium report 2014/15 – to be finalised Deferred to item 6</p> <p>n) PE Pupil Premium – update report Deferred to item 7</p> <p>o) Charging & Remissions Policy – check taxable income figure The figure quoted in the policy is still correct.</p> <p>p) Volunteer Policy – add e-mail contact to the appendix BB confirmed that this had been done.</p> <p>q) School Funding Consultation – submit return SR confirmed that the information had been submitted on time.</p> <p>r) Performance Management – appraisals completed SR reported that all staff appraisals had been completed on time.</p> <p>s) Health & Safety Update – Premises check & update records with THS maintenance MC stated that a visit had not yet taken place due to illness. MC and Mr Moakes are to perform the check in the next few weeks. The updating of the records with the work performed by the Tiverton High School (THS) maintenance team is still outstanding</p> <p>t) Evacuation Plan – issue raised at FGB It was agreed at the FGB to set up a working party to produce a new evacuation plan.</p> <p>u) Excellence For All – return submitted by deadline SR reported that the return was submitted on time.</p>	DW/SR/BB	ASAP
		MC	ASAP
		DW	ASAP
5)	<p>Budget Monitor Review The period 7 report had been circulated to the committee in advance of the meeting. SR thought that the budget looked healthier than expected. There is a forecast underspend for the year. Elements of the report were reviewed and discussed.</p> <ul style="list-style-type: none"> • School budget share – no concerns • Sports grant income – SR to discuss with Mrs Pilling why a forecast overspend of £1k • Pupil premium income – SR to check the current budget figure • Teaching staff – forecast saving as Mr Boxer on a sabbatical during the autumn term • Supply staff – high due to teacher absences. 		

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	<p>Some costs will be reimbursed from a mutual fund although the expected 80% refund is currently only 50% (but would be revisited at the end of the year). ND suggested the overspend would be serious if the absence was on-going. SR stated that 92 days are included for autumn and spring cover with an additional 10 days contingency for ad-hoc absence.</p> <ul style="list-style-type: none"> • Teaching assistants – a slight overspend as a TA employed for an additional day each week during the autumn term. The TA will return to standard hours from January. • Administration staff – small variance • ICT – SR suggested the overspend was due to the purchase of laptops. MC stated that FOBS had bought the laptops. SR said the purchase of new batteries, the replacement of the administration office kit and the replacement of the server had contributed to the additional spend. The work on the website might be included as well although this will be covered by the TCLP refund • General costs & office costs – balance out each other • Catering – underspend forecast but could be subject to change. Census day is in January which would determine the number of free meals based on the take up on that particular day. MC asked if the census day could be predicted so parents could be encouraged to maximise take up on the day. • Repairs – forecast overspend. There are some issues to be addressed. • Energy & Water – MC was pleased with the actual to period 7 although it was pointed out the next few months would incur heavier usage. 		
6)	<p>Pupil Premium Report</p> <p>The reports had been issued in advance of the meeting.</p> <p>SR explained that the 2014/5 report identified where expenditure had taken place and the impact it had on the school. SR said that Ofsted were pleased with the use of the funds and the benefits it had made to the children. Significant spend was on a part-time intervention teaching assistant, a TA for each class and the Jaguar Challenge that was a positive learning experience for the pupils. All the children enjoyed the challenge and were seen to flourish.</p> <p>There were no questions from the committee.</p>		

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	<p>The 2015/6 report was reviewed. SR queried the spend on the Bug Club Phonics package as it forecast £558 against last years £215. Last year the K2 element had been removed to reduce the cost. Has the make up of children changed to increase the cost? Has the price of the package increased due to improvements? Have more books been added? SR to check with DW.</p> <p>The Abacus Maths Programme is being well received and generating good results. MC & SR agreed Maths is an area that needed to improve.</p> <p>SR to check the pupil premium grant against the budget monitor (that was discussed earlier).</p>	SR	ASAP
		SR	ASAP
7)	<p>PE Pupil Premium Report</p> <p>The reports had been issued in advance of the meeting.</p> <p>In the 2014/5 report should the pro-coaching impact statement say 100% rather than 10% take-up?</p> <p>SR stated that Ofsted agreed the budget was used well. More children had engaged in sporting activities which is part of the government led initiative on the health and well-being of children.</p> <p>SR thought that the PE silhouette art work for the hall had not been done and the £1000 had been used to contribute to funding activities on the residential course.</p> <p>SR thought that an updated report might have been produced. BB to check the correct report is on the school website.</p> <p>MC asked for the figures in the budget monitor to be checked against the 2015/6 report figures. Everyone agreed that the planned spend that would sustain the improvement in the sport leadership within the school.</p>	SR	ASAP
		BB	ASAP
		SR	ASAP
8)	<p>Best Value Statement</p> <p>The new best value statement had been drafted and issued in advance of the meeting. The statement has been updated to include this years focus areas.</p> <p>SR proposed it was taken to the FGB for ratification, ND seconded and all agreed.</p>	SR	2/12/15
9)	<p>TCLP Aligning Assessment Working Group</p> <p>SR explained that the assessment of children's performance was changing. The TCLP met to agree a standard way of assessing children in all schools across the partnership, in the absence of a national method. A working party had reviewed available packages on methods of assessment and selected 'Pupil Asset'. The current assessment system used by the school (SPTO) costs £700 and the Pupil Asset</p>		

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	<p>system will cost £1200 to the school. The additional cost will hopefully be funded by the TCLP. The Pupil Asset system was expected to include reporting facilities and be a better assessment package. MC asked if Pupil Asset works alongside Raise Online. SR would check.</p> <p>MC asked where the SPTO cost is within the budget. SR suggested it was within ICT but would check.</p> <p>ND asked how and why the additional spend had been agreed. SR responded by advising that DW was not on the working party, which had reviewed the options, but that it had been agreed that it would review all options before selecting a package on behalf of the TCLP. ND asked if the cost was an annual one. SR to investigate.</p> <p>SR summarised the use of Pupil Asset by saying it was a means of assessing children's performance consistently across the TCLP schools and would replace the redundant SPTO system. Hopefully TCLP will fund the extra cost and it would allow the children to be benchmarked across the Tiverton schools. SR to ask DW to report back to the next FGB meeting.</p>	SR	ASAP
		SR	ASAP
		SR	ASAP
		DW	2/11/15
10)	Policies		
a)	Evacuation Procedure		
	MC explained that he thought the barn was no longer available as the farm had been sold. In the event of a flood the Hartnoll Hotel would not be an option. The FGB had agreed that a working party would review the evacuation procedures and it was agreed to defer the updating of the policy. The current policy would remain in place in the meantime.		
b)	Recruitment & Selection		
	Carried forward to the next meeting.	SL	3/2/16
c)	Secondment		
	Carried forward to the next meeting.	SL	3/2/16
d)	Pay		
	The relevant dates in the document to be updated for 2015. SR proposed the policy be agreed and taken to the FGB for ratification. ND seconded and all agreed.	SR	2/12/15
e)	Appraisal		
	The relevant dates in the document to be updated for 2015 based on last years basis. SR proposed the policy be agreed and taken to the FGB for ratification. ND seconded and all agreed.	SR	2/12/15
	<u>At 17:20 the meeting moved to Part 2 minutes</u>		
	<u>At 17:30 the meeting returned to Part 1 minutes</u>		
12)	Health & Safety update		

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a)	Security A few issues have been raised pertaining to gates, padlocks and security around the school. ND asked if teachers or parents raised the issues. SR thought both. The security codes on doors had been changed and padlocks for gates had been ordered. SR to find out which gate(s) require padlocking. A sign has been purchased to warn off potential vandals from destroying school property.	SR	ASAP
b)	Finger guards As one incident has been reported recently SR suggested that a risk has been identified. The safety advice is to fit finger guards on all doors. MC will investigate and discuss with DW.	MC	ASAP
c)	Site visit and recommendations MC and Mr Moakes to perform the visit.	MC	ASAP
13)	Premises Update A number of issues need to be addressed. <ul style="list-style-type: none"> Hole in hall floor, Crack in a wall, Electric issues e.g window in class 4 is stuck open There was a slight backlog of work due to maintenance staff illness at THS. DW to progress.	DW	ASAP
14)	Devon Re-fit Update SR, DW and Mr Moakes attended a briefing session at the Tiverton Hotel. British Gas have been assigned the contract to undertake the re-fit in Devon schools. Bolham had not yet committed to the project. SR advised that an initial assessment of the school has been done. The next stages for British Gas are - <ul style="list-style-type: none"> a desktop analysis of the data that has been collected. ask Mrs Pilling any follow up questions to get additional information. propose any savings, then advise. At this stage, Bolham to decide if they would like to join the programme. If the school agrees to join then a full survey will be done. The final proposals will be reviewed and the school could withdraw at a cost of £1000. The boiler needs replacing and the heating system improved to provide a more sustainable, energy efficient system. The improvements would be funded by a loan repayable over 10 years. The benefits would be assessed against the running costs, cost of the loan and interest. If there is not a significant saving then British Gas would not progress as they are committed to funding any shortfall.		

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	MC suggested that any proposals are reviewed by the Resources committee prior to the FGB.		
15)	Governors Training (record of impact and learning) For every training course the record of impact and learning forms need to be completed and returned to BB for filing. Everyone to review the list of future courses and book via BB.	ALL	ASAP
16)	The date of the next meeting is the 3rd February 2016 @ 16:00 SR closed the meeting at 17:52	ALL	ASAP

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