

# Bolham Community Primary School Governing Body

## RESOURCES COMMITTEE MINUTES – 28<sup>th</sup> June 2017

Resources Committee Minutes – Part 1				
Date/Time		Location		
28 <sup>th</sup> June 2017 at 16:12		Bolham Primary School		
Attendees	Initials		Attendees	Initials
Neal Davey	ND		Steven Leather	SL
Stephanie Rolfe	SR / Chair		Denise Woodgate	DW

Apologies	Initials		Absent without Apologies	Initials
Tracy Cullerne	TC			
Hannah Alford	HA			

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	<b>Apologies</b> HA had sent apologies due to a work commitment. TC had sent apologies due to a family commitment. The committee sanctioned the absences.		
2	<b>Declaration of Business Interests</b> There were no declarations of business interests.		
3	<b>Minutes of the previous meeting on the 3<sup>rd</sup> May 2017</b> DW stated that in item 15, Health & Safety Update, the Electrical Testing was a PAT (Portable Application Testing) test and it had been approved. The minutes were updated accordingly and then agreed by all and signed off by SR.		
4	<b>Matters Arising:</b>		
a	<b>Land Transfer – update</b> DW reported that the solicitors (DWF) were waiting on a response from DCC. SR agreed to write to DWF to question the latest £600 bill when no progress had been made and they had constantly changed their point of contact. DWF would also be asked on a timeline for completion.	SR	ASAP
b	<b>Educational Psychology – Check the costs in the 3-year budget plan</b> DW confirmed the costs were correct. Action complete.		
c	<b>3-year Revenue Budget – Do the income figures reflect the impact of the New Funding Formula?</b> DW said she would check the figures.	DW	ASAP
d	<b>£2000 Water Bill – check with the Water Company</b> DW reported that leaks in the girl's toilet and boy's urinal		

Signed S. Rolfe

Dated 11/10/17

# Bolham Community Primary School Governing Body

## RESOURCES COMMITTEE MINUTES – 28<sup>th</sup> June 2017

	could have contributed to the additional water usage. The water company advised they would attend the school within 20 days, but had not. The company had put a brake on the bill. DW added that a government fund was available to support such unexpected costs and she would apply.	DW	ASAP
e	<b>FGB to approve the 3 year Revenue Budget</b> SR advised that the budget had been submitted to DCC. FGB would be asked to <del>rubber stamp</del> <sup>sign off</sup> the budget at the FGB.	SR	12/07/17
f	<b>Library Area – FOBS grant to update</b> DW advised that she had discussed with FOBS and some funding would be available along with money raised from a charity event to raise the balance. DW/SR and Mr Moakes had volunteered to participate in the event with money raised via a Justgiving page on the website. Action complete.		
g	<b>Governance information – Put onto a webpage</b> Action complete.		
h	<b>Finance Policy – Check the latest version of the Policy used</b> BB confirmed the policy was the latest version. Action complete.		
i	<b>Finance Policy – Speak with DCC to include links within the policy</b> SR advised that DCC had <del>insisted</del> <sup>said</sup> that the school add the latest link. Action complete.		
j	<b>Finance Policy – produce a response to the audit report</b> SR advised that a response had been sent to the auditors and the final version of the audit report had been received. Action complete.		
k	<b>Catering &amp; Cleaning Contract – Discuss at TCLP &amp; produce a letter for an invitation to tender for 4 year contract</b> DW reported that the subject was on the TCLP agenda for the Autumn Term. The invitation to tender letter for a 4 year contract would be produced.	DW	ASAP
l	<b>Procurement – Produce notes for FGB to review</b> SR advised that this would be done in the Autumn term.	SR	11/10/17
m	<b>Right to Work checks – All staff to provide documents</b> All staff would be providing their documents at the non-pupil day in September.	DW	11/10/17
n	<b>Purple Hoppers – Check £3m public liability in place</b> DW confirmed the figure was in place and added that Ofsted had recently rated Purple Hoppers as good. Action complete.		
o	<b>Mr A'Lee – Check public liability cover</b> DW confirmed that cover was in place. Action complete.		
p	<b>Fire Drill – Summer term drill to be planned</b> DW reported that a fire drill had been recently done after school and the school had been cleared in 3 minutes and the evacuation had been achieved in an orderly fashion. Action complete.		



# Bolham Community Primary School Governing Body

## RESOURCES COMMITTEE MINUTES – 28<sup>th</sup> June 2017

q	<b>Outdoor Education Policy- Obtain new version</b> BB confirmed that the Teaching & Learning Committee had approved the new version. Action complete.		
r	<b>Electrical Testing Report</b> DW reported that the PAT test (see item 3) had been completed satisfactorily. Action complete.		
s	<b>Site Security review (DCC Template)</b> DW reported she had met with TC and the risk assessment had commenced. SR added that one of the unused gates would be replaced by fencing.	DW/TC SR	11/10/17 ASAP
t	<b>Food Standards – NORSE to confirm standards in line with statutory duties</b> DW advised that she was still waiting on a response from NORSE.	DW	ASAP
u	<b>School Lockdown Procedures – Contact Sovereign</b> DW reported that TC had contacted Sovereign and they had offered a free survey. DW would arrange a meeting for TC to meet with Sovereign.	DW	ASAP
v	<b>Lockdown Test – Locking of doors to be tested</b> DW reported that the test was on-going.	DW	ASAP
5	<b>Foundation Stage Play Area Plans &amp; Forward Capital Spend</b> DW reported that previously, the committee had discussed the replacement of the picket fence at a cost between £2k+ and £3k+. In addition there were H&S issues to be addressed in the play area that would cost over £1k. Lynwood Landscapes had produced plans. DW advised that the cost of £10k would incorporate the building of the play area with a new fence. The price included all materials, labour etc. DW added that 2 other companies had been asked for designs and quotes. It was agreed that, once approved, work should take place during term time so children could watch the play area grow. ND offered to consult the conservation area office regarding the plans, advising that the EYFS area was to be redesigned and was there anything that needed to be considered. DW stated that she would look to sell the Pirate Shop and Wendy House. SR proposed that £10k was set aside for the improvement to the play area taking into account the replacement of the picket fence and addressing the H&S issues. ND seconded and it was agreed SR would take to the FGB for approval. SR handed out reports from the “Connect” system that highlighted work to be addressed. The Priority 1 issues had to be actioned and it was agreed that this had been done.	ND  DW  SR	ASAP  ASAP  12/07/17
6	<b>Staffing &amp; Absence</b>		
	<b>The meeting went to Part 2 minutes</b>		
7	<b>Health &amp; Safety Update</b> DW reported that there were no additions to the H&S items discussed earlier. DW had attended a Safeguarding conference the day before the meeting.		



# Bolham Community Primary School Governing Body

## RESOURCES COMMITTEE MINUTES – 28<sup>th</sup> June 2017

8	<b>Policies:</b> All policies had been circulated in advance of the meeting.		
a	<b>Lettings Policy</b> After a discussion it was agreed to update the policy to include in the Priority Usage section that Breakfast and After School clubs would take top priority and the FGB would agree the charge, at least on an annual basis. Subject to this change ND proposed the policy was approved. SR seconded and all agreed. DW added that the Purple Hoppers Service Level Agreement had been approved and this included the new hourly charge. It was also agreed to ensure the Council were charged the published rate for use of the school as a Polling station.	DW	ASAP
b	<b>Shared Parental Leave Policy</b> SL highlighted some inaccuracies in the policy. Section 1.2 – add Statutory before Shared Parental Pay. Section 5.3 – should say his/her leave. Section 11.3, bullet 3 – should say “will pay the full cost” Subject to these changes SL proposed the policy was approved. SR seconded and all agreed.		
c	<b>Support Staff Appraisal Scheme</b> SL advised that the appendices, reference to by the document were not included in the policy. DW advised the documents were currently used by the school and were acceptable. Subject to adding the appendices to the policy. SL proposed the policy was approved. SR seconded and all agreed.		
d	<b>Governors Allowances &amp; Expenses</b> SR advised that the policy had not been changed and proposed it was approved. SL seconded, all agreed and the policy would be taken to the FGB for ratification.	SR	12/07/17
e	<b>Maternity &amp; Adoption Support Leave Policy</b> SL proposed the unchanged policy was approved. SR seconded, all agreed and the policy would be taken to the FGB for ratification.	SL	12/07/17
f	<b>Maternity Policy</b> SL proposed the revised policy was approved. SR seconded, all agreed and the policy would be taken to the FGB for ratification.	SL	12/07/17
ND left the meeting at 17:48			
g	<b>Staff Leave &amp; Absence Policy</b> SL proposed the revised policy was approved. SR seconded, all agreed and the policy would be taken to the FGB for ratification. It was noted that the reference to ages in section 5 (Parental Leave) would need updating for the next version by HR.	SL	12/07/17
9	<b>Committee Roles &amp; Responsibilities</b> SR asked for this to be deferred to the next meeting.		
10	<b>Provisional 2017-18 Meeting Dates &amp; Times</b> Committee members were asked to advise if any of the dates		

# Bolham Community Primary School Governing Body

## RESOURCES COMMITTEE MINUTES – 28<sup>th</sup> June 2017

	were an issue.		
11	<b>Date of Next Meeting – Wednesday 11<sup>th</sup> October at 4pm</b> The meeting closed at 17:57		