

# Bolham Community Primary School Governing Body

## RESOURCES COMMITTEE MINUTES – 3<sup>rd</sup> May 2017

Resources Committee Minutes				
Date/Time		Location		
3 <sup>rd</sup> May 2017 at 16:02		Bolham Primary School		
Attendees	Initials		Attendees	Initials
Hannah Alford	HA		Tracy Cullerne	TC
Neal Davey	ND		Steven Leather	SL
Stephanie Rolfe	SR / Chair		Denise Woodgate	DW

Apologies	Initials		Absent without Apologies	Initials

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	<b>Apologies</b> There were no apologies.		
2	<b>Declaration of Business Interests</b> There were no declarations of business interests.		
3	<b>Minutes (Parts 1 &amp; 2) of the previous meeting on the 8<sup>th</sup> March 2017</b> SR made a couple of revisions to the comment in item 4c "SR said she felt the quotes were high for the work required and suggested that it might be worth requesting additional quotes from local companies, for comparison" and "SR said she would like to see a breakdown of materials and labour in the current quotes.", after which the Part 1 minutes were signed off as a true and accurate record. SR read out the part 2 minutes and they were signed off as a true and accurate record.		
4	<b>Matters Arising:</b>		
a	<b>Land Transfer – update</b> DW reported that no further progress had been made with the Land Transfer since the last update. DWF solicitors were continuing negotiations with DCC. DW stated that the proposed land transfer, and similar issues at other Tiverton schools, were discussed at the TCLP meeting. DW would report back to the FGB.	DW	17/05/17
b	<b>Premises – Crack in the toilet block wall - update</b> DW reported that it was settling crack and not causing a		

Signed *S. Rolfe*

Dated 28/6/17

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	problem. Action complete.		
c	<b>Picket fence – Can VAT be claimed back?</b> <b>- Obtain a breakdown for the 3 original quotes + get local company to quote</b> SL advised the meeting that VAT was not relevant when budget reporting as VAT did not apply. DW stated that the three original quotes from Fifields Construction, Skinner Construction and Westcountry Maintenance had now been reproduced with a more detailed breakdown on labour, materials, and plant as requested. Further discussion on replacing the picket fence would be discussed in item 8 (Capital budget review). Action complete.		
d	<b>Educational Psychology – Check the costs in the 3-year budget plan</b> Carried forward to the next meeting.	DW	28/06/17
e	<b>Purple Hoppers – Obtain Tidcombe School charges for use of the premises</b> DW reported that Tidcombe school charged Purple Hoppers £1 an hour for hiring the premises for school clubs. After a discussion, SR proposed that a new hire charge of £1 an hour for Purple Hoppers would be included in the review of the Service Level Agreement. All agreed. Action complete.		
f	<b>Budget Monitor Report – Mrs Pilling to add more detail</b> SR advised that the detail had been added for the reports to be reviewed later in the meeting. Action complete.		
g	<b>Electrical Installation Check – When is it due?</b> DW advised that the check was performed on a 5-year cycle and would be done in 2018. Action complete.		
h	<b>SFVS – Take to FGB to ratify</b> Action complete.		
i	<b>Freedom of Information Act Policy – Check the list of policies and take to FGB for ratification</b> Action complete.		
j	<b>Accident Log review</b> TC reported that the number of accidents had decreased from the Autumn Term. The majority of accidents involved falls and minor slips, bumped heads and accidental bangs from balls and racquets. One child had trapped a finger on a ledge in class 2 but this was an isolated incident. Action complete.		
k	<b>Confirm the Fire Drill has taken place</b> TC reported that the Spring Term drill had taken place on the 27 <sup>th</sup> January. A fire drill would be planned for the Summer Term. Action complete.		
5	<b>Revenue Budget Monitor 2016-17 Year-End Review</b> The year-end Revenue Budget monitor for 2016-17 had been circulated in advance of the meeting. SR offered thanks to DW and all of the staff for their		



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	<p><b>hard work in helping to keep costs within the budget.</b> There was a surplus of £4041 at the end of the year and it would be carried over into 2017-18.</p> <p>DW had spent more time teaching in order to keep the Supply costs down and she advised the committee that she would have to do the same cover for the next 3 terms. SR noted that this had put a significant amount of pressure on the headteacher and that this was not sustainable in the long term. DW agreed it was not sustainable but she would have to manage it for the next few terms.</p> <p>SR proposed the 2016-17 budget was approved, ND seconded and all agreed.</p>		
6 / 7	<p><b>Review 2017-18 Draft Revenue Budget / Review 3-Year Revenue Budget Forecast</b></p> <p>An income/expenditure analysis for each year for the next 3 years had been circulated in advance of the meeting. SR reminded the committee that the forecast figures for the larger expenditure areas (staff costs) were increased each year according to known/forecast pay increases. All other entries were estimated to be the same year on year.</p> <p><b>SR asked if the proposed new funding formula had been included in the income figures.</b> DW was unsure whether the increased income from the New Funding Formula had been reflected in the figures and said that she would check and report back.</p> <p>DW reported that a water bill for over £2000 had been received for the last quarter and this was being checked with the Water Company as the quarterly bill was normally about £500. <b>SR asked if this was related to the previous water problems.</b> DW said it was not, as bills had been checked since the previous problems had been resolved. DW wondered if the road works had caused a problem with the supply pipes and said the matter was being investigated.</p> <p>The 2017-18 budget forecasted a surplus of £220.</p> <p>SR proposed the budget for the next 3 years was approved and it would be taken to the FGB to ratify. ND seconded and all agreed.</p>	<p>DW</p> <p>DW</p> <p>SR</p>	<p>ASAP</p> <p>ASAP</p> <p>17/05/17</p>
8	<p><b>Review of the Capital budget</b></p> <p>The latest Capital Budget monitor for 2017-18 had been circulated in advance of the meeting.</p> <p>SR reported that there was a surplus of £11619 from previous years to be added to 2017-18 capital income of £5170.</p> <p>SR advised that the recent Internal Audit review had recommended that there was a plan in place for capital budget spending. SR and Mrs Pilling had consulted with other local schools on their plans and they used the list of requirements on the Connect2 computer system. It was agreed to use the information on the Connect2 system as the plan, with actions logged in committee minutes. It was agreed to prioritise the list of work to be undertaken taking into account the needs for the pupil's learning and safety</p>		



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	<p>requirements. DW made some suggestions on where the budget could be spent</p> <ul style="list-style-type: none"> <li>• <u>Foundation stage play area</u> – DW stated that this area was looking tired and the work should be tackled ahead of replacing the picket fence. The grassed area was not practical as it made the play area unusable for many months in the winter. Miss Worthington had visited an Early Years school in Exeter and had been impressed with the play area. DW would speak with the designer to obtain some ideas and costs. TC volunteered to help.</li> <li>• <u>Library area</u> – DW said this area was also looking tired and was no longer fit for purpose. DW had spoken to Andrew Lathwell with reference to a funding grant to support the work.</li> <li>• <u>Poly tunnel &amp; Shed area</u> – DW said the area was shabby and not fit for purpose. SL asked how the children would benefit by investing money in this area. DW replied by saying that the children needed a quiet area at lunchtime and playtime.</li> <li>• <u>The canopy</u> – DW reported that the canopy was old, leaking and made of glass and it needed removing or replacing.</li> </ul> <p>SR said when looking at the works the school needed to ensure best value for money and was concerned that this might not be the case if quotes were only sought from contractors on the approved list (as indicated by the quotes for the picket fence. ND agreed that alternative local suppliers might offer better value for money. After further discussion, it was agreed that alternative contractors to those on the approved list could be used when better value for money, providing they have the necessary public products and liability insurance and the necessary security checks were performed.</p>	DW/TC	ASAP
		DW	ASAP
9	<p><b>Internal Audit Report Review</b> The draft Internal Audit Report had been circulated in advance of the meeting. DW thanked the governors and the administration team for their hard work in ensuring a High Standard of financial systems were in place and for their time with the auditor. DW reported that the auditors report on the school was very good. 7 of the 10 areas covered by the audit were rated 'High Standard'. The remaining 3 areas were rated 'Good Standard' and the auditor had made some recommendations.</p> <ul style="list-style-type: none"> <li>• Page 7, item 1 – The governance arrangements on the website should be on a webpage rather than on a document that needed to be opened. BB to resolve.</li> <li>• Page 8, item 2 – Section 1 of the Finance Policy to be updated with the hyperlinks to "Scheme for</li> </ul>	BB	ASAP

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	<p>Financing Schools”, “Code of Business Code”, “School Finance Manual”, VAT Guidance”. BB to check the latest policy was being used. SR to discuss with DCC on why the links were not included in their model policy. SR to produce a response to the auditor, questioning why the links were required when it was a model policy from DCC.</p> <ul style="list-style-type: none"> <li>• Page 10, item 1 – refers to the above recommendation (page 8, item 2)</li> <li>• Page 10, item 2 – the school should ensure formal contracts are in place for catering and cleaning services and a formal tender process should be based on a 4-year period. DW stated that the contract with NORSE for catering and cleaning services was on a formal 1-year rolling contract with 2 terms notice. DW would discuss at the next TCLP Board meeting. DW would produce a letter for an invitation to formally tender for a 4 year contract. Responses would then be reviewed by the FGB in the Autumn Term.</li> <li>• Page 11, item 3 – the school to make use of procurement training guidance provided by central government. DW asked SR to review the guidance and produce notes for the FGB to review.</li> <li>• Page 12, item 1 – The school should ensure the ‘right to work’ checks were performed. DW advised the committee that all staff had been DBS checked. DW would arrange for all staff to provide appropriate documents (passport or birth certificate) for copying and retention in their personnel file.</li> </ul> <p>SR thanked DW and the administration staff for keeping all information accurate and up to date.</p>	<p>BB SR  SR      DW DW      SR     DW</p>	<p>ASAP ASAP  ASAP      31/05/17 12/07/17      12/07/17    ASAP</p>
10	<p><b>Review Pupil Numbers</b> DW reported that there were 102 pupils currently on the roll. 3 children had left the school due to the family relocating. 10 pupils would be leaving in September to move to secondary education. 21 children would be joining the school in September. In addition, 2 families (year 5 child and a year 6 child) that were moving into the area had visited the school recently.</p>		
11	<p><b>Staffing Structures for 2017-18</b> DW stated that no changes to the current structures were planned.</p>		
12	<p><b>Staffing &amp; Absence</b> DW said that there were no significant absences to report.</p>		
13	<p><b>Staff Development and CPD Update</b> DW reported that Mrs Flower had attended Ventrus Middle Leadership course. Her work on leading improvements to spelling &amp; writing training session that would be reported back to the next AEG meeting. Mrs Flower &amp; Miss</p>		



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	<p>Andrews had attended The University of Exeter Mentor Training. Miss Andrews had attended Key Stage 1 moderation training. Mr Dickinson had attended Subject Leadership Maths training. Miss Worthington had attended EYFS updates and moderation.</p> <p><b>SR asked DW if she had received any CPD.</b> DW said that she had not undertaken any CPD recently due to budget constraints but would plan some for next year that would also benefit the children. SR said it was important that DW made time for her own CPD.</p>		
14	<p><b>University Training Partnership</b></p> <p>DW stated that there was a University of Exeter trainee teacher in class 3 who was performing well. <b>SR asked if the presence of the trainee in the classroom was helpful or did it make more work for the school.</b> DW explained that working with a trainee provided opportunities for professional reflection and development.</p>		
15	<p><b>Health &amp; Safety Update</b></p> <p><b>- Site Security Review (DCC template)</b></p> <p>TC gave a verbal update to the committee.</p> <p>TC had met with DW, to discuss issues from her Health &amp; Safety training.</p> <ul style="list-style-type: none"> <li>The accident log was checked and verified that the last incident was a staff issue in February</li> <li>Site security could be an issue, as gates cannot be locked.</li> </ul>		
<b>HA left the meeting at 5:30</b>			
	<ul style="list-style-type: none"> <li>After school clubs – Mrs Pilling would check that Purple Hoppers had £3m public liability insurance in place. Miss Cotter covered First Aid. Mr Williams (Sports Coach) had public liability cover and first aid training.</li> <li>DW would check the details for Mr A'lee.</li> <li>A fire drill would be planned for the Summer Term.</li> <li>Outdoor Education Policy has been updated. BB to source a copy of the updated policy for the T&amp;L committee to review in June.</li> <li>The Health &amp; Safety Co-ordinator was DW.</li> <li>The Educational Visits Co-ordinator was Mrs Pilling.</li> <li>Electrical Testing Report – the <sup>P.A.T.</sup> tests were performed on the 26<sup>th</sup> April and the report would be available shortly.</li> </ul> <p>SR advised the committee that on a recent Chair of Governors Update course, several headteachers reported that Ofsted inspections had focused on security. A risk assessment would form part of a Site Security Review (using the DCC template) that would be done prior to reporting to the FGB.</p> <p>DW stated that all staff had been reminded to be extra vigilant, ensuring doors were closed and being aware who</p>	<p>TC</p> <p>DW</p> <p>DW</p> <p>BB</p> <p>TC</p> <p>TC/DW</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>10/06/17</p> <p>28/06/17</p> <p>12/07/17</p>

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