

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 3rd February 2016

Resources Committee Minutes – Part 1				
Date/Time		Location		
3 rd February 2016 at 16:00		Bolham Primary School		
Attendees	Initials		Attendees	Initials
Martin Cossey	MC		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
Attendees

Ref	Action or Decision	Owner/ Decision	Date Due
1.	Apologies SR & ND joined the meeting shortly after 16.05. MC chaired the meeting until SR arrived.		
2.	Declaration of Business Interest There were none.		
3.	Minutes of the previous meeting The part 1 minutes of the meeting on the 18 th November 2015 were signed off as a true and accurate record. SR read out the part 2 minutes prior to signing off as a true and accurate record.		
4.	Matters arising: a) Desktop computers – Disposal of old PC's - Certificates DW confirmed the action was complete. b) Removal of old tables & chairs – confirm disposal DW advised that transport was being arranged. c) Governor visits –KS2 English class visits, annual program for Maths and English SR confirmed that the English visit reports were being reviewed by Mrs Flower. They would be sent to the	DW	ASAP

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	T&L Committee for information. SR and Reverend Jeffs were working with the subject lead teachers to produce an annual programme of governor visits for Maths and English. Any future reporting on this matter would be to the T&L Committee. Action complete.		
d)	TCLP Land Transfer – Arrange meeting with solicitor BB reported that the information had been sent to Mr Cleaver at THS and is awaiting a response. DW offered to chase up.	DW	ASAP
e)	Clerk's appraisal - date to be arranged The appraisal had taken place. Action complete.		
f)	Review Annual Cycle of Financial Planning The annual cycle of financial planning had been reviewed. Action complete.		
g)	Health & Safety Update – Premises check & update records with THS maintenance MC & DW were to perform the check after half-term. DW stated that the maintenance log had been updated with all of the recent work.	MC/DW	End Feb.
h)	Bug Club Phonics package – Review the costs SR said the pupil premium data for 2015/16 showed a cost of £558 for the package, compared to £215 in 2014/15 and asked DW why this had increased. DW to check the cost for this year.	DW	ASAP
i)	Budget Monitor – check the Pupil premium figure DW confirmed the figure was correct and was in line with the number of children in school. Action complete.		
j)	Pupil Premium report – check the 2014/15 pro-coaching percentage figure SR confirmed that the pro-coaching figure should read 100% not 10%. Action complete. - check the 2014/15 Silhouette Art figure on the website BB advised that the latest report on the website is dated January 2015. The end of year report is to be put on the website. - check the 2015/16 budget monitor figures with the figure in the pupil premium report SR confirmed that this had been covered under item 4i) and that they reflected pupil numbers.	DW	ASAP
k)	Best Value Statement – take to the FGB for ratification SR confirmed that this action was complete.		
l)	Pupil Asset – Does it work alongside Raise Online? Is it an annual cost? Update the FGB. DW explained the previous system used by the school for assessing data on pupils, SPTO, was a primary school package and a new shared package was required by the TCLP to include a secondary		

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	<p>school (THS). It had been thought that the extra cost for the Pupil Asset package would be funded by TCLP but this would now be funded from the Bolham school budget. It was agreed by everyone that this additional cost could not have been foreseen. SR confirmed that this would be an annual licence cost. SR asked if the new package would allow benchmarking across the schools in the TCLP. DW confirmed it would and it would include pages for governors to utilise.</p> <p>DW stated that Pupil Asset provided a local picture and it sat alongside Raise Online which gave a National view.</p> <p>m) SPTO cost – Where does it appear in the budget? SR confirmed that it was included in ICT licence costs. Action complete</p> <p>n) Health & Safety – Which gates required padlocking? DW reported that it had been intended for the side gate but had been fitted to the gate between the car park and the playground. As a result parents were now using the footpath as previously asked. The side gate had also been padlocked.</p> <p>– Finger Guards to be fitted The guards had been ordered and would be fitted on the 15th February. DW informed the committee that the cost would be £1500 payable over 2 years. SR asked if 3 quotes had been obtained prior to ordering the finger guards. DW stated that there hadn't as this was a health and safety issue that needed to be addressed quickly and 3 quotes were not needed. SR agreed that 3 written quotes were not required for expenditure under £2500. It was further noted that this was a specialist item that was not widely available. The committee agreed that health and safety was an immediate priority and this was necessary expenditure. Action complete.</p> <p>o) Premises – Hole in the floor, Crack in the wall, window fault –updates. DW reported the hole had been fixed but during the work some dry rot had been discovered in the floor and NPS were assessing the issue.</p> <p>5) Budget Monitor Review The period 9 report had been circulated to the committee in advance of the meeting. SR noted the forecast overspend and proposed to go through the report in detail, to review the variances. The committee discussed the reasons for each variance and what options there were to address them.</p> <ul style="list-style-type: none"> • School budget share – MC asked what 'high 		
		DW	15/2/16

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	<p>needs funding’ was. DW explained it was extra top-up funds for SEN pupils.</p> <ul style="list-style-type: none"> • Catering income – the income shortfall was almost balanced with catering costs. SR asked if the lower income figure was a result of any parent debts. DW said that it was not. • Pupil premium income had dropped from the initial forecast. SR asked if this was due to a lower number of pupil premium pupils. DW confirmed this was correct. • Supply staff – the forecast saving on teaching staff was offset by the higher overspend on supply staff to cover absences. SR noted that there was very little that could be done to reduce this area of spend as each class had to have a teacher. DW said she could consider doing more teaching to reduce the need for supply teachers. SR suggested this would put too much pressure on DW as she already taught 1.5 days a week in addition to managing the school. The committee also felt that it would be detrimental to the children, as the Head would be regularly called out of class, disrupting their learning. • Teaching assistants – there was a forecast overspend on teaching assistants. There was an estimated future spend of £1000. SR asked if there was any way to save on this amount. DW stated that with 1 TA on long term sick there were currently 3 TAs covering 4 classes. It was agreed that the TAs were already stretched and the children needed the support, especially in class 1. The committee felt the cover must continue to ensure learning was not impacted. SR said that the additional costs could not have been planned for. • Administration staff – there had only been a slight increase in the forecast overspend since October. • ICT – DW explained that the extra cost for the Pupil Asset package could not have been foreseen. SR stated that the overspend was a combination of the increase in licence fees, the new server and the new web site, although the TCLP refund had been used to fund the website. SR asked if it would be fair to expect that, with the new server and laptops in place, future costs would stabilise. DW warned the committee that the telephone system was over 20 years old and would need replacing at some stage. 		
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	<ul style="list-style-type: none"> Caretaking & Cleaning – no change from period 7 forecast. Repairs – SR asked if any of the costs could be funded from the Capital budget. DW said it could not. SR asked if they could review the capital budget at the next meeting. BB was asked to add this to the next agenda. Rates – SR asked why there was an increase in forecasted costs since October. DW agreed to investigate. <p>SR asked what could be done to address the forecast overspend of £10,800. DW said this amount should be reduced by £6000 from the Mutual Fund, if it paid out the full 80% due at the end of the year. DW had already taken further steps to address the overspend, by freezing the General Costs & Sports Grant spend until the end of the financial year. SR asked if a monthly budget report could be produced for review. DW said an updated budget monitor report would be reviewed at the March meeting.</p>	BB	09/03/16
		DW	09/03/16
6)	Policies		
a)	Evacuation Procedure & School Emergency Plan (to be replaced by a Business Continuity Plan & Emergency Management Plan) DW was working on the new business continuity and emergency management plans. The current evacuation procedure and emergency plan would remain in place until the new plans were ready to adopt.	DW	ASAP
b)	Recruitment & Selection SL asked if the training referred to in section 1.5 of the policy had been carried out. "At least one representative from the school management and/or governing body with responsibility for recruitment and selection must undertake the Children's' Workforce Development Council (CWDC) 'Safer Recruitment' online training or Safer Recruitment and Managing Allegations training as provided by Devon County Council." DW confirmed that this was the case. SL pointed out the references to CRB should be updated to DBS. SL proposed the policy should be adopted, subject to the correction above, everyone agreed and SR signed it off. BB to update the reference to DBS.	BB	ASAP

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c)	<p>Secondment Policy There were no issues with the existing model policy. SL proposed the policy should be adopted, everyone agreed and SR signed it off.</p>		
d)	<p>Pay Policy SR explained that she had started to update the policy with the appropriate wording for Bolham but there were several sections that needed to be checked with DW before the policy could be signed off. SR proposed to finalise the document, in consultation with DW, before taking it to the next FGB for approval.</p>	SR	10/02/16
e)/f)	<p>Finance Policy / Financial Statement Policy SR explained that the two policies had to be reviewed in conjunction with one another. SR noted the wording in the Finance policy referred to separate finance, personnel and premises committees and the table of responsibilities needed to be updated to reflect the committee structure in place at Bolham. It also needed to reflect the role of the Pay and Performance committee. It was noted that the policy from DCC was in pdf format and could not be easily updated. It was agreed that the amendments to the policy could be handwritten if a pdf to word converter could not be found. SR proposed that both policies were approved and taken to the next FGB for ratification, all agreed, subject to the amendments SR had identified.</p>	SR	10/02/16
g)	<p>RA22 MC stated that the RA22 document may get updated after the Health & Safety visit after half term. Having reviewed the document thoroughly, MC raised the following questions:</p> <ul style="list-style-type: none"> • Are the medicines stored in boxes in the staffroom? DW explained that the medicines are stored in the cabinet in the staffroom for easy access by the staff when searching for a particular child's medicine. • The document states that dogs (except guide and listening dogs) are not allowed on school playing fields or play facilities. MC asked how is this monitored after school and weekends to ensure dog walkers do not let their dogs leave a mess. DW explained that the Village Trust owns the playing field and therefore the school could not prevent dog walkers using the field outside of school hours. There had only been one instance of dog mess left in the field in 4 		

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	<p>years so it was not considered an issue.</p> <ul style="list-style-type: none"> • Contractors on site – the document currently states, "Appropriate welfare facilities will be provided for contractors on site. For works over 30 days or 500 man days a CDM Coordinator will be engaged and the CDM Regulations will be complied with." MC questioned the 500 man 'days' quoted. DW said she would check against a model document. • Curriculum Hazards – the current document indicates (by a tick in the box) additional actions required. DW said she believed the actions had been completed and the document should be updated to reflect this. DW to confirm and document to be updated. • Display Screen Equipment – Last years report identified Assessor training required. DW confirmed that herself, Mrs Pilling & Mrs Browning had been trained. MC asked if the classroom white boards are classified as a display screen? DW said they were not. • Environment & Welfare – MC asked if the drinking water quality was acceptable. DW stated that it was acceptable. The document suggests that, "24 hrs absence required following vomiting or diarrhoea and communicated to parents via Bolham Bullet." MC asked if it should be a 48 hour absence. DW said that 24 hours was acceptable and that 48 hours was only required in the event of the Norwalk virus. • Fire Risk Assessment – The document stated that the last assessment was on 6th February 2014. This needed updating with the most recent assessment date. DW to confirm the date of the last assessment. BB to update the document. • First Aid Arrangements – It states, "First aid boxes marked and available in the following locations in the school: Staff room, Class 1 and Class 4, kitchen". MC pointed out that First Aid signs show class 4 & Staffroom only and therefore the document needed updating. MC asked if NORSE needed a kit in the kitchen. DW said she would check. • Visitor badges – MC noted that all visitors should be issued with badges during school hours or when children were still on the premises. MC asked DW to remind staff that all visitors should be issued with badges. 	DW	ASAP
		DW/BB	End of February
		DW/BB	End of February
		DW	End of February
		DW	ASAP

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	<ul style="list-style-type: none"> • Break & lunchtime staff – MC asked if the required number of staff were in place during break and lunch times. DW confirmed that the recommended number of staff were in place. • Test of water for Legionella – MC asked if this had taken place recently. DW confirmed that this had taken place. • Location of the gas isolation valve known to staff – MC asked if staff knew where this was. DW confirmed they did, it was in the staff room. • Out of school hours – the document states, "Breakfast Club and After School Club use the school hall, ICT suite, fields and play ground between 8.00am and 8.45 and 3.30 - 5.30pm. A member of school staff (caretaker) is present during these times." MC asked if the caretaker was on site at these times. DW stated that the caretaker is on site in the morning until 8:00 when a member of the teaching staff arrives. SR added that 2 of the breakfast and after school club staff (Miss Cotter and Mrs Babb) were also school staff. <p>The RA22 document was to be updated as indicated above before sign off at the next resources meeting.</p>	BB	09/03/16				
h)	<p>Capability Policy SL stated that he had reviewed the policy and it required a decision to be taken on delegated responsibilities. It was agreed that hearings will be delegated to:</p> <table> <tr> <td>The Headteacher</td> <td>Yes/No</td> </tr> <tr> <td>The First Committee of Governors</td> <td>Yes/No</td> </tr> </table> <p>SR asked BB to update the policy accordingly. SL proposed that the updated policy was taken to FGB for ratification. All agreed. SR to take to FGB.</p>	The Headteacher	Yes/No	The First Committee of Governors	Yes/No	BB/SR	10/02/16
The Headteacher	Yes/No						
The First Committee of Governors	Yes/No						
i)	<p>SFVS (Schools Financial Value Statement) SR explained that the SFVS is reviewed and updated annually to give assurance that the school is providing value for money and has secure financial management in place. There were 25 questions the committee had to consider and formally discuss with the headteacher. Each question required an answer of "Yes, Yes (in part) or No". Each response should be supported by comments, evidence or proposed actions (e.g. minute references and examples). SR quickly ran through her draft document and the committee discussed the answers to the questions.</p>						

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	<p>SR proposed to update the document with BB helping to source minute references before taking the SFVS to FGB for ratification. All agreed.</p> <p>As a result of the discussions SR asked BB to add the following items to the agenda of the next resources committee meeting:</p> <ul style="list-style-type: none"> • Benchmarking income and expenditure against similar schools • Review of Asset Register 	SR/BB	10/02/16
7.	<p>Staffing & Absence</p> <p>DW stated that Mrs Staskiewicz continued to be on long-term absence.</p> <p>Mrs Hague was also on long-term absence following surgery and the governors joined DW in wishing Mrs Hague a speedy recovery.</p>	BB	9/3/16
8.	<p>Changes to Occupational Health Provision</p> <p>DW informed the committee that DCC were ceasing their health provision service and proposed that the service was provided by IMASS in the future. The committee agreed that taking up the service provided by IMASS would be the most cost effective option for the school. All staff would be consulted to ensure they were happy to have their records transferred to the new provider.</p> <p>DW also advised that the Free School Meal Eligibility Service provided by DCC was to cease in April. An alternative service was being proposed. The current service cost £220 per annum which was more cost effective than using the school administration team. If costs remained the same the committee agreed to take up the service from the new provider.</p>		
9.	<p>Health & Safety Audit</p> <p>This would be carried out in April. DW had sought a copy of the paperwork in advance from the auditor. DW & MC will meet in advance of the audit.</p>	DW/MC	End of March
10.	<p>Premises Update</p> <p>Discussed in item 4o and no additional information provided.</p> <p>At 17:42 the meeting went to Part 2 Minutes</p> <p>At 17:44 the meeting returned to Part 1 Minutes</p>		
11.	<p>Devon Re-fit Update</p> <p>DW advised that British Gas had issued an EPC Viability Report, stating that they did not believe an EPC was suitable for the school. The only energy saving suggestions were good housekeeping actions such as switching off lights and turning down heating.</p>		

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12.	Governors Training (record of impact and learning) MC provided his record of impact and learning report for his recent Health & Safety course. He reported that the course was only suitable for those that had not been trained by their employment. SR asked if there were any learning points to share with the FGB. MC replied 'Constant vigilance'.		
13.	The date of the next meeting is the 9th March 2016 @ 16:00 SR closed the meeting at 17:49		

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