

# Bolham Community Primary School Governing Body

## RESOURCES COMMITTEE MINUTES – 11<sup>th</sup> May 2016

Resources Committee Minutes – Part 1				
Date/Time		Location		
11 <sup>th</sup> May 2016 at 16:00		Bolham Primary School		
Attendees	Initials		Attendees	Initials
Steven Leather	SL		Stephen Moakes	SM
Stephanie Rolfe	SR / Chair		Denise Woodgate	DW

Apologies	Initials		Absent without Apologies	Initials
			Neal Davey	ND

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk
Abi Dent	AD	Governor
Sarah Ratnage	SRa	Devon County Office

Minutes to
All Governors

Ref	Action or Decision	Owner/ Decision	Date Due
1.	<b>Apologies</b> SM had advised that he would be late to the meeting due to work commitments.		
2.	<b>Declaration of Business Interest</b> There were none from those in attendance.		
3.	<b>The meeting moved to Part 2 minutes</b>  The meeting returned to Part 1 minutes  SM joined the meeting. AD & SRa left the meeting		
4.	<b>Minutes of the Previous Meetings</b> There were two minor amendments to the Part 1 minutes from the meeting on the 9 <sup>th</sup> March. <ul style="list-style-type: none"> <li>Item 6m – The matrix was not required for inclusion in the SFVS.</li> <li>Item 11 – The discussion was with NPS about Connect2 (and not with Connect2 and NPS)</li> </ul> SR made handwritten amendments to the minutes and the document was signed off as a true and accurate record. SR read out the Part 2 minutes to the meeting on the 9 <sup>th</sup> March and after a small handwritten modification to the document it		

# Bolham Community Primary School Governing Body

## RESOURCES COMMITTEE MINUTES – 11<sup>th</sup> May 2016

	was signed off as a true and accurate record SR read out the Part 2 minutes of the extra Resources meeting on the 16 <sup>th</sup> March and the document was signed off as a true and accurate record		
5.	<b>Matters arising:</b>		
a)	<b>Elect Vice-Chair &amp; Appoint Lead Governor for H&amp;S</b> The election of Vice-chair was deferred to the next meeting. SM is acting as H&S Governor until further notice.	SR	29/06/16
b)	<b>Removal of old tables &amp; chairs – confirm disposal</b> Action Complete.		
c)	<b>TCLP Land Transfer – Progress with Julie Evans (DWF)</b> DW reported difficulty in contacting Julie Evans and would speak with DCC.	DW	ASAP
d)	<b>Health &amp; Safety Update – Complete the premises check</b> Action Complete.		
e)	<b>Health &amp; Safety – check for trapped finger incidents</b> DW is to check if there have been any recent incidents reported.	DW	ASAP
f)	<b>RA22 – Update with minor amendments</b> Action Complete.		
g)	<b>SFVS (Schools Financial Value Statement) – Finalise</b> Action completed by the required date.		
h)	<b>Health &amp; Safety Audit (in April)-DW to meet with Mr Moakes in advance</b> Action Complete.		
i)	<b>Expenditure – Review photocopying usage</b> Action carried forward to the next meeting.	DW	29/06/16
j)	<b>Upgrades and Repairs – agree priorities</b> DW has met with NPS. Connect2 has been updated to remove completed items. DW identified Class 2 as a priority, with the following main areas to be addressed <ul style="list-style-type: none"> <li>Investigate lining of the clock case and address repairs as required</li> <li>Redecoration of Class 2 by September – it was agreed to seek a quote from the decorator who was previously used to redecorate class 1. He had provided the best value for money quote at the time and had done an excellent job. 3 written quotes were not required as the as the cost of the works would be less than £5k. DW is to obtain a quote for providing secondary glazing for the class.</li> <li>Dry rot in the hall to be removed</li> <li>Pointing required on external walls</li> </ul> SR asked if the hole in the floor had been fixed. DW said that it had been fixed.	DW	ASAP
k)	<b>School Meals – discuss August charges with Norse, thank Two Moors for providing a tender, obtain quote from independent provider &amp; agree letter for chasing up arrears.</b> DW reported that the staff charges from NORSE were split over a 12-month period and she had written to Two Moors. SR advised that the independent meal provider had been unable to attend a meeting due to illness and as a result the contract		



# Bolham Community Primary School Governing Body

## RESOURCES COMMITTEE MINUTES – 11<sup>th</sup> May 2016

	with NORSE had been renewed. It is reported that Two Moors have a suitable letter for chasing up arrears from parents and DW will ask if it can be copied. <b>SM asked if the arrears were a big problem.</b> DW said the arrears were not large.	DW	ASAP
i)	<b>Educational Psychology – supplier to be changed.</b> DW advised that a contract had been signed with APS. Action complete.		
m)	<b>Purple Hoppers – agree renewal of Service level Agreement &amp; check if insurance in place</b> SR and Mrs Pilling are to action the renewal. DW reported that insurance (up to £3m) is in place.	SR	ASAP
n)	<b>Business Continuity Plan &amp; Emergency Management Plan – complete BCP with evacuation plan</b> DW reported that the school is waiting for a response from Knighthayes.	DW	ASAP
o)	<b>Redundancy Policy – take to FGB to ratify</b> Action Complete.		
p)	<b>Freedom of Information Policy – take to FGB to ratify</b> Action Complete.		
q)	<b>Disciplinary Policy (Staff)– take to FGB to ratify</b> Action Complete.		
r)	<b>Grievance Policy – take to FGB to ratify</b> Action Complete.		
s)	<b>Health &amp; Safety Policy – take to FGB to ratify</b> Action Complete.		
t)	<b>Stress Policy – discuss at staff meeting</b> Action Complete.		
6.	<b>Budget Monitor 2015-16 Year-end Review</b> The year-end report was not available and it was agreed to review the report at the next FGB meeting.		
7.	<b>Capital Budget Review</b> Carried forward to the next Resources meeting		
8.	<b>Review 2016-17 Draft Budget</b> This was included in the 3-year budget forecast. See below.		
9.	<b>Review 3-Year Budget Forecast</b> The summary report had been circulated in advance of the meeting and SR led a discussion on the details. The following points were noted <ul style="list-style-type: none"> <li>• Caretaking &amp; Cleaning – it was agreed to continue with the current supplier, who is doing an excellent job.</li> <li>• Catering – the cost is greater than income by £6500. The costs are high due to having to buy in the meals. The current charge to parents, for meals, is comparatively high so it was agreed not to increase the cost at this point but to continue to monitor the situation.</li> <li>• TCLP – It was agreed that this offered good value for money as it would cost the school more money to buy in similar services if it were to opt out.</li> <li>• Educational Visits – <b>SM asked if this included</b></li> </ul>		

# Bolham Community Primary School Governing Body

## RESOURCES COMMITTEE MINUTES – 11<sup>th</sup> May 2016

	<p><b>swimming lessons.</b> DW advised that it did not. It was agreed to look at the frequency of lessons. To be added to the next T&amp;L agenda.</p> <ul style="list-style-type: none"><li>• Devon Services – DW to find out what this includes.</li><li>• Mealtime Assistants – DW to check the figures as there is a big increase from 16-17 to 17-18.</li><li>• Teaching Staff – the committee were still concerned about the proposal for DW to increase her teaching hours. <b>SR asked if DW had fully considered the impact of increasing her workload on her health and wellbeing.</b> DW said she would increase her time then review the impact. DW said it allowed the senior team some leadership time, which is important as it benefits her in the long term.</li><li>• It was noted that the year-end position for 2016-17 showed a minor surplus due to the carry-over from 2015-16 but future years forecast a deficit.</li></ul> <p><b>The meeting moved to Part 2 minutes</b></p> <p><b>The meeting returned to Part 1 minutes</b></p>	<p>BB</p> <p>DW</p> <p>DW</p>	<p>28/06/16</p> <p>ASAP</p> <p>ASAP</p>						
10.	<p><b>Policies</b></p> <p>a) <b>Business Continuity Plan (BCP) &amp; Emergency Management Plan (EMP)</b> It was agreed to take these to the FGB to explain the circulation of the information and approval process</p> <p>b) <b>Accessibility Policy</b> SM volunteered to take this to the FGB for approval.</p> <p>c) <b>Flexible Working Requests Policy</b> The policy had been circulated in advance of the meeting. SL asked for clarification of the Appeal Committee and it was agreed that delegated responsibilities are</p> <table><tr><td>To the Head Teacher</td><td>No</td></tr><tr><td>To the First Committee of Governors</td><td>Yes</td></tr><tr><td>To the Chair of Governors</td><td>No</td></tr></table> <p>The Appeal Committee for this is the Teaching &amp; Learning Committee as the School's current First committee is made up of members of the Resources Committee. SL proposed that subject to these changes to the policy it should be approved. All agreed and it was signed off.</p>	To the Head Teacher	No	To the First Committee of Governors	Yes	To the Chair of Governors	No	<p>DW</p> <p>SM</p> <p>BB</p>	<p>25/05/16</p> <p>25/05/16</p> <p>ASAP</p>
To the Head Teacher	No								
To the First Committee of Governors	Yes								
To the Chair of Governors	No								
11.	<p><b>Staffing &amp; Absence</b> DW reported that 3 candidates had been identified for the teacher vacancy and would be interviewed on the 25<sup>th</sup> May. Miss Woodman continues to cover teaching of class 2 with Mrs Brierley working on a Friday. DW reported that Mrs Hague continued to be on long-term absence from school and was being supported in line with the Managing Sickness Absence Policy.</p>								
12.	<p><b>Health &amp; Safety</b> DW reported that a Devon H&amp;S officer had performed the audit</p>								



# Bolham Community Primary School Governing Body

## RESOURCES COMMITTEE MINUTES – 11<sup>th</sup> May 2016

	and the school had passed with a score of 95%. SM advised that it had come to his attention that the school first aid kit was out of date, DW was investigating the situation and the kit had been replaced. SM to discuss with DW.	SM	ASAP
13.	<b>Governors Training</b> SL had attended the Headteacher Appraisal course. The Record of impact and learning form is to be completed. SR asked if the school should subscribe to the 'Better Governor' website at a cost of £99 p.a. DW thought that the subscription could be proposed as a benefit identified in the School Development Plan. BB to obtain more information.	SL  BB	ASAP  ASAP
14.	<b>The date of the next meeting is the 29<sup>th</sup> June 2016 @ 17:00</b>  SR closed the meeting at 18:05		