

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 11th October 2017

Resources Committee Minutes – Part 1				
Date/Time		Location		
11 th October 2017 at 16:06		Bolham Primary School		
Attendees	Initials		Attendees	Initials
Tracy Cullerne	TC		Stephanie Rolfe	SR / Chair
Denise Woodgate	DW			

Apologies	Initials		Absent without Apologies	Initials
Neal Davey	ND			

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies ND had sent apologies as he was away on holiday.		
2	Declaration of Business Interests There were no declarations of business interests.		
3	Minutes (parts 1 & 2) of the previous meeting on the 28th June 2017 The part 1 minutes, subject to 2 minor amendments to wording, were agreed by all and signed off by SR. SR read out the part 2 minutes and they were signed off as a true and accurate record.		
4	Matters Arising:		
a	Land Transfer – Challenge DWF £600 bill & ask for timeline for completion SR stated that she had phoned DWF asking for a breakdown for the invoices received. No progress on the Land Transfer had been made and several changes to staff at both DWF & DCC may have contributed to the continued charges.	SR	On-going
b	3-year Revenue Budget – Do the income figures reflect the impact of the New Funding Formula? DW confirmed that the impact of the New Funding Formula was not included as the figures quoted were still at consultation stage. Action complete.		
c	£2000 Water Bill – Apply for a Government grant The water company had discovered a leak at the water meter and the bill was being reassessed. A grant may still be required.	DW	On-going

Signed S. Rolfe

Dated 22/11/2017

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 11th October 2017

d	Catering & Cleaning Contract – Discuss at TCLP & produce a letter for an invitation to tender for 4 year contract Item carried forward to the next meeting.	DW	22/11/17
e	Procurement – Produce notes for FGB to review Item carried forward to the next meeting	SR	22/11/17
f	Right to Work checks – All staff to provide documents The majority of staff had provided the relevant documents. There were a few still outstanding.	DW	22/11/17
g	Site Security review (DCC Template) TC advised that the RA24 – Security Safety and Risk Assessment had been completed and would be taken to the FGB. DW reported that she had attended a Heads & Chairs conference where it was advised that Ofsted safeguarding checks would be concentrating on Central Record and the management of the school site.	TC	18/10/17
h	Replacement of unused gate with fencing SR reported a fence had replaced the gate. Action complete.		
i	Food Standards – NORSE to confirm standards in line with statutory duties DW advised that NORSE had not yet provided confirmation.	DW	22/11/17
j	School Lockdown Procedures–Contact Sovereign TC had contacted Sovereign, however, it was agreed that it was unnecessary to proceed further. Action complete.		
k	Lockdown Test – Locking of doors to be tested DW advised that the test would be performed by the end of term.	DW	Dec 17
l	Polling Station charge – Check amount charged to the council DW confirmed the standard fee had been charged to the council. Action complete.		
5	Elect Chair & Vice-chair TC proposed SR for Chair, all agreed, and SR was appointed Chair. The appointment of Vice-Chair was deferred to the next meeting when then committees would have been agreed at the FGB.	SR	22/11/17
6	Agree Terms of Reference The Terms Of Reference would be discussed at the FGB on the 18 th October.		
7 / 8	Purple Hoppers /Breakfast & After-School Clubs Update DW advised that at the start of the Autumn Term, Purple Hoppers had a problem with staffing the Breakfast Club due to a resignation and had been unable to recruit a replacement. Miss Cotter covered for the first 2 weeks but Mr Maynard informed DW that Purple Hoppers could not continue the Breakfast Club provision. DW agreed that the school would continue the provision for		

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 11th October 2017

	the Breakfast Club, subject to financial advice and DCC approval. Purple Hoppers would continue to run the After-School Club for the present.		
	The meeting went to Part 2 minutes		
9	<p>Review 17-18 Revenue Budgets The latest Revenue Budget had been circulated ahead of the meeting. SR asked if anyone had any questions about the budget.</p> <p>TC asked why the budget for Supply Staff had increased. DW explained it included the cost of Mr Boxer and cover for teaching staff attending courses & illness and also cover for DW non-teaching duties.</p> <p>TC asked about the increased income for Catering. DW advised that an additional £5000 had been generated based on increased numbers of children having free school meals.</p>		
10	<p>Impact of Superannuation increases on the budget Due to the short notice given to schools on the increases in superannuation payments, it had been agreed that if this resulted in generating a budget deficit, then an application could be made to FIPS for financial assistance to cover some of the costs.</p> <p>DW had spoken to the DCC Financial Accountant (Warren Smart) and when David Dominey reviewed the latest budget the latest forecast resulted in a deficit of £1321. It was agreed that DW should apply to FIPS for a refund.</p>	DW	ASAP
11	<p>Teachers Pay DW recommended that the Teachers Pay and Award proposal issued in September was accepted. SR proposed the recommendation was accepted, all agreed.</p>		
12	<p>Review Pupil Numbers & Implications DW reported that there would be 116 pupils on the roll by the end of the week against a forecast of 104 pupils. This would generate extra £33k income next academic year.</p>		
13	<p>Pupil Premium – Review 16-17 and forward planning DW had circulated a copy of the evaluation report for 2016-17 in advance of the meeting.</p> <p>SR asked if the purchase of Abacus Wordsmith had proved beneficial, if it had had a positive impact on the children and if it was good value for money. DW said it had been beneficial as using a good quality product made it easier for good quality teaching staff to make better use of their time. The evidence of a positive impact was that KS2 writing was above the National average.</p> <p>DW explained that with the small numbers in pupil premium, it was essential to ensure the expenditure was used to support those pupils to progress above ARE.</p> <p>TC asked what specific areas were targeted. DW explained that where reading had been an issue, the pupils were invited to attend an inference group. TC proposed that this was included in the document, DW would update the</p>	DW	ASAP

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 11th October 2017

	<p>document prior to loading onto the school website. SR proposed that subject to adding the comment about the inference group, the evaluation was approved. TC seconded, all agreed.</p> <p>DW advised that the 2017-18 plan would be completed shortly in conjunction with the School Development Plan. Key areas would address YR1 Phonics and KS2 lower attaining children.</p>		
14	<p>P. E. Pupil Premium – Review 16-17 and forward planning</p> <p>DW had circulated a copy of the evaluation report for 2016-17 in advance of the meeting.</p> <p>SR asked if DW continued to find Pro Coaching beneficial for delivery of sports and PE across the school. DW confirmed that she did. DW added that she was continuing to look into broadening the range of sporting activities in school.</p> <p>SR said she was impressed with the improvement of pupil's ability and achievement in sports, which was evident in improved competition results and in the Schools Games Award improving from Bronze in 2015-6 up to a Silver Award in 2016-7.</p> <p>SR proposed the evaluation report was approved. TC seconded, all agreed.</p> <p>DW advised that the government were planning to use the money generated from the Sugar Tax to double the PE Pupil Premium. DW planned to advertise for staff to provide extra coaching and experiences but had been advised by the Finance Officer to wait until the funds were credited to the budget.</p>		
15	<p>Foundation Stage Play Area Update</p> <p>DW reported that building was in progress and on schedule for completion by half term, subject to the weather conditions. SR asked if the children were coping with the building works taking place or was it having a negative impact on them. DW said the children were coping well even after a few noisy afternoons. The children were using the building as a learning experience and maintaining a photographic diary. SR asked if the work was still within budget. DW said that it was within budget.</p> <p>SR asked if the wood would be treated with a preserver, once the works were complete. DW said she did not think so as treated wood was being used. SR noted that some boards used for the fencing had been sawn, leaving unprotected ends and said these would need to be treated to ensure the fence would last.</p>		
16	<p>Review Training Requirements of School Workforce</p> <p>DW advised that herself and Mrs Pilling (AP) had received CPOMS (Safeguarding & Child Protection Software) training and this would be rolled out across the whole school staff. DW and AP would be attending training on Data</p>	DW	ASAP

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 11th October 2017

	<p>Protection with Devon Audit Partnership. Training plans for the staff would be generated after the Performance Management reviews before half term. DW added that the Senior Leaders would also be attending the Performance Data Training for governors on the 16th November. SR asked if DW foresaw any additional expensive training being required. DW said that TCLP and Senior leaders would do any additional training.</p>		
17	<p>Headteacher Performance Management – Date, Governors and external advisor to be agreed DW proposed a date of 16th November as Brad Murray would be on site. SR said the governors needed to review whether Brad Murray should be used as the external advisor again this year but in her opinion, she had found him to be very helpful and objective in previous years. SR proposed that she and Neal Davey would be on the review panel with Brad Murray. The proposal would be taken to FGB for discussion and approval.</p>	SR	18/10/17
18	<p>Arrangements for Staff performance Management DW confirmed that the reviews with all teaching staff would be completed by the 30th October.</p>		
19	<p>Excellence for All SR explained that this annual return had been completed and returned to DCC on schedule. SR had drafted the Financial input, Stephen Moakes (SM) had drafted the Governance section and DW had completed the rest of the document. DW added that she had worked with SR & SM to agree the final version of the drafted sections. DW reported that the report judged the school as “good”.</p>		
20	<p>Staffing & Absence DW reported excellent attendance and no teaching days had been lost. An advertisement had been placed to recruit a Meal Time Assistant.</p>		
21	<p>Health & Safety Update TC reported that the RA24 had been completed and there were no current issues. The Foundation Stage Play area would be inspected on completion to identify any snagging issues.</p>		
22	Policies:		
a	<p>Volunteer Policy The review was deferred to the next meeting.</p>		
b	<p>Charging & Remissions Policy The revised model policy from DCC had been circulated in advance of the meeting. A discussion took place on section 10 regarding the statement that “parents that can prove they are in receipt of certain benefits would be exempt from paying the cost of board and lodging”. DW would review the school procedures and paperwork to reflect this and how the cost</p>	DW	ASAP

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 11th October 2017

	would be covered. SR proposed the policy was approved, all agreed and SR signed off the policy.		
c	Employee Code of Conduct The unchanged model had been circulated in advance of the meeting. SR proposed the policy was approved, all agreed and SR signed off the policy.		
23	Best Value Statement DW said she would publish the Statement for reviewing by the FGB	DW	18/10/17
24	Date of Next Meeting – Wednesday 22nd November at 4:30pm The meeting closed at 17:50		