

# Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 7<sup>th</sup> March 2018

Resources Committee Minutes				
Date/Time		Location		
7 <sup>th</sup> March 2018 at 16:10		Bolham Primary School		
Attendees	Initials		Attendees	Initials
Claudette Harrower	CH		Stephanie Rolfe	SR / Chair
Julia Slade	JS		Denise Woodgate	DW

Apologies	Initials	Reason for Absence	Absent without Apologies	Initials
Tracy Cullerne	TC	Family Commitment		
Neal Davey	ND	Work Commitment		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	<b>Apologies</b> TC had offered apologies due to a family commitment. ND had a work commitment and had sent apologies.		
2	<b>Declaration of Business Interests</b> There were no declarations of business interests.		
3	<b>Minutes of the meeting on the 22<sup>nd</sup> November and the minutes (Parts 1 &amp; 2) of the previous meeting of 24<sup>th</sup> January</b> The minutes from the 22 <sup>nd</sup> November were agreed by all and signed off as a true and accurate record. The Part 1 minutes from the 24 <sup>th</sup> January were agreed by all and 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 on the progress with John Cleaver &amp; DCC</b> SR advised that information from DWF Law Firm had been passed onto John Cleaver and a response was awaited.	SR	ASAP
b	<b>£2000 Water Bill – Update on the revised bill and application for a government grant</b> DW reported that another disconnection letter had been received. It was agreed that a strongly worded letter needed to be sent to South West Water. SR would draft a letter.	SR	ASAP
c	<b>Catering &amp; Cleaning Contract – Produce a letter for an invitation to tender for a 4 year contract</b>		

Signed S. Rolfe

Dated 9/3/18



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	SR stated that Chris Burgess was formulating the letter, basing the contract on the existing arrangement with NORSE for catering and cleaning. DW said that the letter needed to be produced by the end of the Spring Term in order that responses to the invitation to tender were analysed by the end of the Summer Term.	SR	ASAP
d	<b>Right to Work checks – Confirm that all staff have provided relevant documents</b> Action complete.		
e	<b>Lockdown Test</b> - Obtain duplicate keys for classes 1 & 4 - Fit a locking handle to class 2 door Action complete.		
f	<b>Superannuation Increases –Update on the requested financial support from FIPS</b> DW advised that the response was still outstanding. FIPS were probably waiting to see if the forecast deficit proved accurate before making a decision.	DW	ASAP
g	<b>Gain approval from FGB to pay the TCLP Core Cost for 2018-19</b> Action complete.		
5	<b>Revenue Budget 2017-18 Monitor Review</b> SR stated that David Dominie (DD) (Finance Support Officer) would not be in school until the 20 <sup>th</sup> March to update the revenue budget. The forecast overspend therefore remained the same as previously reported. DW advised that a freeze had been enforced on spending in order to reduce the deficit. DW added that supply costs would increase against the previous forecast due to supply staff covering for staff illness.		
6	<b>Capital Budget Review</b> SR reported no further updates to the previously reviewed capital budget had been produced.		
7	<b>Review 2018-19 &amp; 3-year Revenue Budgets</b> SR advised that the future budgets would be produced after the 20 <sup>th</sup> March meeting with DD.		
8	<b>Review Pupil Numbers and Implications</b> DW reported that, by the end of the year, the pupil numbers would be reduced by 10. The majority of these were due to family house moves. Parents had removed one child after an alleged incident in the classroom with another child. <b>SR asked if a complaint had been received.</b> DW stated that an official complaint had not been made as the incident had been reported verbally to the teacher and an investigation had taken place adhering to the school Policy. The implication of the reduced numbers would considerably effect the 2019/20 budget and would need to be reviewed. The effect on staff numbers would be reviewed after the production of the 3-year budget. 2 children were expected to join the school in September. DW added that 23 children were on the list as first choice		



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	<p>for entry to the school in September although the school Published Admissions Number (PAN) was 16. DCC might request that the school take on more than 16 if capacity was available.</p> <p><b>CH asked if the construction of the Rackenford Road housing development would impact on the school.</b> DW advised that the housing development was outside of the Bolham catchment area.</p>		
9	<p><b>Review Pupil Premium &amp; PE Pupil Premium</b> DW had circulated an update on the PE Pupil Premium. The governors, who did not raise any questions, accepted the report.</p>		
10	<p><b>SFVS (Schools Financial Value Statement)</b> SR reported that the statement was almost complete, needing some references to be added. The report would be completed and approved by the FGB.</p>	SR	13/03/18
11	<p><b>Review Service Contracts / Service Level Agreements</b> SR had reviewed the contracts and gave a verbal update. <u>Photocopying</u> – Mrs Pilling was contacting 3 companies for quotes. <u>HR ONE</u> – DCC Personnel Services. It was agreed that the service should continue as it was value for money. <u>SCOMIS</u> – IT services including the remote solution of problems and the back up of school electronic data. It was agreed that it was a good, regularly used, reliable service and issues were quickly addressed. <u>CTF</u> – Secure transfer of pupil records. A cost of £125 p.a. until 2019/20 had already been agreed. <u>Service Level Agreements for Sports Coaching</u>. DW advised that the current coaching from Nick Williams was associated with team sports and other areas, such as dance and gymnastics were being considered. A company offering free teaching sessions along with health and nutrition workshops had approached DW. <b>CH asked if Yoga was being considered as an aid to helping any pupils with mental health issues.</b> DW said that it would be considered if there was a need for the children and it produced a positive impact. <u>APS</u> - Educational Psychology. DW reported that APS provided an excellent, quick response service and it was good value for money. Governors agreed to continue with APS. <u>NORSE</u> – Catering and cleaning. It was agreed that the services should go out to tender as advised by the audit in April 2017. <u>Churchill</u> – Water testing. The was a DCC organised contract and would continue. <u>Occupational Health</u> – This DCC recommended service had been used in the past and it was agreed to continue with the service. <u>Babcock</u> – Specialist school provider of services - Finance Consultancy, Data &amp; Assessment, Library Service,</p>	<p>SR</p> <p>DW</p>	<p>ASAP</p> <p>ASAP</p>



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	<p>Governor Support, Policies, Training. It was agreed that this service was useful, for both governors and the school staff.</p> <p><u>Maintenance</u> – The cost for cleaning gutters and windows would be reviewed by DW. The grounds maintenance cost was agreed to be extremely reasonable.</p> <p><u>Telephone System</u> – the TORUS phone system service contract had been renewed in February but it was agreed to look for alternatives next year. BT had provided quotes for purchasing phones or having phones on a service contract. 2 other companies had failed to respond for quotes. CH asked if TORUS would provide a refund if the contract was terminated early. DW said that the yearly contract had already been paid in advance.</p>	DW	ASAP
		DW	Dec 18
12	<p><b>Review Asset Management Plan</b></p> <p>SR explained that the management of assets/building projects was maintained in the CONNECT2 system by NPS. SR handed out reports from the system for review.</p> <p>The information on the reports appeared to be out of date and DW agreed to speak with Alison Coffey from NPS to get the information accurate to review at the next meeting. DW added that the priorities were investigating the dry rot in the hall and the removal of the sink. Outside work on the fascia, window sill and new gates was required. CH asked if DCC provided a budget for maintenance of the outside of the school. DW said that DCC gave £5k per annum plus additional support if the work was deemed to be category 1.</p>	DW	ASAP
13	<p><b>Benchmarking – School Expenditure</b></p> <p>SR explained that the performance of the school was compared against similar school both locally and nationally. Reports for 2016-17 were handed out and DW ran through them.</p> <p><u>Workforce - Average salary per FTE</u> – was lower than the national average. (£36, 2015 v £37,119)</p> <p><u>Finance – Grant Funding per pupil</u> – lower than England median. (£4,536 v £4,606)</p> <p><u>School total spending per pupil</u> – just under the England median (£4,702 v £4,814)</p> <p><u>Supply teachers per pupil</u> –higher than the England median but employing Mr Boxer on a claims basis anticipated had this. (£237 v £117)</p> <p><u>Educational support staff per pupil</u> - lower than England median (£502 v £839)</p> <p><u>Learning Resources (not ICT equipment) per pupil</u> – not high due to the impact on the budget from the unexpected charges for the Apprentice Levy and Superannuation payments. (£174 v £198 England median).</p> <p><u>ICT learning resources per pupil</u> -the £1 figure reported to be queried.</p> <p><u>Back Office (including staff costs) per pupil</u> – this was known to be high against the England median (£605 v £384) and reviewing staff levels and grading had addressed this.</p> <p><u>Catering (including staff costs) per pupil</u> – this was higher</p>	DW	ASAP



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	<p>than the England median (£210 v £185) and was anticipated as the school did not have its own kitchen and had to buy in the service which incurred managements costs.</p> <p><u>Premises</u> – only a small difference to the England median (£255 v £303)</p> <p><u>Energy Costs per pupil</u>– higher than England median (£61 v £55), however the installation of a new boiler would reduce the cost.</p> <p><u>Other spending (rates etc) per pupil</u> – higher than England median (£219 v £91) explained by Devon rates being higher in a tourist region.</p> <p>SR summarised by stating that the majority of the costs matched up with the England median and those above were being addressed.</p>		
14	<p><b>Breakfast &amp; After-School Clubs - Update / Budget</b></p> <p>SR handed out a breakdown of the numbers attending the clubs.</p> <p>SR advised that the income was an expected. £813 was owed from late payments. Governors agreed that this needed to be addressed by the introduction of polices and production of letters for persistent late payers. SR would discuss with DW to produce a plan of action and JS offered to assist.</p> <p><b>DW asked if the projected income was as originally forecast.</b> SR said the income was almost on plan and a report would be produced for the FGB.</p>	SR  SR	ASAP  13/03/18
15	<p><b>Online Payments Trial - Update</b></p> <p>DW reported that the trial would be going live on the 8<sup>th</sup> March.</p>		
16	<p><b>Library Update</b></p> <p>DW advised that the library would be re-fitted on the 20<sup>th</sup> March.</p>		
17	<p><b>Staffing &amp; Absence</b></p> <p>DW reported that there had been absences of staff due to flu across the cleaning, administration and teaching staff.</p> <p>Additional supply staff costs had been incurred as a result.</p> <p>The staff was now back to full strength.</p> <p>The vacancy for the administration assistant had generated 2 applicants and interviews would take place on the 22<sup>nd</sup> March.</p>		
18	<p><b>Health &amp; Safety Update</b></p> <ul style="list-style-type: none"> <li>- Review Accident Log</li> <li>- Plan a Fire Drill</li> <li>- Water System Compliance</li> </ul> <p>JS had circulated the accident report for the Autumn term ahead of the meeting.</p> <p>JS reported that there were no major incidents and the number of incidents had increased from the summer term.</p> <p>DW advised that the increase was due to the children being in more confined areas in the autumn than the summer.</p> <p>JS added that on inspection of the grounds some minor</p>		

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	items had to be addressed (gates, benches and window sill). JS suggested that safety wire be added to the wooden gate on to the main road to prevent children from climbing. DW asked BB to write to the Bolham Trust to gain permission to add the safety wire. A fire drill would be undertaken. A satisfactory water test had been performed.	BB  DW	ASAP  March 18
<b>19</b>	<b>Policies:</b>		
<b>a</b>	<b>Volunteer Policy</b> SR had reviewed the policy and DW had added that volunteers would be given a copy of the Employee Code of Conduct. The DCC logo needed to be removed and subject to that the policy was agreed by the governors and signed off.	BB	ASAP
<b>b</b>	<b>Pay Policy</b> SR had reviewed the policy. SR advised that the cover page should be removed and the school logo added before finalising. DW was asked to check the comment in Appendix 2A “The post of headteacher will be remunerated on Group 1 points 6 to 18”. Governors approved the policy, subject to the changes/query, and the policy would be taken to the FGB.	DW  SR	13/03/18  21/03/18
<b>c</b>	<b>Finance Policy</b> SR had reviewed the policy. On the Table of Delegated Authority page, SR proposed the reference to Current Maximum Spending limits referred to the Finance Policy Statement rather than a website link. Governors approved the policy, subject to the change, and the policy would be taken to the FGB.	SR	21/03/18
<b>d</b>	<b>Finance Policy Statement</b> SR had reviewed the policy. Governors approved the unchanged policy and the policy would be taken to the FGB.	SR	21/03/18
<b>e</b>	<b>RA22</b> DW had updated the Risk Assessment and it had been reviewed by JS. Two actions had been identified and these had been addressed. <ul style="list-style-type: none"> <li>Recommended amendments to the Medicines in School Policy, identified by the FGB, had been applied and subsequently approved by the Teaching &amp; Learning Committee.</li> <li>Responsible adults to ensure all asthma inhalers were returned to the First Aid Inhaler point immediately after an off-site event.</li> </ul> The governors approved the policy and it was signed off.		
<b>f</b>	<b>Recruitment &amp; Selection Policy</b> CH had reviewed the policy and a typo on the Appendix 1 chart had been corrected. The governors approved the policy and it was signed off.		
<b>g</b>	<b>Secondment Policy</b> CH had reviewed the policy, unchanged since 2013. The governors approved the policy and it was signed off.		



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<b>h</b>	<b>Capability Policy</b> CH had reviewed the policy and the version date on the front sheet had been corrected. Governors approved the policy and the policy would be taken to the FGB.	CH	21/03/18
<b>i</b>	<b>Disciplinary Policy (Staff)</b> CH had reviewed the policy. Governors approved the policy and the policy would be taken to the FGB.	CH	21/03/18
<b>j</b>	<b>Fire Risk Assessment</b> DW & JS had updated the RA08 Risk Assessment. JS advised that the answer to the question “is the fire alarm system connected to an external company?” should be added. DW pointed out that item 11.2 “What training has Science, technology or kitchen staff had?” was not applicable as it mainly referred to secondary schools for the science teaching and that the school did not cook anything in the kitchen. This had been agreed on advice from Anne Harper at DCC. Subject to the query being addressed, the governors approved the policy and it was signed off.	DW	ASAP
<b>k</b>	<b>Freedom of Information Act Policy</b> SR advised that the policy was unchanged. Governors approved the policy and the policy would be taken to the FGB.	SR	21/03/18
<b>l</b>	<b>Grievance Policy</b> CH had reviewed the policy. Governors approved the policy and the policy would be taken to the FGB.	CH	21/03/18
<b>m</b>	<b>Health &amp; Safety Policy Statement</b> JS had reviewed the policy. Governors approved the policy and the policy would be taken to the FGB.	JS	21/03/18
<b>n</b>	<b>Redundancy Policy</b> CH had reviewed the policy. Governors approved the policy and the policy would be taken to the FGB.	CH	21/03/18
<b>o</b>	<b>Stress Policy</b> CH had reviewed the revised DCC policy. The governors approved the policy and it was signed off.		
<b>20</b>	<b>Date of Next Meeting – Wednesday 9<sup>th</sup> May at 4:15 pm</b> The meeting closed at 18:20		