

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 27th June 2018

Resources Committee Minutes – Part 1				
Date/Time		Location		
27 th June 2018 at 16:20		Bolham Primary School		
Attendees	Initials		Attendees	Initials
Tracy Cullerne	TC		Claudette Harrower	CH
Stephanie Rolfe	SR / Chair		Julia Slade	JS
Denise Woodgate	DW			

Apologies	Initials	Reason for Absence	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 No apologies had been received.		
2	Declaration of Business Interests There were no declarations of business interests.		
3	Minutes of the meeting on the 9th May 2018 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	Matters Arising:		
a	Land Transfer – Update on the progress with John Cleaver - Identify which Parish Council represents Bolham SR advised that John Cleaver and the DCC contact had been emailed for an update on progress but there had been no response. CH had identified a contact at Bolham Parish Council and asked if the school had heard from him. DW and SR said they had not. SR added that a decision had been taken by the governors some time ago that the school would not take on the car park. This was the issue that was initially holding up the transfer. At this stage it was not appropriate to approach Bolham Parish Council. They could be consulted, if necessary, at a later date.	SR	ASAP
b	£2000 Water Bill – Update on discussions with South West Water		

Signed S. Rolfe

Dated 26/9/2018

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	DW reported that the issue of the missing payment had been resolved by South West Water and they had finally deducted the amount from the outstanding bill, which would now be paid. Action complete.		
c	Review the draft letter for an invitation to tender for a 4 year Catering & Cleaning contract SR advised that Chris Burgess (CB) had not sent the draft documents for review prior to the meeting. She had e-mailed him requesting copies be sent to DW, BB and herself. In order to progress the tender process, it was agreed that SR would review the invitation to tender documents with DW, ahead of the TCLP meeting on 10 th July and would circulate the final version to the committee, by email for agreement.	SR	10/07/18
d	Superannuation Increases –Update on the requested financial support from the Financial Intervention Panel for Schools (FIPS) DW advised that she had not heard anything from FIPS.	DW	ASAP
e	A fire drill to be arranged The fire drill had taken place on the 25 th June. DW reported that some internal doors had been left open during the exercise and staff had been reminded to ensure internal doors were closed as they leave the building, in future. Action complete.		
f	Obtain approval for the 5-Year Budget at FGB Action complete.		
g	Produce Action Plan for Management of School Clubs for FGB Action complete.		
h	Issue Priority List of maintenance works (for item 8) DW advised that an additional survey had taken place and agreed to meet with JS to produce a priority list for the next meeting.	DW/JS	26/09/18
5	GDPR Compliance and Action Plan Update - Data Protection Policy - School Records Management Policy - Data Subject Rights Procedure DW reported that Mrs Pilling had been working hard with the Data Controllers I-West and had completed an action plan, based on their guidance, which included actions taken and next steps. Work was progressing well with regard to compliance and a number of policies were in the final stages of production. The 6 policies would be finalised ready for approval at the FGB in July. DW added that the actions from the GDPR audit were on track including the training and ordering of office furniture. It was agreed that the cost in using I-West for GDPR had provided value for money.	DW	11/07/18
6	Review Pupil Numbers DW reported that there were currently 108 children on roll.		

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	<p>16 would be leaving at the end of term with 20 joining reception in September. 2 pupils would be leaving during the Autumn term therefore DW predicted that there would be approximately 110 children on roll next term. DW added that 2 pupils wanted to join the school and the admissions team were reviewing the requests. Classes 1,2 and 3 would be full.</p> <p>DW said that she was pleased with the forecast numbers and the governors agreed that it was positive in determining the budget for next year.</p>		
7	<p>Review 2018-19 Revenue Budget</p> <p>The report had been circulated ahead of the meeting. SR explained that the budget forecast a surplus of £10k for the year. DW advised that the budget did not include the incremental payments for the headteacher and 1 Class teacher, so would need to be adjusted in the next forecast.. The support staff pay increase had been included in the forecast. DW informed the committee that DCC had requested that pay increases for teaching staff should be funded centrally, by government.</p> <p>SR explained that the forecast overspend on Teaching Assistants (TA) was due to the increased support to ensure continuity of quality provision for the breakfast and after-school clubs. The TA costs would continue to be reviewed closely.</p>		
8	<p>Agree Building Maintenance and Improvement needs</p> <p>As noted earlier in item 4h, DW & JS would meet to produce a priority list.</p> <p>DW added that the work identified on the latest Health & Safety walk of the grounds had been carried out.</p> <p>DW advised that work was planned to make improvements to all of the school gates, including raising one gate, reconditioning another and other adjustments to make gates secure. The cost quoted was £600 and it was agreed that this was good value for money and would make the school more secure.</p>		
9	<p>Breakfast & After-School Clubs</p> <p>- Update / Budget</p> <p>- Policies & Procedures</p> <p>SR reported that the budget forecast a small surplus. The higher staffing costs had previously been agreed. DW said that more toys were required for the club.</p> <p>CH asked if parents were making more prompt payments. SR said that payments had improved by introducing the online payment system.</p> <p>SR stated that a surplus was needed in the budget to cater for any unexpected issues.</p> <p>SR explained that existing school policies would be used and adopted for the clubs. DW asked that the parent pack be produced and put in place ready for the new intake in September.</p>	SR	01/09/18
10	Online Payments – Update		

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	DW reported that the online payment system would be rolled out for all school payments from the start of the Autumn Term. Parents would be advised in July.	DW	26/07/18
11	Staffing & Absence DW reported that there had been no issues.		
12	Staff Development and CPD Update DW reported that staff training on GDPR was scheduled. Pam Roberts, the school SENCO, would be providing SEN CPD training on a non-pupil day. Sarah Flower had completed her national qualification in Middle Leadership and was awaiting her results. SR asked DW if she has any CPD scheduled. DW said that nothing was booked but would continue to look at what was available. CH asked if the headteacher CPD would be included in an Ofsted assessment. SR said that Ofsted might check that governors were ensuring that the headteacher and staff were receiving the relevant amount of CPD. JS asked where the CPD costs were reported in the revenue budget. DW said that it reported under General Costs.		
13	Ensure date set for Clerk's Appraisal The appraisal would take place on the 3 rd July.		
14	Health & Safety Update DW informed the committee that DCC had made it clear that the hire of the bouncy castle, for the end of term BBQ, would require specific public liability insurance in the name of the hirer. The school insurance could not be used for this. FOBS had been advised to ensure they had Public Liability insurance for the bouncy castle at the end of term BBQ in FOBS' name. The committee agreed that this was absolutely required. DW reported that a child had fallen off the Trim Trail, there was no blame attached to the incident, which had been correctly reported. DW added that it had given her the opportunity to remind staff and pupils that only 5 children should be using the apparatus, at any one time, in their assembly.		
15	Policies:		
a	Accessibility Policy It was agreed that an action be included on the upgrades to the school gates. CH asked if there was access for wheelchair visitors. DW stated that there was ramp for the back door and the majority of the school was all on one level. SR asked if there were ramps available to access the library area. DW said that there were no ramps as the school had followed the disability advice on making reasonable adjustments. If a child that needed to use a wheelchair joined the school then DCC would fund the necessary adjustments to the building, to ensure it was		

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	<p>accessible. SR advised that the policy referred to the Premises Committee and his should be corrected to the Resources Committee It was agreed that the policy would be updated by DW, to reflect the agreed changes, and would taken to the FGB for approval.</p>	DW/SR	11/07/18
b	<p>Volunteer Policy The policy had been updated to with regard to use of Personal Electronic devices and Information & Communication Technology. The policy had been updated by adding the E-Safety Policy and the ICT Policy to the list of documents that the volunteer would receive. SR proposed the policy was approved and all governors agreed. SR signed off the policy.</p>		
c	<p>Lettings Policy The existing policy would be reviewed following the revised guidance and model policy from DCC and brought back to the next Resources meeting.</p>	SR	Sept 18
d	<p>Shared Parental Leave Policy CH proposed the unchanged policy was approved, all agreed and the policy was signed off.</p>		
e	<p>Support Staff Appraisal Scheme CH proposed the unchanged policy was approved, all agreed and the policy was signed off.</p>		
f	<p>Governors Allowances and Expenses Policy Statement SR had reviewed the unchanged policy and recommended that the committee approve the policy. She added that, as far as she was aware nobody had ever made a claim for expenses but that the policy was in place should a governor wish to make a claim for expenses. All agreed to approve the policy, which would be taken to the FGB for ratification</p>	SR	11/07/18
g	<p>Maternity & Adoption Support Leave Policy CH had reviewed the unchanged policy. Governors approved the policy and the policy would be taken to the FGB.</p>	CH	11/07/18
h	<p>Maternity Policy CH had reviewed the unchanged policy. Governors approved the policy and the policy would be taken to the FGB.</p>	CH	11/07/18
i	<p>Staff Leave & Absence Policy CH had reviewed the unchanged policy. Governors approved the policy and the policy would be taken to the FGB.</p>	CH	11/07/18
16	<p>Date of Next Meeting – Wednesday 26th September at 4:15 pm The meeting closed at 17:20</p>		