

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 21st November 2018

Resources Committee Minutes				
Date/Time	Location			
21 st November 2018 at 16:35	Bolham Primary School			
Attendees	Initials		Attendees	Initials
Tracy Cullerne	TC		Stephanie Rolfe	SR / Chair
Julia Slade	JS		Denise Woodgate	DW

Apologies	Initials	Reason for Absence	Absent without Apologies	Initials
Claudette Harrower	CH			

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies CH had sent apologies.		
2	Declaration of Business Interests There were no declarations of business interests.		
3	Minutes (Parts 1 & 2) of the meeting on the 26th September 2018 The part 1 minutes were agreed by all and signed off by SR 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 progress SR reported that no new information had been received.	SR	ASAP
b	Superannuation Increases –Update on the requested financial support from the Financial Intervention Panel for Schools (FIPS) DW advised that FIPS had not been in touch and it was agreed to remove from the item from the agenda going forward. Action complete.		
c	Breakfast & After-School Club Parent Pack DW advised that the children in the clubs had been involved in a democratic process to agree the name for the breakfast and after school club. They had made suggestions for potential names and then voted for their favourite. DW expressed thanks to Mr & Mrs Fry for producing the logo in a graphic format for use by the school. DW would forward the logo to SR to complete the parent pack.	SR	ASAP

Signed *S. Rolfe*

Dated 23/1/19

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d	Free School Meals – Advice for Parents in Newsletter Action complete.		
e	Fire Doors replacement – Contact NPS about funding DW reported that since the publication of the report on the fire at Grenfell Tower, DCC had commissioned a survey that included a check that fire doors were fitted correctly. DW advised that she was waiting on Devon County Council (DCC) to provide advice on which contractors should be employed and then a contractor would be asked to check the kitchen and staff room doors that were identified by the recent fire brigade visit. Any alterations would need to be funded from the school budget as no external funds would be available.	DW	ASAP
f	Review Connect 2 system for maintenance work (for item 7) See item 7. Action complete.		
g	Raise Awareness of the Games Mark DW stated that Nick Williams was progressing this. Action complete.		
h	Advise Parents on procedure when Outstanding Debt > £30 DW advised that the information had been included in recent newsletters to parents. Action complete.		
i	Is there an App for the Online Payment System? DW advised that the app was currently under construction. Action complete.		
j	Contact Brad Murray to set the date for Headteacher Appraisal Action complete.		
5	Review 2018-19 Revenue / Capital Budgets The Revenue budget and Capital budget had been issued ahead of the meeting. SR reported that the year-end forecast identified a surplus of £9694 in the Revenue budget. DW informed the governors that following the resignation of Mrs James, Class 3 Teaching Assistant (TA), David Dominie had reviewed the 3-year budget and had forecast a deficit by the end of year 3. The school has to produce and manage a 3-year budget that maintains a positive balance and would not be able to submit a 3-year budget, that forecasts a deficit, to DCC. Therefore, the vacancy would not be filled DW added that the Pupil Premium Plus had not been factored into the budget and £4.5k was expected. The government support for the agreed pay award was £2k. DW reported that FOBS (Friends of Bolham School) had agreed to fund £2k into the general budget which would free up funds to continue to employ a TA in class 3 for the Spring term. DW advised that Educational, Health and Care Plan (ECHP) provision from DCC had been reduced by £4k. DW said that the November budget by the government included £10k for all Primary Schools for “little extras”, however, it could only be used in the Capital budget or for Information and Communication Technology (ICT).		

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	SR reported that the Capital budget forecast a surplus of £9686.		
6	Devon Schools Funding Consultation SR reported that she had attended a Consultation and Information Event with DW and, in the best interests of all Devon pupils, the group proposed to use 0.5% of the contingency pot to provide additional funding for High Needs in Devon. SR advised that the response to the consultation had been sent within the agreed timescale.		
7	Agree Building Maintenance and Improvement needs JS advised that work was required to address cracking on external walls and for the maintenance of window sills. In 2016/17, the school had been given a quote of £3k to repoint the cracks. DW stated that she would contact Alison Coffey (NPS) to visit the school to advise on the work required. JS added that some work had been identified on some water pipes but it was agreed that the issue was not urgent. The fascia boards and external porches also needed some maintenance.	DW	ASAP
8	Pupil Premium –Agree planned expenditure for 18-19 The report had been circulated ahead of the meeting and SR invited questions from the governors. SR asked if the number of pupils on roll was still 110. DW advised that the number was now 112, however, the additional pupils arrived after the census day. TC asked how the Pupil Premium children were performing. DW advised that the pupils receiving TA intervention were still achieving and making progress. More detailed information would be provided at the next Action Evaluation Group meeting. SR proposed the planned expenditure was approved, TC seconded and all agreed.	DW	Jan 19
9	P. E. Pupil Premium –Agree planned expenditure for 18-19 The report had been circulated ahead of the meeting and SR invited questions from the governors. SR stated that it was good to see the budget being utilised in new areas such as gymnastics. There were no questions about the proposed expenditure. SR proposed the planned expenditure was approved, TC seconded and all agreed.		
10	Breakfast & After-School Clubs Update SR reported a forecast year-end budget of £5665. Following on from a review with children and parents, some measures had been implemented to improve the after school provision and the number of children attending the After-School Club has increased to 18. As Gemma Cotter was planning to leave the breakfast club, Hannah Waterman had expressed an interest in increasing her hours to cover the breakfast club as well as the after-school club. DW proposed that Hannah Waterman's contract was amended to increase her hours to cover the Breakfast Club provision, including planning and preparation time. All governors were in		

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	<p>favour and the proposal was agreed. It was noted that, with increasing numbers of pupils attending the after-school club, some additional support for Hannah might be required midweek. DW would place an internal advert for extra help, midweek, for the After-School Club.</p> <p>JS asked DW if HW had enough breaks during the long day that she worked. DW said that HW, in addition to tea breaks, took a full hours lunch break.</p> <p>SR agreed to monitor the running of the club and report back to the committee.</p>	SR	ASAP
11	<p>Review Insurance</p> <p>SR proposed the existing specialist policy providers, Zurich, continued. All agreed.</p>		
12	<p>Staffing & Absence</p> <p>DW advised that Mrs Pilling had tendered her resignation as she was moving to a more senior position in a different organisation. 3 applications for her replacement had been received and interviews were taking place on the 22nd November. Caroline Fargher had offered to work full-time until a new administrator was appointed and in post. David Dominie would provide financial support with budgets, payroll etc in the interim. A replacement for a Meal Time Assistant, vacated by Heather James, had been found subject to references and DBS checks.</p>		
13	<p>Health & Safety Update</p> <ul style="list-style-type: none"> - Dfe Site Inspection - Security Risk Assessment (RA24B) - Review Accident Log - Autumn Term Fire Drill <p>The Accident Log had been circulated ahead of the meeting and JS reported that the figures followed expected patterns and were higher in the Summer Term as children were outside more in the playground, field and Trim Trail.</p> <p>DW confirmed the Fire Drill had taken place and the children and staff had evacuated in the required timescales.</p> <p>DW advised that she would update the RA24B and take to the FGB.</p>	DW	28/11/18
14	<p>Safeguarding</p> <p>DW reported that she had been advised that there was inconsistency in Ofsted reports on site security. Bolham School had additional complications as the school site was subject to public access routes.</p> <p>Modifications had taken place to raise the height of school gates, as previously identified. All gates were also now spring-loaded to ensure they closed automatically and the five-bar gate onto the road had had an additional barrier added on top to deter anyone climbing over it.</p> <p>SR asked if there were any Safeguarding incidents to report. DW said there had been no incidents.</p>		
15	<p>Best Value Statement</p> <p>DW had circulated the Statement ahead of the meeting and advised that it followed the School Development Plan.</p>		

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	It was agreed to take the report to the FGB for approval.	DW	ASAP
16	Policies:		
a	Lettings Policy SR advised that the amendments agreed at the last resources meeting, had been applied, the letting fees had been rounded up and the policy document had been updated to incorporate other information from the DCC model policy. The revised policy would be taken to the FGB for approval.	SR	28/11/18
b	Pay Policy SR said the updates to the policy were to be applied and approval would be sought at the next meeting.	SR	16/01/19
c	Appraisal Policy SR had read the appraisal policy in advance of the meeting proposed the unchanged policy was approved. All agreed and the policy would be taken to the FGB for ratification.	CH	05/12/18
17	Date of Next Meeting – 23rd January 4:15p.m. The meeting closed at 17:49.		