

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 23rd January 2019

Resources Committee Minutes				
Date/Time		Location		
23 rd January 2019 at 16:15		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

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies There were no apologies.		
2	Declaration of Business Interests There were no declarations of business interests.		
3	Minutes of the meeting on the 21st November 2018 The minutes were agreed by all and signed off as a true and accurate record.		
4	Matters Arising:		
a	Land Transfer – Update on progress SR reported that she had not received any further information. DW advised that the council would soon be resurfacing the car park.	SR	On-going
b	Breakfast & After-School Club Parent Pack SR advised that the pack would be produced and taken to the FGB for approval.	SR	6/2/19
c	Fire Doors replacement – Agree Contractors DW reported that Howden had not provided the requested quote. The DCC Health & Safety team had reviewed the information from the Fire Brigade inspection and recommended that the two fire doors to the kitchen and staffroom did not need replacing. DCC advised that, in addition to the smoke detector, there were escape routes from the exit door in the servery and the shutters would be open when staff were inside the kitchen. There were also smoke detectors in the staffroom and hallway. The fire risk assessment would be updated and monitored.	DW	ASAP
d	External Wall Cracks – A Coffey to advise		

Signed S. Rolfe

Dated 20/03/19

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	DW stated the A Coffey was still to respond.	DW	ASAP
e	Update on Intervention Training for Pupil Premium Children (as discussed in detail at AEG) TC reported that this was discussed at the recent Action Evaluation Group. Action complete.		
f	FGB to approve the Best Value Statement Action complete.		
g	FGB to approve the Lettings Policy Action complete.		
h	FGB to approve the Appraisal Policy Action complete.		
5	2019-20 Term Dates DW proposed the following Non-pupil and Occasional Days. Occasional Days – 22 nd & 23 rd July Non-pupil days – 2 nd & 3 rd September, 6 th January, 20 th & 21 st July. Pupils would return to school on Wednesday 4 th September 2019. Spring term would start on Tuesday 7 th January 2020. Summer term would end on Friday 17 th July 2020. All present approved the proposal and the dates would be taken to the FGB for ratification.	DW	6/2/19
6	Review 2018-19 Revenue / Capital Budgets The Revenue and Capital Budgets had been issued ahead of the meeting. Capital Budget SR said the forecast year end position was positive but that all works identified would need to be prioritised. DW said that some of the Capital budget would need to be invested in repairing the cracks in the external walls and window sills. The Trim Trail also needed some work, to renew parts, replace treads etc. Revenue Budget SR asked if anyone had any queries about the Budget monitor report and forecast figures, then highlighted the areas with the greatest variance. SR asked DW to explain the forecast overspend on supply staff of £1302. DW advised that David Dominee (DD) wanted to assume full spend and it included music and SENDCo costs. In addition, a cost to cover two weeks supply cover from September was included. DW added that she had been off work sick for 12 days (8 working days) and was applying for part payment from insurance as the policy would pay for sick leave after 5 working days. It was noted there was a forecast saving on Administration costs due to the current vacancy. DW added that DD was supporting		

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	<p>the school with financial management, budget reporting etc until a new administrator was appointed. CH asked what DD's was role? DW explained he was a finance officer for the local authority. SR said it was reassuring that the school had taken the necessary measures to ensure highly experienced staff were in place to deliver financial management services for the school, while the administrator post was vacant.</p> <p>SR asked DW to explain the reasons for the overspend on ICT. DW advised that the forecast overspend on ICT was due to the unexpected cost & time it took to install Microsoft Librarian.</p> <p>DW reported that the Energy & Water forecast was looking better than in previous years as the problems with the water bills following the water leak had been resolved. SR proposed that the water meter was read again to confirm the level of usage and to ensure it was in line with normal water usage, i.e. that there were no further leaks and bills were accurate. DW agreed.</p> <p>DW added that there would be slight variations in the staff costs as Mrs Haig had reduced her hours, Mrs Withers was covering for Mrs James' reduced hours and FOBS had agreed to support some general costs, which would enable the school to reallocate budget to staffing.</p> <p>DW reported that SEN funding had been reduced. DW had challenged the initial reduction from £7k to £3.5k and the figure had been increased to £4.5k, the reduced figure could be appealed again but with significant pressure on SEN funding in Devon it was unlikely that any further funding would be agreed.</p>	DW	ASAP
7	<p>Breakfast & After-School Clubs Update</p> <p>SR reported that the budget was in a good position, forecasting a surplus of £5658.</p> <p>SR asked if the vacancy for mid week after-school help had been filled. DW stated that Mrs Withers had agreed to take on the role and added that she had been very generous in offering to be flexible as far as possible on the days she worked during the week, to ensure the additional support was provided in line with days when there were greater numbers of children in the club.</p> <p>DW advised that an audit of the club's resources had taken place and new equipment had been purchased. The club's provision of activities had become more varied with cookery classes reinstated, craft tables and outside sports being provided.</p> <p>It was agreed that the club be continually monitored to ensure it was breaking even and that the club was delivering a varied and engaging provision for the children.</p>		
8	<p>Review Service Contracts / Service Level Agreements</p> <p>SR highlighted some of the contracts currently in place.</p> <p><u>Babcock</u> – Specialist school provider of services - Finance Consultancy, Data & Assessment, Library Service, Governor Support, Policies, Training. It was agreed that this service was useful, for both governors and the school staff.</p> <p><u>APS</u> - Educational Psychology. DW reported that APS provided an excellent, quick response service and that the continuity of the service provided by the educational psychologist benefitted</p>		

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	<p>the children, their families and the school. Governors agreed to continue with APS as it provided good value for money.</p> <p><u>Maintenance</u> – The grounds maintenance costs were low and considered to be extremely good value for money. It was agreed to continue with the current provider.</p> <p><u>Telephone System</u> – the TORUS phone system service contract would be continued, as the system still worked, despite being old. SR noted that quotes obtained for a new system from BT just over a year ago had high set up costs and such expenditure could not be justified, given the pressures on the school's budget.</p> <p>The catering and cleaning contracts would be dealt with under item 13 on the agenda.</p> <p>Further contacts would be reviewed as and when quotes for renewal fees were received.</p>		
9	<p>Review Asset Management Plan</p> <p>Some building works required had already been discussed under the review of the Capital Budget and at the last Resources meeting. Howden was due to send a quote for replacing fire doors and DW had asked NPS to advise on building works required but had not yet received a response. This item would be carried forward to the next meeting.</p>		
10	<p>Benchmarking – School Expenditure</p> <p>SR had produced two sets of benchmarking reports based on reported 2017-18 data. One nationally maintained schools with similar statistical characteristics to Bolham and second for maintained schools with similar statistical characteristics in Devon. Both reports compared Bolham to 15 other schools. SR reported that Bolham performed well in all areas apart from "Occupational", which was to be expected, as a result of high water bills due to the problems with an unidentified water leak during the reporting period. As this issue had been resolved, SR expected the benchmarking report to show "occupation" to be in line with other similar schools.</p> <p>DW was congratulated on ensuring good financial management of the school and all agreed that the school benchmarked well against other schools in Devon and nationally.</p>		
11	<p>Staffing & Absence</p> <p>- Review Current Staffing Structure & Staffing needs for next financial year</p> <p>DW reported that Caroline Fargher was currently covering the full-time administrator position with support from David Dominee on finance, invoicing and payroll.</p> <p>DW advised that she had been off sick with flu and bronchitis for 12 days and there had been some low-level staff absence, adding that almost 20% of the school population had been laid low with flu, a nasty cough and cold virus, sickness and diarrhoea. The numbers had almost reached a level to trigger a notification. Every possible measure had been taken to maintain cleanliness and good hygiene in the school.</p>		
12	<p>Health & Safety Update</p> <p>- Security Risk Assessment (RA24B)</p>		

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	- Review Autumn Term Accident Log JS identified 2 minor corrections for the security risk assessment report. DW agreed to update the RA24B with the items that JS had identified and take to the FGB for approval. JS advised that she would review the Accident Log for the next meeting.	DW JS	6/2/19 20/3/19
13	Catering & Cleaning Contract SR advised that the tender documents needed to be rewritten in a format relevant to a public sector/school environment. It was important to ensure that all elements required by the school and in the current NORSE contract were included. SR said this would take time to complete and was mindful that the administrator vacancy meant DW would have to do most of the work, which was not ideal given her current workload. SR suggested that the item be put back to the summer term. DW said she would review how much work was required to update the tender documents and would report back to the Resources Committee at the next meeting.	DW	20/3/19
14	Safeguarding DW reported that there were no incidents to report and added that she was delighted with the comments on safeguarding in the Ofsted report that said “your staff and your governing body give the safety of pupils the highest priority” and that safeguarding was effective.		
15	SFVS (Schools Financial Value Statement) SR advised that the latest SFVS assessment documents for 2018-19 were now available and that she would carry out the initial assessment, in conjunction with DW, and would complete the detailed report ready for discussion at FGB. SR explained that this was a mandatory requirement for LA maintained schools to complete the assessment, answering 25 questions designed to help manage finances and to give assurance that the school has secure financial management in place.	SR	ASAP 06/02/19
16	Policies:		
a	Pay Policy SR would update the report for the FGB to approve.	SR	6/2/19
b	Finance Policy The unchanged policy had been circulated ahead of the meeting and SR proposed it was approved. All governors agreed and the policy would be taken to the FGB.	SR	6/2/19
c	Financial Policy Statement The unchanged policy statement had been circulated ahead of the meeting and SR proposed it was approved. All governors agreed and the policy would be taken to the FGB.	SR	6/2/19
d	RA22 JS had identified some updates to the RA22 which DW would complete for the next meeting.	DW	20/3/19
e	Recruitment & Selection Policy The unchanged policy had been circulated ahead of the meeting and CH proposed it was approved when section 1.4 removed and the last entry in 15.1.1 removed. All agreed and the policy,		

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	subject to the updates, was signed off.		
f	Secondment Policy The unchanged policy had been circulated ahead of the meeting and CH proposed it was approved when the pre-set date in Appendix 1b was updated from year 200x. All agreed and the policy, subject to the updates, was signed off.		
17	Date of Next Meeting – 20th March 4:15p.m. The meeting closed at 17:20.		