

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 1st May 2019

Resources Committee Minutes – Part 1				
Date/Time		Location		
1 st May 2019 at 16:15		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		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies TC had sent apologies due to family commitments.		
2	Declaration of Business Interests There were no declarations of business interests.		
3	Minutes (Parts 1 & 2) of the meeting on the 20th March 2019 SR confirmed that the school t-shirt would only be in yellow with the school logo in green as at present. The minutes were updated and then the Part 1 minutes were agreed by all and signed off as a true and accurate record. SR read out the Part 2 minutes and they 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 a response from the DCC solicitor was awaited. SR asked DW if the transfer was still required. DW confirmed that the transfer should take place and that the council were still planning to re-tarmac the car park.	SR	ASAP
b	Breakfast & After-School Club website to be updated The contract agreed by the FGB was to be loaded to the school website. It was agreed that information needed to be added to the website to advise that the club policies would follow the policies of the school.	SR	ASAP
c	External Wall Cracks – Quotes to be obtained Carried forward.		
d	Catering & Cleaning Contract – Summer Term plans for		

Signed *S. Rolfe*

Dated *26/6/19*

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 1st May 2019

	drawing up the contract Carried forward.		
e	Revenue Budget – Identify where Pupil Premium costs are allocated Carried forward.		
f	3-Year Revenue Budget to be ratified by the FGB Action complete.		
g	P E Pupil Premium mid-term review to be sent to governors Action complete.		
h	Impact Report on Breakfast & After-School Club interviews to be produced Carried forward.		
i	Gable end window repair – Update Carried forward.		
j	Dormer window repair – Update Carried forward.		
k	Pay Policy – Confirm point levels in Appendix 2 – FGB to approve Action complete.		
l	RA08 (Fire Risk Assessment) to be updated Action complete.		
m	<p>Stress Management Policy</p> <ul style="list-style-type: none"> - Identify need for RA25's - Contact HR One to update section 3.5 - Confirm Headteacher training <p>DW reported that she had contacted Julie Eaton (Health & Safety services) to identify if a RA25 should be in place or should only be produced when necessary.</p> <p>The response was "The RA25 is designed to be undertaken by or with an individual to assist in the identification of potential work pressures or demands which may be causing an individual to perceive they are feeling under excessive pressure or are feeling stressed."</p> <p>In addition "Management might need to consider potential staff stress when major changes are being planned in order that they can ensure, as part of the process, suitable measures are put in place to reduce stress as much as possible but this wouldn't be through the completion of the RA25 which is clearly for individuals. Measures such as ensuring regular meetings with all staff so they are updated and all receive the same messages, identifying person/s in-house that they can talk to, signposting to external organisations such as employee assistance programmes, might result in RA25s being required for some members of staff."</p> <p>BB advised that HR One had been contacted and CH had accepted the response that the Stress Training was covering all aspects of stress.</p> <p>It was agreed that DW would undertake the training when a suitable course became available.</p>		

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 1st May 2019

	Actions complete.		
5	2018-19 Revenue Budget End of Year Review The end of year budget was still to be finalised and would be reviewed at the next meeting.		
6	Review draft 2019-20 Revenue Budget DW issued an updated 5-year budget forecast. The year-on-year deficit would be offset until 2022-23 by the carried over surplus from 2018-19. The surplus from 2018-19, larger than forecast at the previous meeting, had been arrived at by making savings notably in the changes in staffing structures. DW advised that David Dominee would be consulted to plan additional funds for school development and the provision of additional funds to support current difficulties with some SEN pupils that were causing a drain on the staff resources. Additional assistants were needed in classes to ensure the safety and wellbeing of children and staff. SR asked if the staff were coping with the SEN issues. DW stated that there was pressure on staffing resources and their wellbeing. CH asked if the parents of pupils were being consulted. DW said that agencies were being included in the consultation process. SR asked how the governing body could assist in the resolution of the issues. DW stated that funds for additional staff would be required. All governors agreed to the request. DW added that additional time from existing resources would be utilised as they were known to the children. SR offered her time to support the staff if needed. DW advised that she would discuss the requirement for additional SENCO time with David Dominee.	DW	ASAP
7	Capital Budget Review 2018-19 & 2019-20 The budgets were not available and would be reviewed at the next meeting.		
8	Breakfast & After-School Clubs Update An updated 5-year budget forecast was issued. SR reported that the forecast looked healthy due to the steps taken to provide additional staff which had proved money well invested as the clubs were proving very popular with increased numbers in attendance.		
9	Staffing Structures for 2019-20 Miss Amy Green had been recruited as the part-time administration assistant. Amy had administration experience at Petroc and was known to the Bolham children as she had previously worked as a mealtime assistant. DW advised that 2 candidates had been interviewed during the day for the Class 3 teaching position and an offer would be made to the preferred candidate following the meeting.		
10	Staff Development and CPD Update DW advised that the majority of staff development would take		

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 1st May 2019

	<p>place later in the term.</p> <p>Miss Cotter was booked on a High 5's training course to improve children's manual dexterity.</p> <p>DW had accompanied Mrs Worthington on a visit to Wynstream Primary School in Exeter to review the EYFS provision in the Ofsted rated "Outstanding" school. The Bolham provision would be benchmarked against Wynstream to identify any possible improvements for the provision at Bolham.</p> <p>Mr Dickinson had visited Fraser Statics who were supporting staff and children in the Jaguar challenge and a 3D printer had been purchased and utilised.</p>		
11	<p>Staffing & Absence</p> <p>DW reported no absences.</p>		
12	<p>Health & Safety Update</p> <p>Following on from a report at the previous meeting, DW advised that the P.E. equipment had been updated with new mats, a repaired footstool and sanding of the benches.</p> <p>The repairs to the Trim Trail had been rescheduled.</p> <p>Display screen assessments for the administrators had been booked.</p> <p>A Health and Safety Audit was slated for July.</p>		
13	<p>Re-affirm Food Standards in line with Statutory Duties</p> <p>DW had contacted NORSE and was awaiting a response which had been delayed due to the manager being on sick leave.</p>	DW	ASAP
14	<p>Safeguarding</p> <p>DW advised that the padlocking of the gates during school time was working satisfactorily.</p> <p>DW added that the staff had met to discuss child safety and a Yellow and Red card system had been implemented to control pupils behaviour. The safety of SEN pupils was also discussed.</p>		
15	Policies:		
a	<p>Charging & Remissions Policy</p> <p>SR proposed the policy was approved and all governors agreed.</p>		
16	<p>Date of Next Meeting – 26th June 4:15p.m.</p> <p>The meeting closed at 17:12</p>		