

# Bolham Community Primary School Governing Body

## RESOURCES COMMITTEE MINUTES – 9<sup>th</sup> October 2019

Resources Committee Minutes – Part 1				
Date/Time			Location	
9 <sup>th</sup> October 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

In Attendance	Initials	Reason
Minutes to		
All Governors		

Ref	Minute, Action or Decision	Owner	Date Due
1	<b>Apologies</b> There were no apologies, all committee members were present.		
2	<b>Declaration of Business Interests</b> There were no declarations of business interests.		
3	<b>Minutes of the meeting on the 26<sup>th</sup> June 2019</b> The minutes of the last meeting, on 26/06/19, were signed off as a true and accurate record.		
4	<b>Matters Arising:</b>		
a	<b>Land Transfer – Update on progress</b> SR had chased Michelle Ellis and left messages on answer phones. It was agreed that SR would draft a letter to DCC, to be approved by DW and sent by registered delivery. CH had raised the issue of the land transfer with Councillor John Hart, Leader of Devon County Council and said she would be prepared to discuss this with him further if she could be given some bullet points, outlining the facts of the case. SR to provide CH with bullet points.	SR	ASAP
b	<b>Breakfast &amp; After-School Club</b> - website to be updated with the contract and information on policies Action complete. DW informed the committee that the school would need to find a new host for the website, as Daneswood had gone into liquidation. - 2 staff members every day – Update DW had reviewed the staffing of the Club and recommended that the current level of staffing was sufficient, for the afternoons, with 2 members of staff on 3 days, when the Club was busiest. The committee agreed with the recommendation		

Signed S. Rolfe

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	and noted that the numbers of pupils attending the morning session would need to be kept under review. A further member of staff might be required should the numbers rise above 15 children in attendance in the mornings.		
c	<b>External Wall Cracks – Quotes to be obtained</b> This matter was ongoing.		
d	<b>Catering &amp; Cleaning Contract – Summer Term plans for drawing up the invitation to tender</b> DW had attended a Devon County Council briefing on procurement, government support is available but the process would involve a considerable amount of work. The committee discussed whether this was value for money and agreed that, given the lack of interest expressed previously from potential suppliers and the amount of time it would take for potentially very little saving, it would not be best use of HT time. The item was closed.		
e	<b>Revenue Budget – Identify where Pupil Premium costs are allocated</b> DW confirmed that the PP costs were allocated under a variety of budget lines, according to the development plan, so appeared under teaching costs, TAs, licences etc as necessary. The committee agreed that the redundant PP Expenditure line should be removed from the budget monitor, to avoid any future confusion. DW to ask DD to remove the line from the budget monitor	DW	20/11/19
f	<b>Impact Report on Breakfast &amp; After-School Club interviews to be produced</b> Action complete.		
g	<b>Gable end window repair – Update</b> Action complete. SR asked if DW was satisfied with the repairs, DW confirmed she was happy.		
h	<b>Dormer window repair – Update</b> Action complete. However, it was noted that the WMS report recommended that the window was likely to need replacing in 2 years' time.		
i	<b>2018-19 Revenue Budget – Advise on the £5k overspend on Rates</b> DW had investigated the overspend, which was due to 2 sets of rates being paid for in the same financial year, the school would <del>get the money back</del> not pay for this year, as the rates have already been paid		
j	<b>SENCO Vacancy – Update</b> Mrs S Roberts had joined the school in the SENCO role. SR asked if the school was happy with the service being provided? DW advised that she was putting in long hours and was getting to grips with SEN needs very quickly. It had been agreed that she would work 1 day per fortnight, rather than ½ day per week to maximise efficiency and effectiveness.		
k	<b>2019-20 Revenue Budget – TCLP entries to be checked</b> DW to ask DD to remove the duplicate line from the budget (TCLP core costs with 0 allocation).	DW	20/11/19

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1	<b>Swimming Lessons</b> – Resource & Financial Implications - Obtain quotes from bus companies Action complete.		
m	<b>Clerk's Appraisal to be arranged</b> Action complete.		
5	<b>Elect Chair &amp; Vice-chair</b> JS nominated SR as Chair, CH seconded proposal, all agreed. SR asked if JS would be prepared to stand as vice chair, she agreed, CH nominated JS for vice chair, SR seconded, all agreed.		
6	<b>Agree Terms of Reference</b> The TOR were signed off; however, it was noted that these would need to be updated when new governors were in place. JS asked if the letter regarding the parent governor vacancy had been sent to all parents. DW said she believed they had but she would check. It was noted that the deadline for nominations might have to be extended if the letter had not been sent to all parents.	DW	ASAP
7	<b>Review 2019-20 Budgets</b> It was noted that the revenue budget was generally looking healthy. SR asked if the loss of high needs funding had had any impact? DW said it was not significant at this point. SR asked if anyone had any questions, that weren't covered by the notes? There were none. The committee was happy with the capital budget. It was noted that the hall would need to be painted, next summer. DW would ask WMS to put in a quote. The Bolham Bees budget monitor was looking good. It was noted that the 'School Money' system had had a significant positive impact, reducing debt and saving admin time.		ASAP
8	<b>Agree Building Maintenance and Improvement needs – Updates</b> JS and DW had carried out an external inspection, last week and had identified the following works to be addressed as a priority: The fence to the bottom of the field by the trim trail needed repairs and was a priority for expenditure. SR asked if the Trust would contribute to the cost. DW agreed to speak to Ian Hyde regarding funding for the fence. A few bench slats needed replacing. DW had contacted the school handy man to replace them. The lean-to windows by the classrooms needed to be cleaned. DW to get someone in to clean them. The cracks in the external wall still need to be addressed. The hall would need decorating in the next summer holiday. The committee agreed to all the recommendations.	DW	21/11/19
9	<b>Review Pupil Numbers &amp; Implications</b> There were 115 pupils on role. The school was full. It was noted that this would put more pressure on as year groups move through the school. There were 22 pupils in Year 2 and 14 in Year 3, this would be a large class size with SEN considerations.		

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	KS2 class sizes are increasing, the school may need to review how year groups are taught next year.		
10	<b>Teachers Pay</b> The school had assumed a 2% increase as advised, when setting budgets. DD had informed DW that staff pay increase would be funded for next year		
11	<b>Dfe Funding of teachers' pension employer's contribution increases</b> It had been confirmed that the pension uplift would be funded for 2 more years. This would release £77.50 per pupil back into the budget.		
12	<b>Pupil Premium – Review 18-19 and forward planning</b> DW talked the committee through the report and the context of a small school, with small numbers of pupil premium, where SEN and middle achievers were issues. DW had carried out a comparison of how pp children and non-pp children had performed. It was noted that mobile/non-mobile issues can have an impact on data. SR asked if anyone had any questions. There were none. DW said the Pupil Premium Report for 2019/20 had been written. DW would share it with the Resources Committee and ask BB to include it as an item on the FGB agenda	DW/ BB	ASAP
13	<b>P. E. Pupil Premium – Review 18-19 and forward planning</b> DW explained the format of the report. On the left hand side was this year's achievement and the right hand side outlined what was planned for the year ahead. JS said she would run a netball club. DW agreed to find out if the school had netball posts and if there were any planned netball fixtures for schools. JS said it would be good to run a few sessions before any local fixtures. SR thanked DW for an excellent report.	DW	ASAP
14	<b>Breakfast &amp; After-School Clubs Update</b> SR referred to the positive budget monitor and the benefit of the new online booking and payment system. SR had visited Bolham Bees after school and had chatted to the staff and the pupils attending. The pupils were all happy, particularly with new equipment and activities and the staff were happy. It was noted that the numbers of children attending the Club continued to rise and that staffing levels would be reviewed, should the numbers become too high for 1 person to manage.		
15	<b>Staffing &amp; Absence</b> The school was fully staffed and absence had been minimal since the start of term.		
16	<b>Review Training Requirements of School Workforce</b> Mrs Hillier was attending a 5-day Babcock leadership course. CH asked how the new English lead was performing. SR replied that she had been impressed with the thorough report she had provided for AEG. Mr Botham was undertaking a 5-day Babcock maths reasoning course. Miss Cotter is taking more of a role in SEN support and has dedicated, timetabled time for it.		

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	Mrs Withers was doing level 2 TA support at Petroc. SR asked if DW had identified any training for herself? DW replied that she was carrying out 'Understanding Christianity' as a follow up to the RE syllabus training in June.		
17	<b>Headteacher Performance Management – Date, Governors and external advisor to be agreed</b> SR explained the role of the external advisor to the committee and proposed that Brad Murray was asked to continue in the role for this year. All agreed that Brad Murray would be the external advisor for the HT Performance Appraisal. The proposed date was 11 <sup>th</sup> December 2019, starting at 9.30 for DW with governors joining at 10.30. SR raised the issue of succession planning for governors carrying out HT performance appraisals. SR would ask for volunteers to undertake the training at the next FGB	SR	16/10/19
18	<b>Arrangements for Staff performance Management</b> Performance management meetings had been undertaken for teaching staff and would be completed by 31/10/19, in accordance with procedures.		
19	<b>Health &amp; Safety Update</b> JS and DW had carried out an external H&S inspection (outcomes and actions noted above under item 8). The accident log showed little change since Spring with nothing unusual to report. <b>- Asbestos advice from DCC</b> New guidance from HSE meant our policies and procedures needed to be updated regarding asbestos. DW had reviewed the asbestos plan. In August our records had been updated and identified asbestos, previously they had shown no known asbestos on site. DW had contacted DCC for support following the August survey. DCC to contact NPS and advise accordingly. The report suggested there might be asbestos in the ceiling space in the hall and around a flue pipe in the ITC suit. DW has updated the folder accordingly. DW also: reviewed contractors working on site safety advice; updated asbestos related content notice for contractors; printed latest asbestos register with photos for them to look at; put this in site plans, so the records correspond, put them in the emergency flow plan; put a new contractors list in; booked Caroline on an asbestos training course in November; added it to the asbestos management action plan. SR thanked DW for all her work to ensure the school was compliant with the asbestos advice. DW proposed to update the business continuity plan and the emergency evacuation plan and to take the Business Continuity Plan to FGB to be approved. DW would also take the staff through the emergency evacuation plan. H&S audit taking place on 4 <sup>th</sup> November, with Ann Harper.  DW raised a petition she had received from KS2 pupils regarding proposed improvements to the boys' toilet facilities. SR to write a reply to boys on behalf of Governing Board. DW to ask a plumber to cost the requested works to replace 1 toilet and to assess feasibility of stopping the trickling noise caused by		

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	the urinal flushing mechanism. DW to speak to the caretaker regarding the cleaning of urinals and toilet paper. The Resources Committee to review the costs at the next meeting and to provide feedback on progress through DW.		
20	<b>Safeguarding</b> DW had gone through Keeping Children Safe in Education with teachers at the beginning of term. Code of conduct, disclosure and barring forms being signed off. A safeguarding audit was to be carried out by the end of November. CH would come into school to assist if required.	DW	30/11/19
21	<b>Policies:</b>		
a	<b>Lockdown Policy</b> DW had received conflicting advice on whether this policy was required. DW to discuss and take advice from Ann Harper.	DW	20/11/19
b	<b>Employee Code of Conduct</b> CH and SR had reviewed this policy in advance of the meeting. CH proposed it was approved, SR seconded.		
c	<b>Shared Parental Leave Policy</b> CH and SR had reviewed this policy in advance of the meeting. CH proposed it was approved, SR seconded, all agreed.		
d	<b>Maternity &amp; Adoption Support Leave Policy</b> CH and SR had reviewed this policy in advance of the meeting. CH proposed it was approved, SR seconded, all agreed. SR to take to FGB for sign off.	SR	16/10/19
e	<b>Disciplinary Policy</b> CH and SR had reviewed this policy in advance of the meeting. CH proposed it was approved, SR seconded, all agreed. SR to take to FGB for sign off	SR	16/10/19
f	<b>Whistleblowing Policy</b> CH and SR had reviewed this policy in advance of the meeting. CH proposed it was approved, SR seconded, all agreed.		
22	<b>Date of Next Meeting – Wednesday 20<sup>th</sup> November 4:30 p.m.</b> The meeting closed at 18:35		

Signed S. Rolfe

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