

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 26th June 2019

Resources Committee Minutes – Part 1				
Date/Time		Location		
26 th June 2019 at 17:25		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, all governors were in attendance.		
2	Declaration of Business Interests There were no declarations of business interests.		
3	Minutes of the meeting on the 1st May 2019 SR requested a change to the minutes (Item 10 – regarding the visit to Wynstream school) and subject to the amendment the minutes were agreed by all and signed off as a true and accurate record.	DW	ASAP
4	Matters Arising:		
a	Land Transfer – Update on progress SR advised that there was nothing to report.	SR	ASAP
b	Breakfast & After-School Club website to be updated with the contract and information on policies Carried forward. SR to check with Miss Farghar about adding the information.	SR	ASAP
c	External Wall Cracks – Quotes to be obtained Carried forward.	DW	ASAP
d	Catering & Cleaning Contract – Summer Term plans for drawing up the invitation to tender DW reported that she was contacting a procurement company (Schools' Buying Hub South West) for assistance in drawing up the invitation to tender for the contract.	DW	ASAP
e	Revenue Budget – Identify where Pupil Premium costs are allocated Carried forward.	DW	ASAP

Signed *S. Rolfe*

Dated *9/10/19*

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 26th June 2019

f	Impact Report on Breakfast & After-School Club interviews to be produced Carried forward.	SR	ASAP
g	Gable end window repair – Update DW advised that the repair was due to be carried out on the 22 nd July (non-pupil day).	DW	ASAP
h	Dormer window repair – Update DW reported that 3 companies had been asked to provide quotes, 2 responses had been received and she was waiting for the 3 rd reply before a decision could be made..	DW	ASAP
i	Agree funding for additional SENCO time with David Dominee (DD) DW had discussed this with DD and the cost had been included in the budget. Further budget options were being discussed later in the meeting. Action complete.		
j	Contact NORSE to re-affirm Food Standards in line with Statutory Duties DW advised that NORSE had confirmed that their standards were in line with statutory duties. Action complete.		
5	Review 2018-19 Revenue End of Year Budget The 2018-19 budget generated a £32k surplus. DW stated this was primarily due to staff changes. SR asked if there were any hidden surprises that had not appeared to date. DW said that all budget items had been included. TC asked if the surplus of £11k for Sports Grant would be lost as not utilised. DW advised that the grant would be carried forward. TC asked why the Rates were reporting a £5k overspend. DW said that she would discuss with David Dominee. It was noted that the forecast amount included in the 5 year budget options for rates was lower than the number in the year end budget for this year.	DW	ASAP
6	Review 2019-20 Revenue Budget DW reported that Pam Roberts (SENCO) would not be continuing her role after the end of the Summer term. DW proposed that a replacement was recruited. All governors agreed. DW would advertise the position, closing date 9 th July. Interviews were planned for the 17 th July. SR asked why the TCLP Income Action Plan and Core Costs were reported as zero but noted there was another line for Tiverton Cooperative LP DW said this was the budget line for TCLP but she would investigate why there appeared to be several budget lines for TCLP with zero forecast.	DW DW	ASAP ASAP
7	Capital Budget Review 2019-20 The budget of £20k would initially be spent on the repairs to the Gable End, Dormer windows and cracks in the external walls. DW added that some new chairs were required in class 4 as class numbers would increase next term. SR suggested that the		

Signed S. Rolfe

Dated 9/10/19

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 26th June 2019

	committee review the priorities again, once these repairs had been carried out and the full costs were known.		
8	<p>5-Year Revenue Budget Options DW had produced 3 options for the 5-year revenue budget.</p> <ul style="list-style-type: none"> Option 1 As original published budget with staffing adjusted to include a 0.10 FTE teacher on M6 with a TLR from September <ul style="list-style-type: none"> for one year only Option 2 As original published budget with staffing adjusted to include a 0.10 FTE teacher on M6 with a TLR from September <ul style="list-style-type: none"> for two years. Option 3 As original published budget with staffing adjusted to include a 0.10 FTE teacher on M6 with a TLR from September <ul style="list-style-type: none"> With no end date and increase the Sep 0.90 teacher to full time with no end date. <p>After a discussion, all governors agreed that option 1, the employment of the replacement SENCO on a 1-Year contract, was the preferred option with a follow up review in January. Option 3 forecast an overspend of £16.9k in 2021-22 and governors agreed that this was unacceptable.</p>		
9	<p>School Website Hosting DW reported that the school website designers, Daneswood, had merged with another company and there would be a charge for hosting the website at £50 a month. SR advised that the school had to have a website and that moving to another provider, would be likely to incur further costs, including a monthly fee for hosting the web site. All governors agreed to continuing to use Daneswood as the web site host. DW informed the committee that the charge would be reported under ICT.</p>		
10	<p>Swimming Lessons – Resourcing and Financial Implications DW advised that the shortfall from parents had been subsidised from the Sports Premium budget this year. SR said she would obtain the figures from Miss Farghar and would review them and report back to FGB. DW added that Val Batten currently drove the minibus to the swimming pool, taking up her teaching time. The cost to train someone else to drive the minibus was £800. DW agreed to contact local bus companies to get quotes to review cost effectiveness against utilising teacher time and hiring of vehicles from Tiverton High School.</p>	SR DW	ASAP ASAP
11	<p>Breakfast & After-School Clubs Update SR reported that the forecast budget looked healthy. The budget included a provision for additional staffing resource, as numbers attending the club had increased. The additional</p>		

Signed S. Rolfe

Dated 9/10/19

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 26th June 2019

	member of staff enabled the club to provided more variation for the children as activities could be offered both inside and outside. The committee discussed the benefit of extending the existing arrangement to have 2 members of staff every day, not just Tuesday to Thursday. DW agreed to have a conversation with staff about having 2 members of staff every day.	DW	ASAP
12	Review Pupil Numbers DW advised that there were currently 112 on roll and based on current information there would be 110 on roll at the start of next term. In future years, based on an annual reception intake of 16 and current numbers in each school year the forecasts for the start of the years was 2020-21 (117), 2021-22 (119), 2022-23 (116), 2023-24 (118).		
13	Agree Building Maintenance and Improvement needs As discussed earlier, it was agreed that the priorities were the Gable End, Dormer windows, cracks in the external walls and some chairs for class 4. DW added that as normal, some painting of the school would take place during the summer break.		
14	Staffing Structures for 2019-20 This had been discussed during the 5-year budget options.		
15	Staff Development and CPD Update DW reported that Miss Cotter had attended High 5 course, training on motor skills. DW and CF had attended training in the new pay system.		
16	I-Trent Pay System for Staff DW advised that a replacement system for staff would be introduced from September, I-Trent. https://www.mhr.co.uk/payroll/ DW and Caroline Farghar had attended that training. Staff would be able to update their own administrative details on the new system. The school would have 2 levels of control (at Office Administrator and Head Teacher level).		
17	Staffing & Absence DW stated there was nothing to report, attendance was good.		
18	Health & Safety Update - Review Accident Log - Fire Drill JS had issued the accident report on the Spring term ahead of the meeting. JS reported that although the Autumn report had shown an increased number of incidents, the Spring term had returned back to the normal level of logged incidents. CH asked what determined the reporting of a 'bump'. DW response was that a bump requiring first aid was logged. CH asked if the incidents were checked for repetitiveness. DW and JS said that they reviewed the data for trends both for children and areas that might need addressing for health and safety reasons. DW reported that the fire drill during the Summer term was still to take place.		

Signed *S. Rolfe*

Dated *9/10/19*

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 26th June 2019

19	Ensure date set for Clerk's Appraisal BB advised that the appraisal was to be re-arranged.	BB	ASAP
20	Safeguarding DW and CH had met to review the Safeguarding audit. CH had attended school and interviewed some pupils and advised that the children at Bolham School felt it was a safe environment. CH would produce a report for review at the FGB meeting in July.		
21	Policies: The policies had been circulated ahead of the meeting for governors to review. CH raised a concern that wording in the shared parental leave policy and the maternity and adoption support leave policy appeared to contradict each other. After some discussion it was agreed that this was not a contradiction but the difference was around parental and paternity leave. Once this point had been clarified, it was agreed to approve all policies as detailed below.		
a	Shared Parental Leave Policy CH had reviewed the policy and proposed it was approved. All governors agreed and policy was signed off.		
b	Support Staff Appraisal Scheme CH had reviewed the policy and proposed it was approved. All governors agreed and policy was signed off.		
c	Governors Allowances and Expenses Policy Statement SR had reviewed the policy and only had one question regarding the mileage rates, SR asked if the 45p per mile for cars and 15p per mile for bicycles was still the correct allowance. DW confirmed that this had not changed. SR proposed the policy was approved and taken to the FGB for ratification. All governors agreed.		
d	Maternity & Adoption Support Leave Policy CH had reviewed the policy and proposed it was approved. All governors agreed and the policy would be taken to the FGB for ratification.		
e	Maternity Policy CH had reviewed the policy and proposed it was approved. All governors agreed and the policy would be taken to the FGB for ratification.		
f	Staff Leave & Absence Policy CH had reviewed the policy and proposed it was approved. All governors agreed and the policy would be taken to the FGB for ratification.		
22	Date of Next Meeting – Wednesday 9th October 4:15p.m. The meeting closed at 18:40		

Signed S. Rolfe

Dated 9/10/19