

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 20th November 2019

Resources Committee Minutes – Part 1				
Date/Time			Location	
20 th November 2019 at 16:30			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
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 (Parts 1 & 2) of the meeting on the 9th October 2019 SR advised that item 4i needed amendment. There would not be a refund of the overpayment of rates but there would be no payment made this year, as it had already been paid. The minutes were updated to that effect and then the Part 1 minutes were agreed by all and signed off as a true and accurate record. PC 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 – Draft a letter to DCC SR advised that a letter would be drafted and sent to DW for approval.	SR	ASAP
b	External Wall Cracks – Quotes to be obtained DW reported that a local handyman had replaced the stone that had fallen out and quotes were still being chased for repairing the cracks.	DW	ASAP
c	Revenue Budget –Pupil Premium expenditure line to be removed Action complete.		
d	2019-20 Revenue Budget – TCLP duplicate line to be removed Action complete.		

Signed S. Rolfe

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e	Check that Parent Governor vacancy letter sent to all parents DW confirmed that the vacancy details had been included as an attachment in an email to all parents. JS stated that she had not realised that the vacancy had been sent as an attachment and proposed that any future communications of this sort were sent as separate e-mails to avoid confusion or important messages being overlooked. All agreed. Action complete.		
f	New Governors to be added to Terms of Reference It was agreed that Terms of Reference would be updated as and when new governors joined FGB and the relevant committees. Action complete.		
g	Contact Ian Hyde to discuss funding for repairs to the fence at the end of the playing field A meeting to inspect the state of the fence had been delayed due to the recent adverse weather. DW said she would arrange to meet Ian Hyde as soon as possible to discuss the extent of the repairs required and how these would be funded.	DW	ASAP
h	Look into cleaning glass in lean to structures outside classroom DW had contacted the person who had carried out the work previously but had not yet had a response.	DW	ASAP
i	Pupil Premium 2019/20 to be sent to governors for agreement at FGB Action complete.		
j	Netball – Check if any Netball Posts at the school – Advise JS of upcoming netball fixtures DW confirmed that the school did not have netball posts, so these would need to be purchased. The committee discussed what equipment would be required and it was agreed that JS would produce a list of what was required, including posts, equipment, bibs etc and would measure the playground to assess if there was room for a full netball court to be line marked. DW said the playground would need to be pressure washed before it could be line marked, so it was unlikely the works could be carried out before the February half term, due to weather conditions. There were no planned fixtures to date. It was agreed that it would be good to get several practice sessions in place in advance of any confirmed fixtures.	JS	ASAP
k	Headteacher Appraisal Panel – succession planning, seek volunteers for HT Appraisal training SR had raised the issue of succession planning at FGB and as a result PC & CH had both recently attended the Headteacher Appraisal training course. Action complete.		
l	Business Continuity Plan to be sent to governors for agreement at FGB Action complete.		
m	Emergency Evacuation Plan to be approved by FGB Action complete.		

Signed

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n	Maternity & Adoption Support Leave Policy to be ratified by FGB		
	Action complete.		
o	Disciplinary Policy to be ratified by FGB		
	Action complete.		
p	Pupils Petition - Reply to be sent SR advised that a reply had been sent to the pupils. - Plumbing costs to be obtained DW said that a plumber had been asked inspected the toilet facilities and had confirmed that it was possible to replace a toilet. A quote for the work had been provided. A second quote had been sought but DW had not received a response. SR asked DW to obtain a second quote, for the committee to review at the next Resources meeting, to ensure value for money. - Discuss cleaning and size of toilet paper with caretaker DW had spoken to the caretaker about the cleaning of the boys urinals and had discussed the size of the toilet paper with the cleaning service providers. This was a standard provision and it was agreed that it would not be changed. - Costs of works to be reviewed at next meeting The committee agreed to review the quotes for the proposed improvements at the next Resources meeting. SR agreed to write a letter to the pupils to update them on progress.	DW	ASAP
q	Safeguarding Audit to be completed by end of November DW reported that the audit report had been shared with CH (Safeguarding governor) and an action plan with timescales had been agreed. Action complete.	SR	29 th Jan
r	Lockdown Policy – take advice from Ann Harper on the need for a policy DW reported that she had raised the question of whether a separate lockdown policy was required with Ann Harper. She had advised that a separate policy was not required, as it was included as part of the Emergency Action Plan, which had been agreed at the FGB. Action complete.		
5	Review 2019-20 Budgets SR advised that the Revenue budget for the year was looking healthy with a forecast carry forward of £33k. This had been achieved with strong budget management by DW along with savings resulting from changes in the staffing. SR thanked DW for all her hard work to manage the budgets. SR stated that the Capital budget was also in a good position, with money to be spent on the priority maintenance work, identified in the school.		
6	School Hall Redecoration – Quotes DW advised that 2 quotes had been sought for review at the next meeting.	DW	29 th Jan
7	Breakfast & After-School Clubs (Bolham Bees) Update SR reported that the latest budget report was forecasting a year-end surplus of £14k and asked if an increase in the level of staffing should be considered. SR asked “Do the numbers of		

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	<p>pupils attending the club now warrant a review of the provision in place?" DW requested that an additional resource was sought to cover 2 days a week and also provide cover for existing staff. SR asked DW to provide costings for the extra resourcing.</p> <p>SR advised that she had spoken with both the playleaders and children and positive feedback had been received on the additional snacks and activities, along with the new toys and equipment that had been introduced. The children had enjoyed the cookery activities, decorating biscuits, and had requested that the activity be extended to making and baking their own biscuits. SR asked if the school ovens could be used for this activity and DW confirmed that they could.</p> <p>SR noted that the lettings policy stated that breakfast and afterschool clubs should be given priority, for lettings, and asked if the Bolham Bees should be paying for hire of the hall. DW said she would discuss the issue of hire charges for Bolham Bees with David Dominee.</p>	DW	ASAP
		DW	ASAP
8	<p>GDPR Audit Report</p> <p>DW updated the governors on the contents of the report. SR said she wanted to challenge some of the points in the report and had several questions that she wanted to be put to the auditors. She agreed to provide DW with a list of questions for the auditors on some of their observations.</p> <p>DW advised that the RoPA (Record of processing Activities) needed completing and would use a newly provided template.</p>	SR	ASAP
		DW	ASAP
9	<p>Review Insurance</p> <p>It was agreed to continue with the Zurich insurance as recommended by DCC. DW would ensure Zurich were chased for the renewal documents in advance of the expiry date of the current policy.</p>	DW	ASAP
10	<p>Staffing & Absence</p> <p>DW reported that there were no major staff absences recently. DW recommended that the contract for Mr Botham was extended from 0.9 to 1.0 (full-time) from January and this was agreed by all governors.</p>		
11	<p>Best Value Statement</p> <p>DW had updated the Best Value Statement which had been circulated prior to the meeting. SR asked if this had been updated in line with the current School Development Plan. DW confirmed it had and it was agreed by all governors. The Statement would be taken to FGB to be approved at the meeting in December.</p>	DW	4 th Dec
12	<p>SFVS (School Financial Value Standard))</p> <p>SR advised that a revised (more complex) document had been issued by the DOE (Department of Education). She noted that this now included statistical data, to be extracted from school budgets and records, to enable the school to be benchmarked against other similar schools. SR also noted that most of the evidence-based questions were similar to previous years. It was</p>		

Signed S. Rolfe

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	agreed that DW, SR and Caroline Fargher would meet to review the requirements and agree how to complete the report.	SR/ DW	ASAP
13	Health & Safety Audit A Health & Safety Review report had been produced by DCC and the school an excellent overall review score of 98%. SR asked "Why, if the school scored 98% overall, were there so many red and amber good practice control measures? What was being done about the non-conformance actions? Had Buckinghamhs been chased and how do we find out about water hygiene and sterilisation of the spray tap?" DW advised that 3 amber non- conformance actions had been identified and these would be addressed in the next 3 months. Buckinghamhs had been chased and that the issue with the spray tap was around the cleaning and sterilisation of the different parts of the hose and spray tap in the kitchen.	DW	Feb 20
14	Health & Safety Update - Security Risk Assessment (RA24B) JS advised there was nothing further to report on Health & Safety issues. The RA24B would be produced for approval at the next meeting.	DW	29 th Jan
15	Safeguarding DW advised that any topics had been covered in the reporting on the audit earlier in the meeting.		
16	Policies:		
a	Pay Policy SR stated that the new Pay Policy needed substantial editing to reflect the position for Bolham. SR proposed to update the policy and take it to FGB for approval in December. She asked if DW would check the pay scales once she had updated the document, to ensure the correct table had been used	SR	4 th Dec
b	Lettings Policy SR stated that she had a few queries to raise regarding the lettings policy. There were a few amendments to make to word and reference numbers and she proposed that the charges should be reviewed again, particularly regarding charges for the afterschool and breakfast clubs. SR also queried the section relating to designated user status and sentence that suggested the governing board reviewed the list of designated users every year in March. SR suggested this needed to be amended to link in to the date of the annual review of the policy or to add this review to the agenda for the meeting in March. DW asked whether there was a new version that referred to Prevent, as this has been raised in the safeguarding audit. BB agreed to look into the points raised and to pass the information to SR for the next meeting.	BB	ASAP
c	Appraisal Policy Ch proposed that the unchanged policy was approved by the committee, SR seconded and all agreed. The policy would be taken to the FGB for ratification.	CH	4 th Dec
17	Date of Next Meeting – Wednesday 29th January 4:15 p.m. The meeting closed at 17:55		

Signed S. Rolfe

Dated 29/01/2020