

# Bolham Community Primary School Governing Body

## RESOURCES COMMITTEE MINUTES – 24<sup>th</sup> June 2020

Resources Committee Minutes – Part 1				
Date/Time		Location		
24 <sup>th</sup> June 2020 at 16:15		Video Conference		
Attendees	Initials	Attendees	Initials	
Lynne Guest	LG	Stephanie Rolfe	SR / Chair	
Julia Slade	JS	Denise Woodgate	DW	

Apologies	Initials	Reason for Absence	Absent without Apologies	Initials
Claudette Harrower	CH	Technical issue		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	<b>Apologies</b> CH was unable to join the video conference due to technical issues.		
2	<b>Declaration of Business Interests</b> There were no declarations of business interests.		
****	<b>Due to items unable to be progressed due to the Covid-19 lockdown, not all items were addressed.</b> <b>The items not covered are identified by * next to the reference number.</b>		
3	<b>Minutes of the meeting on the 6<sup>th</sup> May 2020</b> SR requested some changes to item 14 of the draft minutes after which the minutes were agreed by all as a true and accurate record. Signing of the minutes will take place at the earliest opportunity by the Chair.		
4	<b>Matters Arising:</b>		
a	<b>Land Transfer – Update on progress</b> SR stated that a response had not been forthcoming from the new DCC solicitor in the five months since taking on the case. She had sent 2 e-mails and had requested an update ahead of the FGB. DW stated that she would communicate with her contact in DCC if no response received.	SR	ASAP
*b	Communicate with Ian Hyde to discuss repairs to the fence at the end of the playing field and how repairs will be funded		
c	<b>Cleaning of the glass lean to structures outside classrooms &amp; pressure washing of the playground – Update</b> Action complete.		

Signed *S. Rolfe*

Dated 14/12/20



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d	<b>Record of Processing Activities (RoPA)</b> - Work to be completed - Check data held and shared conforms to requirements DW advised that a part completed record had been sent to One West, to check that it met requirements. One West confirmed it did and approved the work to date. Caroline Fargher was continuing to update the record and it would be completed ahead of an audit in the Autumn Term.	DW	ASAP
e	<b>Health &amp; Safety Audit – Update on the 3 non-conformance actions</b> DW confirmed that the work on the drinking fountains and taps had been addressed. Action complete.		
*f	Maintenance requirements to be discussed with NPS	DW	ASAP
*g	Advise Local Authority that the school cannot be used as a Polling Station	DW	ASAP
5	<b>Review 2019-20 End of Year Budgets</b> The End of Year Revenue budget had been submitted to the Local Authority. SR asked DW for clarification on the following lines in the budget monitor: <ul style="list-style-type: none"> <li>Educational Visits income – SR asked whether the income for educational visits would need to be repaid? DW said this would be address later in item 9.</li> <li>Jaguar Challenge income – SR asked what this income was and if it had to be repaid. DW explained that the children had written to companies for sponsorship, as part of the challenge. Sponsors, who had made payments had agreed that the funding could be retained for next year's challenge.</li> <li>National Leadership Governance – SR asked what this cost related to. DW stated that it was the funding provided for leadership governance. SR asked DW to check why this had been listed as an expense in the budget monitor instead of income. DW said she would consult David Dominey.</li> </ul> SR asked if anyone else had any queries, LG had identified the same issue on national leadership governance. SR proposed that, subject to clarification of the point about national leadership governance, that the budget should be signed off. All governors agreed.  SR noted that the end of year capital budget was looking healthy and asked DW what capital works would be required, if any, over the summer holidays to ensure the school was ready for a full return to school in September. DW said this would be covered under the 2020-21 budgets.  SR noted that the Bolham Bees year-end balance was looking healthy, which would help with the loss of income due to Covid 19.	DW	ASAP
6	<b>Review 2020-21 Budgets</b>		

Signed *S. Roelfe*

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	<p>SR said that the Revenue budget looked healthy. DW stated that the additional costs accrued due to the requirements for Covid-19 (extra cleaning &amp; administration and supply time for the SENDCo addressing problems with the families of vulnerable children) would need to be reviewed although the government may be providing some additional funding for this.</p> <p>SR asked about the £10,977 spend in the Capital budget. DW said that the money was for additional laptops and iPads. DW added that additional furniture would be purchased for Class 3 in order to cope with the larger class size in September. DW advised that a site inspection had taken place and the request for an additional staff toilet had been rejected as the one toilet complied with regulations and DCC are not currently funding extra toilet facilities. DW stated that the guidance for the return of all pupils in September was awaited but if an overspill into the hall was required then the purchase of 20 exam style desks may be required.</p>		
7	<p><b>Breakfast &amp; After-School Clubs Budget / Update</b></p> <p>SR advised that the clubs were not currently in operation and the staff are on furlough. DCC will continue to provide schools with guidance regarding the on-going furlough process. It was noted that there would be a reduction in income due to closure through the summer term but that the carry forward budget was sufficient to cover this. SR said that she was monitoring the latest guidance and the school would need to assess the risks of opening Bolham Bees again in the Autumn term and make a decision on whether it could be opened safely for the children once government guidance for September had been released.</p>		
8	<p><b>Review Pupil Numbers</b></p> <p>DW reported the forecast number of pupils in September is 117. Class 4 – 31, Class 3-36, Class 2-28, Class 1-22.</p> <p>The numbers may be subject to appeals for further places in the school for September.</p>		
9	<p><b>Residential visit deposits – Update</b></p> <p>Year 3 &amp; 4 pupils were planned to visit Wildwood Escot and it was agreed that they would retain the deposit for next year's visit. It was agreed that the parents would be refunded their deposits as the budget could cope with this as next year's deposit would be in the same financial year.</p> <p>Years 5 &amp; 6 were booked on a PGL residential. PGL has refused to refund deposits and expect the school to claim on insurance. DW advised that DCC had been consulted for advice and the necessary paperwork had been sent to DCC. SR asked if parents had been informed and whether there had been any reactions or concerns raised. DW said that a letter had been sent to parents advising them of the situation and that the school was working on getting the deposits back from PGL. There had been no concerns or complaints from parents via email. SR asked if refunds would be made to parents by the end of the term, as Yr 6 pupils would be leaving the school. DW confirmed that the school would be in a position to refund the</p>		

Signed S. Rolfe

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	deposits, if necessary before it had received the money back from PGL.		
10	<b>Staffing Structures for 2020-21</b> <b>The meeting went to Part 2 minutes.</b>		
11	<b>Staff Development and CPD Update</b> <b>- Headteacher's work/life balance</b> SR and DW agreed to set a date and time for the Headteacher's mid-term performance review. SR asked DW how she was coping. DW said that her situation had improved with the re-opening of the school as in the early days of lockdown it required an increased working week to keep up to date with the guidance to keep the school open for vulnerable children and children of key workers. DW added that there were several challenges to address in the final weeks of the term with regard to increased number of children of key workers and the transition arrangements of pupils going up to secondary education and those joining Reception. DW said that fortunately the parents of 13 of the 16 children joining Reception were already known to the school. All new EYFS parents have been sent letters communicating known transition arrangements for September and offering a telephone consultation with Mrs Worthington. DW reported that the CPD for staff had continued with training for Accelerated Reading. The First-Aid training for Julie Withers had to be postponed as the trainer became unavailable and this is hopefully being scheduled ahead of September. DW had undertaken training with Comerstone Academy on online home /school learning and that CPD provision would be shared with all members of staff going forward into the next term. DW added that she had arranged for all pupils to have their own school passwords set up, to support the provision of online learning if it is required in the future. Samantha Roberts and Gemma Cotter will be receiving free trauma training at THS as part of their CPD. This training is to help support staff and pupils returning to school after lockdown. DW was attending a PSHE training/conference, Dfe had extended the deadline until next April..		
12	<b>School Meals – Update</b> DW reported that Ventrus Academy had offered two options for school meal provision. Option 1 would be managing all aspects of the provision in terms of staffing and administration while Option 2 would provide a meal at £1.90 per pupil, with the staff being employed and administration managed by the school. JS asked how long the term of contract was. DW advised the contract required one term's notice to cancel. After a full discussion it was agreed by all governors that Option 1 was the preferred option and the costs would be reviewed regularly and changes would be made if necessary.		
13	<b>Staffing &amp; Absence</b> DW reported that all staff were healthy and well and in school.		

Signed *S. Rolfe*

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	SR asked DW to convey thanks to all staff for their hard work and commitment during these difficult times.		
14	<b>Health &amp; Safety Update</b> - RA100 - Review Accident Log - Fire Drill DW advised that the RA100 is a working document and was being updated on a weekly basis. The accident log had not been reviewed as JS could not attend school, however, DW reported that only minor incidents had been registered. DW reported that 2 fire drills had taken place. The first one at the start of the Summer Term with vulnerable children and children of key workers. The second drill took place when the 3 additional years had also returned to school, <b>SR asked how the children had reacted.</b> DW said that the children had responded as normal, by evacuating though the back door of each classroom into the playground, maintaining social distancing and staying within their class bubbles.		
15	<b>Safeguarding</b> DW reported that the normal Safeguarding procedures were being followed, working with the vulnerable pupils, support agencies and adhering to statutory requirements.		
16	<b>Ensure date set for Clerk's Appraisal</b> SR asked if a date had been set. BB advised that he was speaking with the Chair over a date. SR asked if BB would like her to follow this up with the Chair. BB said it would not be necessary.	BB	ASAP
16	<b>Policies to Approve:</b> All policies (except a) had been circulated to the committee ahead of the meeting		
a	<b>Accessibility Policy</b> The Policy would be circulated ahead of approval by the FGB	DW	01-Jul
b	<b>Support Staff Appraisal Policy</b> SR proposed the unchanged model policy was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.		
*c	<b>Volunteer Policy</b>		
d	<b>Governors Allowances and Expenses Policy Statement</b> SR proposed the unchanged policy was approved. All governors approved the policy and ratification would be sought at the FGB.	SR	08-Jul
e	<b>Maternity Policy</b> There was minor update to the model DCC policy. SR proposed it was approved. All governors approved the policy and ratification would be sought at the FGB.	CH	08-Jul
f	<b>Staff Leave &amp; Absence Policy</b> SR proposed the unchanged policy was approved. All governors approved the policy and ratification would be sought at the FGB.	CH	08-Jul
17	<b>Date of Next Meeting – TBA.</b> SR asked BB if a draft timetable would be sent out to governors for consultation. BB confirmed that he was discussing a potential change in days for FGB meetings with the Chair. BB		

Signed

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	would send a survey out to all governors to identify the best day and time for meetings in the next school year. The meeting closed at 17:26	BB	ASAP
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Signed

S. Rolfe

Dated

14 / 12 / 20