

# Bolham Community Primary School Governing Body

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

Resources Committee Minutes – Part 1				
Date/Time		Location		
24 <sup>th</sup> September 2020 at 16:30		Video Conference		
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
Lynne Guest	LG	Recuperating		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	<b>Apologies</b> LG had sent apologies as she was recuperating from an operation.		
2	<b>Declaration of Business Interests</b> There were no declarations of business interests.		
3	<b>Minutes (Parts 1 &amp; 2) of the meeting on the 24<sup>th</sup> June 2020</b> BB read out the Part 2 minutes after which both sets of 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 reported that she had emailed Mr Stanley requesting an update ahead of the FGB as it is now 2 years since the school gave the go-head for the transfer to take place. It was agreed that if no response was forthcoming the issue would be escalated to his superiors and subsequently to Dawn Stabb.	SR	ASAP
b	<b>Communicate with Ian Hyde to discuss repairs to the fence at the end of the playing field and how repairs will be funded</b> Carried forward to the next meeting.	DW	ASAP
c	<b>Record of Processing Activities (RoPA)</b> - Work to be completed DW reported that some progress had been made and it would continue when time allowed.	DW	ASAP
d	<b>Maintenance requirements to be discussed with NPS</b> Carried forward to the next meeting.	DW	ASAP
e	<b>Advise Local Authority that the school cannot be used as a Polling Station</b>		

Signed S. Rolfe

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	Action complete, however, DW advised that the Local Authority would probably continue to request the use of the school for future elections and each request would then be denied.		
f	<b>2019-20 Revenue Budget – Ask David Dominey why the National Leadership Governance (NGA) funding is listed as an expense rather than income</b> DW advised that the NGA costs were correctly reported as an actual expense for governor training, but the income had not been received to counterbalance the figure. Action complete.		
g	<b>Ensure date set for Clerk's Appraisal</b> BB stated that the Chair of Governors was currently agreeing a date for the appraisal with DW.		
5	<b>Elect Chair &amp; Vice-chair</b> CH proposed that SR continued as Chair of the committee, JS seconded, all agreed. JS agreed to continue a Vice-Chair.		
6	<b>Agree Terms of Reference (TOR)</b> The TOR were agreed by all governors present.		
7	<b>Review 2020-21 Budgets</b> There were no questions on the Capital budget which forecast a surplus of £10,761 at the end of the year. SR highlighted that there was a forecast overspend on teaching staff costs in the Revenue budget, however, this had been anticipated as it had been agreed by governors to recruit a Newly Qualified Teacher for Class 3. DW advised that the advertisement for Mr Dickinson's replacement, on the advice of David Dominey, would be for a teacher on a fixed term contract. DW stated that additional costs had been necessary due to the need for supply teachers and extra cleaning, an increase in meal-time assistants and additional hours due to Covid-19 regulations. DW added that there was no firm commitment for additional costs for Covid-19 issues to be reimbursed by the local authority or government. SR asked DW to check the Pupil Premium Expenditure showing £306.	DW	ASAP
8	<b>Covid-19 Budget – Update</b> DW advised that she would continue to keep governors informed of the costs associated with the impact of Covid-19. Extra activities that are costing approximately £2000 a term include <ul style="list-style-type: none"> <li>• 2 cleaners required at lunchtime to empty bins of tissues etc and toilets (pupils &amp; staff) being cleaned 3 times a day.</li> <li>• Additional meal-time assistants.</li> <li>• Hand sanitising and wet wipes</li> </ul> CH asked if there were any grants or schemes available to cover these costs. DW stated that grants were available for charities and community needs rather than school issues.		
9	<b>Review Pupil Numbers &amp; Implications</b>		

Signed

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	DW advised that 117 pupils were expected to be in school at the start of term, however, 2 families had decided on elective home education for their children so the number of children on roll is currently 114. This equates to about £9000 loss of funding which has an implication on next year's budget.		
10	<b>Agree Building Maintenance and Improvement needs – Updates</b> DW reported that the main hall had been repainted during the holidays.		
11	<b>Review Insurance -Risk Protection Arrangement</b> The RPA is an alternative to commercial insurance and has been operational for academies since 2014. Local Authority maintained schools can now join and benefit from the reduced cost of risk cover and achieve similar financial savings as attained by academies through membership of the RPA. For just £18 per pupil, the insurance includes cover for: <ul style="list-style-type: none"> <li>• employer liability</li> <li>• governor liability</li> <li>• material damage</li> <li>• professional indemnity</li> <li>• personal accident</li> </ul> SR advised that the school had used Zurich Insurance, as recommended by DCC, for several years and a comparison with RPA would take place when renewal is due in January.		
12	<b>Pupil Premium – Review 19-20</b> The report had been issued ahead of the meeting and DW explained that due to Covid-19 it wasn't possible to complete all stages of the plan and that the data was correct until the end of March 2020. DW added that she had worked with Mr Dickinson and Mrs Hillier on a recovery action plan which had been presented to all staff and an intervention timetable was being produced. The proposed national online tutored training was expected to be place after half-term. DW added that the Year 1 Phonics Screening check will take place for the pupils now in year 2. In February, an assessment indicated a large percentage of the pupils would obtain the pass mark and as the majority of Year 1 pupils returned to school in May their progress continued. Those pupils already identified as needing extra skills would be given extra support ahead of the check before Christmas.		
13	<b>Breakfast &amp; After-School Clubs Budget / Update</b> SR reported that the forecast surplus at the end of the year had been reduced due to the purchase of a laptop and reduced income as the after-school club was not running due to the Covid-19. A healthy surplus of £9k was forecast, however, DW stated that 2 staff members are currently needed every morning as the hall is having to be split into 2 areas and 2 staff members would be needed when the after-school club re-opens. DW added that schools are being encouraged to re-instate full wraparound care and having discussed the requirements with		

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	Hannah Waterman and Caroline Fargher, DW proposed that the after-school re-opens on the 5 <sup>th</sup> October with a maximum of 15 children. All governors agreed to the proposal, requesting that the situation is closely monitored. Children must be pre-booked via the online system with no emergency requests. SR had been asked by Mrs Dent to consider a discount for children for parents on low income or with more than one child in the school club. SR would discuss the numbers involved and look at the implications.	SR	ASAP
14	<b>Ventrus – Update</b> The meeting went to Part 2 minutes		
15	<b>Staffing &amp; Absence</b> All staff had been present until this week when a supply teacher had to provide some cover.		
16	<b>Review Training Requirements of School Workforce</b> DW reported on the following training <ul style="list-style-type: none"> <li>DW has undertaken a Level 3 Safeguarding Refresher course.</li> <li>Clair Worthington to have level 3 Safeguarding training in November in order to take on the Deputy Designated Safeguarding Lead role from Mr Dickinson.</li> <li>Mr Dickinson &amp; Mrs Hillier have undertaken subject leader training from Babcock.</li> <li>All staff have had Microsoft Teams training.</li> <li>PSHE (Personal, Social, Health &amp; Economic education) training by Jigsaw was performed on the non-pupil day.</li> <li>Trauma training was undertaken by Sam Roberts &amp; Miss Cotter with all staff updated on non-pupil day.</li> <li>DW is planning for Religious Education training.</li> </ul>		
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 (BM) was asked to continue in the role for this year. All agreed that BM would be the external advisor for the HT Performance Appraisal. The proposed date for the virtual appraisal is 5 <sup>th</sup> November 2020, with SR and Pam Cook on the panel with BM.		
18	<b>Arrangements for Staff Performance Management</b> DW advised that all teaching staff would be appraised during week commencing 5 <sup>th</sup> October.		
19	<b>Health &amp; Safety Update</b> <b>- Review Accident Log</b> JS had produced summary reports for the Spring & Summer terms and circulated them ahead of the meeting. DW thanked JS for the reports and there were no major concerns reported.		
20	<b>Safeguarding</b> DW asked BB to ensure that the updated Keeping Children Safe in Education (KCSiE) is circulated to all governors asking them to confirm they have read Part 1 of the document.	BB	ASAP

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	DW added that all staff had been issued with the KCSiE, Code of Conduct & Behaviour Policy (with Covid appendix) and asked to confirm all have been read. DW had performed Safeguarding, General Data Protection Regulation and Health & Safety training on the non-pupil day. DW stated that the Safeguarding Audit would need to be completed by December and that she would produce the report then send to CH to approve.		
21	<b>Policies to Approve:</b> All policies had been circulated to the committee ahead of the meeting		
a	<b>Volunteer Policy</b> CH proposed the unchanged policy was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.		
b	<b>Employee Code of Conduct Policy</b> CH 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>Shared Parental Leave Policy</b> There had been a minor change to the model DCC policy. CH proposed the policy was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.		
d	<b>Maternity &amp; Adoption Support Leave Policy</b> There had been a minor change to the model DCC policy CH proposed the policy was approved. All governors approved the policy and ratification would be sought at the FGB.	CH	22 Oct
e	<b>Child Protection &amp; Safeguarding Policy</b> There had been an update to the model DCC policy. CH proposed it was approved. All governors approved the policy and ratification would be sought at the FGB.	CH	22 Oct
22	<b>Date of Next Meeting – Thursday 19<sup>th</sup> November 2020 at 4:45 p.m.</b> The meeting closed at 18:10.		

Signed *S. Rolfe*

Dated *14/12/20*