

# Bolham Community Primary School Governing Body

## RESOURCES COMMITTEE MINUTES – 6<sup>th</sup> May 2020

Resources Committee Minutes – Part 1				
Date/Time		Location		
6 <sup>th</sup> May 2020 at 16:15		Video Conference		
Attendees	Initials		Attendees	Initials
Lynne Guest	LG		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	<b>Apologies</b> There were no apologies, all governors were in attendance.		
2	<b>Declaration of Business Interests</b> There were no declarations of business interests.		
****	<b>Due to time constraints on the video conference and 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 (parts 1 &amp; 2) of the meeting on the 11<sup>th</sup> March 2020</b> SR requested some changes to the draft Part 1 minutes which she read out at the meeting after which the Part 1 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. The Part 2 minutes had been made available to the governors and agreed at the FGB meeting in April.		
4	<b>Matters Arising:</b>		
a	<b>Land Transfer – Update on progress</b> SR that a response had not been forthcoming.	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	DW	ASAP
*c	Cleaning of the glass lean to structures outside classrooms & pressure washing of the playground – Update	DW	ASAP
*d	Record of Processing Activities (RoPA) - Work to be completed - Check data held and shared conforms to requirements	DW	ASAP

Signed *S. Rolfe*

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*e	Health & Safety Audit – Update on the 3 non-conformance actions		
f	SFVS (School Financial Value Standard) – Gain approval at FGB Action complete.		
g	3-year Revenue Budget – Check 2022-2023 deficit figure versus pupil numbers A revised 3-year budget was produced for the FGB and approved. Action complete.		
*h	Maintenance requirements to be discussed with NPS	DW	ASAP
*i	Advise Local Authority that the school cannot be used as a Polling Station	DW	ASAP
j	Capability Policy – Gain approval from FGB Action complete.		
k	Grievance Policy – Gain approval from FGB Action complete.		
l	Redundancy Policy – Gain approval from FGB Action complete.		
5	<p><b>Accelerated Reading Quotes and Discussion</b></p> <p>DW explained that the Ofsted new education inspection framework will put the curriculum at centre stage of Ofsted inspections. As part of the framework, curriculum “deep dives” will be carried out over a sample of subjects to gather evidence about curriculum implementation.</p> <p>The school’s results for Reading both at Key Stages 1 and 2 are in line with national figures.</p> <p>Juliet Hillier (English Lead) had attended Ofsted training and having performed an audit with DW, agreed that improvements to pupils ‘free reading’ from the end of year 2 could be made if more guidance was given on the choice of reading material as it was impossible for teachers to deal with every child choice of every book.</p> <p>Renaissance Accelerated Reader  <a href="http://www.renlearn.co.uk/reading/">http://www.renlearn.co.uk/reading/</a>                      had been identified to track, monitor and improve reading in school or at home, with the complete literacy solution.</p> <p>The books would be made available in addition to the current set of books from Devon County Library.</p> <p>Each pupil would initially take a survey/quiz to determine their reading level and recommendations for the books, both fiction and non-fiction, would be made. After reading the book the pupil would take an online quiz to get immediate feedback.</p> <p>A comprehensive set of reports will reveal how much a pupil has been reading, at what level of complexity, and how well they have understood what they have read. Vocabulary growth and literacy skills are also measured, giving teachers insight into how well students have responded to reading schemes and class instruction.</p> <p>DW had provided a series of quotes to the governors ahead of the meeting and recommended that a one-year trial was</p>		

Signed S. Royle

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	undertaken at a cost of £1916.40 covering 70 pupils (KS2 and KS1 free readers). All governors approved the recommendation.		
6	<b>HRONE Payment advice</b> DW reported that on advice from DCC any non-contract staff members on 'live assignments' would have to be paid during the lockdown. This incorporates 1 supply teacher for one morning a week and two swimming coaches for one afternoon each a week.		
*7	Review 2019-20 End of Year Budgets		
*8	Review 2020-21 Budgets (discussed at FGB)		
9	<b>Breakfast &amp; After-School Clubs Budget / Update</b> SR advised that the 5-year budget had been agreed at the FGB.		
*10	Staffing Structures for 2020-21 (discussed at FGB)		
*11	Staff Development and CPD Update		
12	<b>School Meals – Update</b> DW reported that the school meals for the children in school during the lockdown were provided by Heathcoat School. DW added that the introduction of meals supplied by Ventrus from September was being progressed.		
13	<b>Staffing &amp; Absence</b> DW reported that all staff were fit and healthy and were keeping in contact by a weekly video meeting each week or a phone call. Governors expressed thanks to DW and her staff for their hard work during the lockdown.		
14	<b>Health &amp; Safety Update</b> DW advised that the latest advice was made available to the staff required in school. One classroom was being utilised to reduce chance of contamination and the caretaker instructed to ensure cleaning was thorough. The water management plan had been updated in line with guidance. A water management company had been on site to perform checks and the school had passed last month's testing. The caretaker had switched the water to holiday mode, DW had since asked her to change it to summer mode. Processes had been invoked to ensure regular flushing of toilets etc and weekly flushing of the dishwasher. DW added that she would include an item in the newsletter regarding domestic violence, advising that the school was available as a safe place and also list additional help contacts.		
15	<b>Safeguarding</b> DW reported that the SENCO and relevant agencies were working with the vulnerable children. DW had undertaken a useful TCLP meeting with the relevant designated safeguarding leaders. Safeguarding is a standard agenda item on the weekly meeting with staff.		
16	<b>Policies to Approve:</b> All policies had been circulated to the committee ahead of the meeting		
a	<b>Charging &amp; Remissions Policy</b> SR proposed the policy was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.		
b	<b>Flexible Working Requests Policy</b>		

Signed S. Rolfe

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	CH expressed concern that the policy had not been updated since 2014, BB confirmed the policy was latest version on the HR website. CH proposed it was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.		
17	<b>Date of Next Meeting – Wednesday 24<sup>th</sup> June 4:15 p.m.</b> The meeting closed at 16:55		

Signed *S. Rolfe*

Dated 14/12/20