

# Bolham Community Primary School Governing Body

## RESOURCES COMMITTEE MINUTES – 28<sup>th</sup> January 2021

Resources Committee Minutes – Part 1				
Date/Time	Location			
28 <sup>th</sup> January 2021 at 16:30	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
<b>1</b>	<b>Apologies</b> There were no apologies as all members of the committee were in attendance. LG joined the meeting at item 6.		
<b>2</b>	<b>Declaration of Business Interests</b> There were no declarations of business interests.		
<b>3</b>	<b>Minutes (Parts 1 &amp; 2) of the meeting on the 19<sup>th</sup> November 2020</b> BB read out the Part 2 minutes. DW asked for an amendment which will be made ahead of signing. Both sets of minutes were then agreed by all as a true and accurate record. Signing of the minutes will take place at the earliest opportunity by the Chair.		
<b>4</b>	<b>Matters Arising:</b>		
<b>a</b>	<b>Land Transfer – Update on progress</b> The transfer is on-going over the clarification of the school joining the TCLP (Tiverton Co-Operative Learning Partnership). John Cleaver (TCLP/ Tiverton High School) is liaising with Jason Stanley (DCC Legal department).	DW	ASAP
<b>b</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> DW advised that the repairs will be discussed once the lease of the school field is addressed.	DW	ASAP
<b>c</b>	<b>Water Leak – Update</b> DW reported that the leak is still under investigation. At the end of the Autumn term the water was switched off, however, the meter was still running.		

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	<p>DW contacted NPS who advised that Wedgewood Groundworks be employed to investigate the leak. The company quoted £1485 excluding VAT to dig up the pavement and check the pipework. NPS advised the quote was acceptable. DCC suggested that a camera was used to check the pipework, but this was not possible. On checking the meter over the weekend, it still was going round when the school was empty.</p> <p>DW added that the latest bill had returned to its normal level.</p> <p><b>SR asked if the water bills had been estimated and the high bill was from an actual reading (causing a high bill to catch up on under payments).</b> DW said she would check the bills.</p>	DW	ASAP
<b>d</b>	<p><b>CH/JS/LG to complete Finance Skills Audit</b></p> <p>SR advised that she would be checking the government website for the up-to-date version of the skills audit and would forward to the governors for completion ahead of the next meeting.</p>	SR	18-Feb
<b>e</b>	<p><b>Update Pay Policy and gain approval at FGB</b></p> <p>Action complete.</p>		
<b>f</b>	<p><b>Appraisal Policy to be approved by FGB</b></p> <p>Action complete.</p>		
<b>g</b>	<p><b>Update Finance Policy and gain approval at FGB</b></p> <p>Action complete.</p>		
<b>h</b>	<p><b>Update Finance Policy Statement and gain approval at FGB</b></p> <p>Action complete</p>		
<b>5</b>	<p><b>School Field Lease – Decision required</b></p> <p>DW reported that the trust had advised that a new lease was needed to be in place by the 1<sup>st</sup> April 2021, otherwise the school would need to install the boundary fence. The issue is stalling as Bolham school is now part of the TCLP. Ian Hyde (IH) (Bolham Trust) had written to DW asking for several requirements from the school – Risk assessments, Indemnity policy to market value and funding the work on trees and writing the lease. DW said she had asked for clarification to what the Trust meant by a risk assessment and insurance policy. IH has requested Bevan Ashford Solicitors provide a quote for writing the lease. <b>SR asked if the DCC legal department could be used for writing the lease.</b> DW stated that DCC suggest it should be addressed by the TCLP.</p> <p>It was agreed by the governors that a decision is deferred until the Bevan Ashford quote is received and the FGB can discuss.</p>		
<b>6</b>	<p><b>Review 2020-21 Budgets</b></p> <p>Two versions of the 5-year budgets were issued ahead of the meeting.</p> <p>A discussion took place over the number of pupils coming into school in September 2021 (latest information is 13 against the PAN of 16) and the large number of children passing through the school. The classes may need reconfiguring based on the number of pupils and teaching staff in place.</p> <p>It was agreed that any decisions would take place later when more information on numbers would be available.</p> <p><b>JS asked why there was a forecast increase in staff costs of £40k from 2020-21 to 2021-22.</b> DW explained that figures covered the planned pay grade increases. In addition, the NQT</p>		

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	<p>teacher employed from September is only partly covered in this year's budget that runs on the financial year from April. In addition, Mr Boxer has been recently re-employed on a part-time contract.</p> <p><b>LG asked why the Catering Income was low and the same in future years.</b> DW advised that the income is based on the number of children on universal free school meals and the number of years 3 to 6 children that pay, calculated from the result of the census in January when there were many off sick.</p> <p><b>JS asked if the census results can be challenged.</b> DW said it could not.</p> <p><b>JS asked if the full catering income would still be acquired whilst the number of children in school were reduced.</b> DW said the income will remain the same.</p> <p><b>LG asked if a Covid payment had been received.</b> DW said nothing had been received to date.</p> <p>There were no questions on the 2020-21 budget reports that had been circulated ahead of the meeting.</p>		
7	<p><b>Covid-19 Budget – Update</b></p> <p>DW reported that additional costs were still being accrued for the extra cleaning and sanitising.</p> <p>DW had increased the sports provision by 2 hours a week which is giving the teachers time to provide online education, time for marking and PPA time.</p> <p>Online lesson sessions are being provided by Mr Boxer (£620 up to end of Spring term).</p> <p>Open Minds courses are in place to help years 5 &amp; 6 children with mental health and resilience (£550 up to the end of Spring term).</p> <p>Online practical support for parents &amp; families is taking place from next week incorporating meditation and how to live in the moment (£500 up to end of Spring term).</p> <p>DW advised that these initiatives would be £2000 of unrecoverable costs.</p> <p><b>CH asked if any of the children had spoken about a shortage of food.</b> DW stated that the voucher scheme is in place for those pupils requiring free school meals. DW added that parents have been advised, via the newsletter and discussions, that help could be provided if needed but no requests have been made.</p>		
8	<p><b>Catch-Up Premium – Update</b></p> <p>DW advised that the school had been allocated £9000.</p> <p>The staff had identified that year 5 will benefit from support to close the gap. Mr Dickinson has been recruited on a supply basis to provide online sessions for those children not in school.</p> <p>Years 3 &amp; 4 are benefiting from one-to-one coaching mentors based in Exeter. 4 children are having coaching in school and 5 are being tutored online.</p> <p>DW is endeavouring to source one-to-one coaches that are licensed for key stage 1 pupils.</p> <p>DW said that this would cost £2800 to the end of Spring term.</p> <p>The Summer term requirements will be determined after assessments later this term.</p>		

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	<p><b>SR asked how the catch-up work was progressing.</b> DW stated it was too early to assess as it had only been in place for 2 weeks but that one-to-one are providing weekly reports</p>		
9	<p><b>Breakfast &amp; After-School Clubs Budget / Update</b>            The budget report had been circulated ahead of the meeting. SR advised that the staff are still needed and paid although the club is not receiving the income as forecast as reduced numbers are in school. The surplus from last year has allowed the clubs to continue.            DW reported that the government had instructed that wrap around care be in place for key workers where possible and that the school is open from 8am to 5pm every day. DW added that due to reduced numbers on a Friday, the afterschool club was closing on that day and the parents involved had been consulted.</p>		
10	<p><b>Ventrus – Update</b>            DW advised that the contract had been signed and returned to Ventrus.  <b>SR asked how the catering for those pupils entitled to free school meals (FSM) were being supplied.</b> DW stated that £15 vouchers (to spend in a supermarket) were being supplied weekly.  <b>LG asked how many of the children were entitled to FSM.</b> DW advised it was 8 of the pupils.  <b>JS asked if all pupils were being supplied with vouchers.</b> DW said that parents, if eligible, have to apply via the DCC website and the school is not involved.            DW advised that, prior to Christmas, CHAT (Churches Action Team) had given parents the opportunity of a hamper. Some of the families had taken up the offer.</p>		
11	<p><b>Staffing &amp; Absence</b>  <b>- Clerks Hours</b>            DW reported that Mrs Hague had offered her resignation in order to retire at the end of February. Mrs Hague has been a valuable member of the team as a Teaching Assistant for many years and had been a pupil at the school. DW has sent a letter of thanks, on behalf of the governors, for all her hard work.</p> <p style="text-align: center;"><b>The meeting went to Part 2 minutes</b></p> <p>SR asked that the request for an increase for hours by the clerk be discussed at the FGB in February.</p>		
12	<p><b>School Financial Value Statement (SFVS)</b>            SR stated that she would obtain the latest version of the SFVS from the government website and produce it for the next meeting prior to sign off at the FGB in March.</p>	SR	Feb 21
13	<p><b>Health &amp; Safety Update</b>  <b>- Review Autumn Term Accident Log</b>  <b>- RA100</b>            JS agreed to produce the accident log summary for the next meeting.            The RA100 version 2.3 had been circulated ahead of the meeting. DW advised that all primary school staff were invited to take part in Lateral Flow testing. These tests are taken to identify people who may have no symptoms but are infectious. All staff have</p>	JS	3-Mar

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	<p>agreed to perform the tests every Sunday and Wednesday evening. DW is controlling the process and Carline Fargher (CF) is registering the results. If any member of staff has a positive result, they will contact DW in order to make the necessary arrangements. All results are communicated to CF so she can log the results. Parents have been advised on the advice of close contact and the outcome if a member of staff is positive for Covid-19.</p> <p><b>SR asked if there had been any feedback from parents.</b> DW stated that there had not been any feedback.</p>		
14	<p><b>Safeguarding</b> DW advised that 2 versions of an appendix for the Child Protection &amp; Safeguarding Policy had been advised recently that clarified the help for vulnerable children.</p> <p>DW added that the assessment (RAG rating) of vulnerable children has included extra criteria from DCC. All of these children have been offered a place in school but not all have taken up the offer. Daily reports on vulnerable children and key worker children in school are provided to DCC. Any children, deemed at risk, are given a weekly phone call to their parents from school and all SEN pupils parents all called weekly by the SENCO.</p> <p>Monitoring Microsoft Teams usage for online teaching provides analysis of who is engaging, tuning in to work etc and if not then DW is discussing with parents about the child coming into school. Early Help or referrals to MASH are made if required.</p> <p>SR thanked DW and her staff as managing the safeguarding is a big undertaking.</p> <p><b>CH asked if there were enough laptops for the children for home schooling.</b> DW stated that 9 laptops are being loaned out at the moment, 2 from the government scheme and 7 reconfigured school laptops. DW said that parents would be reminded to ask if they need any additional technology for home schooling in the weekly newsletter.</p>		
15	<p><b>Review Asset Management Plan</b> This item will be carried forward to the time when people are allowed on site to perform an assessment.</p>		
16	<p><b>Benchmarking – School Expenditure</b> A link to the government site for performing benchmarking assessments was supplied to governors ahead of the meeting. <a href="https://schools-financial-benchmarking.service.gov.uk/school/detail?urn=113337">https://schools-financial-benchmarking.service.gov.uk/school/detail?urn=113337</a> SR advised that her review of the results versus similar schools in the Devon area are positive and the school is performing well. SR added that this is due to good financial management in the school.</p> <p>The SFVS will also include benchmarking information when produced next month.</p>		
17	<p><b>Policies to Approve:</b> Both policies had been circulated to the committee ahead of the meeting</p>		
a	<p><b>Recruitment &amp; Selection Policy</b></p>		

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	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.		
<b>b</b>	<b>Secondment 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.		
<b>18</b>	<b>Date of Next Meeting – Thursday 11<sup>th</sup> March 2021 at 4:45 p.m.</b> The meeting closed at 18:05.		