

# Bolham Community Primary School Governing Body

## RESOURCES COMMITTEE MINUTES – 19<sup>th</sup> November 2020

Resources Committee Minutes – Part 1				
Date/Time			Location	
19 <sup>th</sup> November 2020 at 16:48			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 as all members of the committee were in attendance.		
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> September 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 not had a response from Jason Stanley (DCC Legal Department). DW agreed to escalate to Megan Cross (DCC) asking why there has been no response to SR's request for an update on the Land Transfer.	DW	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> DW advised that there had been no progress on the repairs.	DW	ASAP
c	<b>Record of Processing Activities (RoPA)</b> - Work to be completed Action complete. SR asked DW to pass on thanks from the committee to Miss Fargher for completing the work.		
d	<b>Maintenance requirements to be discussed with NPS</b>		

Signed

S. Rolfe

Dated 06/05/2021

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	Due to Covid-19 guidance on restricting the number of visitors on-site, the requirements will be deferred until there is a return to normal. Action complete.		
e	<b>Ensure date set for Clerk's Appraisal</b> The appraisal is scheduled for 1 <sup>st</sup> December 2020. Action complete.		
f	<b>Revenue Budget – Check Pupil premium expenditure figure</b> DW confirmed the figure is £17,300. Action complete.		
g	<b>After-School Club – Consider discounts</b> DW informed the committee that, due to Covid 19, it was necessary to employ 2 members of staff to run the clubs and the numbers of pupils attending the clubs were restricted. As a result, costs had increased and income was reduced, so a discount would have an impact on the club's finances. <b>LG asked if any parents had asked for a discount as having financial difficulties.</b> DW advised there had been no requests. SR said it was difficult to calculate the impact without more information on the numbers of pupils with siblings or who were entitled to free school meals. DW stated that she could provide numbers of pupils who would fall into these categories, who were currently attending the club. However there were children that don't attend the clubs that might consider it if a discount was offered. It was agreed that once the Covid-19 restrictions had been removed then parents would be surveyed to identify if discounts would encourage them to use the clubs. Action complete.		
h	<b>Circulate Keeping Children Safe in Education guidance to Governors</b> Action complete.		
i	<b>FGB to approve Maternity &amp; Adoption Support Leave Policy</b> Action complete.		
j	<b>FGB to approve Child Protection &amp; Safeguarding Policy</b> Action complete		
5	<b>Review 2020-21 Budgets</b> The budget reports had been circulated ahead of the meeting and SR invited questions on the contents. <b>JS asked if the extra teaching provision agreed by the governors was working well.</b> DW reported that it was proving successful and Gill Beach was also supporting Class 4. DW advised the committee that a water bill for £1300 had been received for the July to October period. The high cost has been attributed to the staff toilet running all through the summer holidays and as such would have to be paid. The flushing mechanism had been replaced but was still sticking. An intermittent fault with the flushing in the girls' toilet had also been identified. DW was monitoring the meter readings on Fridays and Mondays to ensure that the flushing mechanism was not sticking over weekends. There were no questions on the Capital budget.		

Signed

S. Rolfe

Dated

06/05/2021

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6	<b>Covid-19 Budget – Update</b> A budget line had been added to the Revenue budget monitor report for Covid 19, a cost of £2465. Staffing is the main cost with a forecast of an additional cleaning cost of £3k in the year.		
7	<b>Catch-Up Premium – Update</b> The report had been circulated ahead of the meeting and SR invited questions on the contents. There were no questions from governors.		
8	<b>Breakfast &amp; After-School Clubs Budget / Update</b> The budget report had been circulated ahead of the meeting and SR invited questions on the contents. There were no questions from governors. DW advised that 2 members of staff are needed to run the clubs during Covid-19 restrictions. The regular attendees are continuing to use the clubs with the numbers attending both the breakfast and after-school clubs remaining stable. SR asked if the staff were content on the way the clubs were currently functioning. DW advised that the staff were happy and additional staff were filling in as required and providing flexibility going forward subject to the budget constraints.		
9	<b>Ventrus – Update</b> <b>The meeting went to Part 2 minutes</b> DW asked the governors to confirm they were happy with the recommendations put forward in the Part 2 minutes and to agree to progress the actions for approval by the FGB in December. All governors agreed. DW reported that recent guidelines from the Dfe advise that the school must make provision for any pupils that receive free school meals and are not in school due to Covid-19 isolation rules. DW is obtaining costings on the provision of food parcels from Ventrus which would be collected from school or delivered to pupils' homes.		
10	<b>Website Hosting</b> DW reported that WNW Digital, the current hosts for the school website, had significantly increased their costs. Having consulted other schools in the TCLP, DW had obtained 3 quotes for hosting the website. The governors reviewed the three quotes. DW added that WNW had reported some corruption of files and hacking but could not define what they were, charging £80 per hour to investigate and fix. LG asked if the school had a contract with WNW. DW advised that since WNW took over from the original web designers and hosts the agreement is on a rolling contract. SR asked DW to check what the other providers would charge to fix the corrupted files. DW outlined to governors the communications she had received from WNW and the other providers. Governors agreed to move the hosting of the website to Oxygen and DW agreed to check with Steve Walsh (Tiverton High School IT) prior to signing a contract.	DW	ASAP
11	<b>Staffing &amp; Absence</b>		

Signed

*S. Rolfe*

Dated

*06/05/2021*



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	DW reported that one member of staff was off work as ill, one member of staff was isolating as advised by Track & Trace and one member of staff was absent following a bereavement.		
12	<b>Best Value Statement 2020/2021</b> The report had been circulated ahead of the meeting and SR invited questions on the contents. There were no questions from governors.		
13	<b>SFVS</b> SR advised that the report would be completed in the Spring Term.		
14	<b>Health &amp; Safety Update</b> - Security Risk Assessment (RA24B) - Fire Drill DW advised that the RA24B had been produced and JS had agreed the contents. The risk assessment had been circulated ahead of the meeting and SR invited questions on the contents. There were no questions from governors. DW reported that a fire drill had taken place in the first half of the Autumn term.		
15	<b>Safeguarding</b> DW advised that the Safeguarding Audit had been completed and the action plan would be reviewed with CH and Clair Worthington who will be taking on the Deputy Safeguarding Lead from Mr Dickinson when he retires in December.		
16	<b>Finance Audit Actions</b> - SFVX / Finance Skills Audit - Revise Resources Terms of Reference (TOR) to be in line with Finance Policy - Update Finance Policy (see item 15c) SR asked DW if she thought that all members of the Resources Committee needed to complete the SFVS Finance Skills Audit as it was only a recommendation from the auditors and the DfE document was only set up for the Finance Lead governor, the Chair of Resources and the Chair of Governors. DW suggested it was wise for everyone to complete a finance skills audit as it would be useful to identify any training requirements. BB reported that the TOR had been revised, as recommended by audit, to be in line with the Finance Policy. It was agreed that SR should update the model DCC Finance Policy rather than the auditor version of the policy and that the page on 'Voluntary unofficial fund' should be removed from the Finance Policy Statement, as not relevant to Bolham School.	CH/JS /LG	ASAP
17	<b>Policies to Approve:</b>		
a	<b>Pay Policy</b> SR agreed to update the policy for the FGB.	SR	26 Nov
b	<b>Appraisal Policy</b> CH proposed the unchanged model policy was approved. All governors recommended that the policy be approved by the FGB in December.	CH	3rd Dec
c	<b>Finance Policy</b> SR agreed to produce the policy for the FGB.	SR	26 Nov
d	<b>Finance Policy Statement</b> SR agreed to update the finance policy statement for the FGB.	SR	26 Nov

Signed

S. Rolfe

Dated

06/05/2021

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## RESOURCES COMMITTEE MINUTES – 19<sup>th</sup> November 2020

18	Date of Next Meeting = Thursday 28 <sup>th</sup> January 2021 at 4.30 p.m. The meeting closed at 18.03.		
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Signed

S. Rolfe

Dated

06/03/2021