

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 6th May 2021

Resources Committee Minutes – Part 1				
Date/Time		Location		
6 th May 2021 at 16:30		Video Conference		
Attendees	Initials		Attendees	Initials
Lynne Guest	LG		Claudette Harrower	CH
Stephanie Rolfe	SR / Chair		Denise Woodgate	DW

Apologies	Initials	Reason for Absence	Absent without Apologies	Initials
Julia Slade	JS	Unwell		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies JS had sent apologies as she was feeling unwell.		
2	Declaration of Business Interests There were no declarations of business interests.		
3	Minutes of the meeting on the 11th of March 2021 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	Matters Arising:		
a	Land Transfer – Update on progress DW reported that there had been no further progress as the response from the solicitors has been extremely slow. DW added that she is focussing on sorting out the lease for the school field as a priority before progressing with the land transfer.	DW	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 reported that she has not had chance to speak with Ian Hyde. DW added that the fence at the bottom of the field is in poor condition (rotting) and she has asked Julian Hooper (Ground maintenance team contractor) to provide a quote to replace with agricultural (wire) fencing. DW communicated with Megan Cross (County solicitor) about a new lease for the Bolham Trust field as the school have to pay the costs and DCC agreed to act on the matter for £350 as it sits outside the normal legal help subscription. The total solicitor bill is now about £1000. SR proposed the cost should be approved as it is necessary to sort out the lease and DCC would be cheaper than an	DW	ASAP

Signed *S. Rolfe*

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	alternative solicitor. The committee agreed and the spend was approved.		
c	<p>Water Leak – Update</p> <p>Wedgewood Groundwork Ltd came out over the Easter holiday and the investigation did not find a major leak. The report from the visit is still to be provided. The large bills are produced when a meter reading is taken rather than the lower estimated bills. SR asked DW if the school could take regular monthly readings to gain a more accurate picture of water usage. LG agreed and asked if the meter continued to run when the water was turned off, as there could be a problem with a faulty meter.</p> <p>DW advised that the meter is still ticking over when the water in the school is turned off so she has requested that South West Water check the meter for a leak, this will incur a cost.</p> <p>After a discussion, LG volunteered to get involved in checking the meter and its readings.</p>	LG	
5	<p>School Financial Value Statement (SFVS)</p> <p>- CH/JS/LG to complete Finance Skills Audit</p> <p>SR had completed the SFVS checklist and had copied the relevant section of the SFVS Finance Skills supporting document into a smaller document for the Resources committee members to complete. She had sent this prior to the meeting but the committee members present had not received the documents. SR agreed to resend the SFVS documents to the governors and DW, so that the school could complete the dashboard section before the final version of the SFVS document was submitted for approval at the next FGB meeting.</p>	SR	11 th May
6	<p>Review 2020-21 End of Year & 2021-22 Revenue & Capital Budgets</p> <p>2020-2021 Capital Budget Year-end report - £9k+ carry over to this year.</p> <p>2020-2021 Revenue Budget Year-end report - £64k+ carry over into this year. Savings were made with reduced staff costs (Teaching Assistant (TA) and Senior Teacher leaving), reduced supply teacher costs and other savings made across the school budget as a result of the pandemic.</p> <p>SR and LG noted the significant difference in catering income and costs in the 2021-22 budget forecast. LG pointed out that the Catering costs showed a surplus of £2.5k for 2020-21 and this should be taken into account when reviewing the 5-year budget that was forecasting a £20k loss each year. DW advised that the catering income is based on the latest census data (number of pupils in school having school meals on census day) and the largest deficit in the past few years has been in the region of £6000. CH asked if the numbers could be adjusted to reflect the fact that several children were off sick on census day. DW said that the figures could not change until the next census day and added that the true catering figures would not be realised until next year. SR suggested the price of school meals should be reviewed by the end of the summer term, with a view to implementing any change in cost, if necessary, at the beginning of the autumn term. All agreed.</p>		

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	<p>SR asked if the resignation of Mr Botham has an impact on the budgets going forward. DW stated that the information had already been factored into the revised budget.</p> <p>The Resources committee agreed the revised 5-year revenue budget and SR proposed it was taken to FGB for approval at the next meeting. All agreed.</p>		
7	<p>Covid-19 Budget – Update</p> <p>DW advised that there are continuing increased costs due to Covid guidelines for monthly Norse cleaning and the cleaning material (sanitiser etc). There were also increased costs as a result of Bolham Bees needing additional staff to manage different groups under Covid guidelines, when numbers of children made it necessary.</p>		
8	<p>Catch-Up Premium – Update</p> <p>DW advised that the grant is being utilised for Year 6 and Year 2 children, with one-to-one mentoring and Mr Dickinson tutoring one afternoon a week. DW stated she would present the data analysis on the impact of this grant at the Teaching and Learning Committee meeting in June.</p> <p>SR offered to check whether the catch-up funding would continue past September 2021.</p>	SR	ASAP
9	<p>Breakfast & After-School Clubs Budget / Update</p> <p>2020-2021 Year-end report showed a £3k+ carry over.</p> <p>SR noted that income was down for the year while costs had continued and asked if the club was sustainable going forward.</p> <p>DW advised that the number of children attending the clubs is increasing. The main problem was children numbers changing at short notice, it was difficult to manage staffing levels and cost efficiency, especially when following Covid guidelines, when parents booked them in at the last minute. It was agreed that DW would advise parents via the newsletter that they should book their children into the clubs as soon as possible to ensure the correct number of staff were available. It was noted that some parents do get instruction to work at short notice.</p>		
10	<p>School Website Compliance</p> <p>DW has consulted Oxygen (Steve Lodge), the school's website host, as a result of accessibility policy and the need to ensure the website is compliant with accessibility requirements. Oxygen had proposed that the best approach is a rebuild, as the site is now aged (in website terms) and PDF's need to be in an accessible format. To ensure the school's website is compliant a Policy webpage template would be provided which could be populated. The website needs to be compliant with accessibility requirements, future proofed and to current standards. The cost to undertake this maintenance work would be £3000. The committee agreed that this work was necessary to ensure the school website was compliant. SR asked if additional quotes were required as the cost was over £1000 and agreed to review the finance policy. It was noted that Oxygen had been selected to host and maintain the school website following a review of the contract for the school's website and assessment of 3 quotes to undertake this work at the time. Oxygen had been selected as it offered the best value for</p>		

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	<p>money. The committee agreed that, as this work was maintenance of the website to make it compliant, by an existing contractor, who had been given the contract based on quotes received and offering the best value for money. As such, further quotes were considered unnecessary. SR would report back to FGB and make the recommendation to approve the expenditure.</p>	SR	ASAP
11	<p>Staffing & Absence</p> <ul style="list-style-type: none"> - Staffing Structures for 2021-22 - Staff Development and CPD Update - PPA & NQT time –Are requirements being met? - Headteachers Work/Life Balance <p>DW reported that she currently had a full complement of staff.</p> <p>Following on from the resignation of Mr Botham, DW proposal for next year is for 5 classes with Lucy Crang (LC) teaching 16 Year 3 children and the new teacher teaching 21 Year 4 children.</p> <p>CH asked if the teaching vacancy is being advertised locally.</p> <p>DW said that the role is advertised on the Devon vacancies site which can be accessed nationwide.</p> <p>DW advised, that since January, a good range of CPD and staff development has taken place</p> <ul style="list-style-type: none"> • Clair Worthington (CW)/ Gemma Cotter (GC) have virtually attended several Early Adopters Framework sessions on PSED (Personal Social & Emotional Development), Communication & Language, Maths and Closing the Word Gap. • CW attended the DCC EYFS Spring briefing. • GC attended a course for Anxiety in Children. • GC /LC attended an on-going course in Enhancing Good Autism Practice. • Mr Botham continues to study for his Masters Degree. • DW & Juliet Hillier attended a Pobbles online writing platform currently financed by DCC. DW added that all staff will review the product for moderating writing. https://my.pobble.com/schools?hsCtaTracking=30085db0-d1f3-426f-850b-b2ee071c6fe7%7C7eab26d2-b3f0-4e78-9849-40f2c62aa045 • GC / Hannah Waterman continue to study for their foundation degree. <p>DW reported that all staff have continued with their PPA requirement and she thanked the TAs and support coach for managing this effectively and maintaining the support bubbles and removing the need to bring in extra staff.</p> <p>The NQT was on track to pass at the end of the year. She had been able to attend NQT virtual events run by Babcock to replace the training usually in place in a non-Covid year. Professional support and development will continue next year.</p>		

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	<p>SR asked DW about her work/life balance. DW was happy that everything was working well as the systems are all in place. DW thanked her staff, the parents and community for pulling together to keep all the children safe.</p> <p>CH proposed that a letter should be sent to the staff from the Governing Board to thank them on their commitment so far and to the end of term. All agreed.</p> <p>SR asked DW to provide dates in June when the headteacher mid-year performance review can take place.</p> <p>The meeting went to Part 2 minutes</p>		
12	<p>Health & Safety Update</p> <p>- Review Autumn & Spring Term Accident Log</p> <p>- Summer Term Fire Drill</p> <p>JS had circulated the accident summary reports ahead of the meeting. There were no major incidents to report.</p> <p>DW advised that the fire drill would be planned for later in the term.</p>		
13	<p>Safeguarding</p> <p>DW reported that a safeguarding audit update had been completed with CW and an action plan produced.</p> <p>The action plan includes</p> <ul style="list-style-type: none"> • Creation of a staff survey to identify gaps in staff knowledge and understanding, • Staff room display to be updated in September. • Production of a formal whole school 2-year curriculum timetable for children with focussed weeks. 		
14	Policies to be approved by the Committee:		
a	<p>Fire Risk Assessment (RA08)</p> <p>SR asked about the “<i>What arrangements are in place to ensure that there is clear access to fire hydrants and for fire engines at all times?</i>” item that has been allocated a ‘No’ response. After a discussion it was agreed that DW has minimised the risk as much as possible by continuing to advise parents not to park in front of the access gate.</p> <p>SR proposed the Risk Assessment was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.</p>		
b	<p>Flexible Working Requests Policy</p> <p>CH proposed the unchanged model DCC policy was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.</p>		
c	<p>Support Staff Appraisal Policy</p> <p>CH proposed the unchanged model DCC policy was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.</p>		
15	Policies to be recommended for approval by the FGB:		
a	<p>Charging & Remissions Policy</p> <p>SR had reviewed the policy and recommended the policy was approved. All governors agreed. The policy will be taken to the FGB for final approval.</p>		

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18	Date of Next Meeting – Thursday 1st July 2021 at 4:30 p.m. The meeting closed at 18:00.		
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Signed *S. Rolfe*

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