

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 17th of November 2021

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

Apologies	Initials	Reason for Absence	Absent without Apologies	Initials
Claudette Harrower	CH	Work commitment		

In Attendance	Initials	Reason
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
1	Apologies CH had sent apologies as she had a work commitment.		
2	Declaration of Business Interests There were no declarations of business interests.		
3	Minutes (Parts 1 & 2) of the meeting on the 6th of October 2021 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	Matters Arising:		
a	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 there had been no progress on this item as she was waiting for information from Jason Stanley (DCC Legal advisor).	DW	ASAP
5	Review 2021-22 Revenue & Capital Budgets The reports had been issued ahead of the meeting. SR asked why there is a large deficit in the Catering costs. <ul style="list-style-type: none"> Catering income - £29.5k Catering forecast cost - £40k Catering Staff forecast cost £5.8k SR asked why the General Costs are forecasting an overspend of £2.5k. DW agreed to investigate the details but added that new furniture had been purchased for the new classroom. SR asked why the Office Costs are forecasting an overspend of £4k. DW advised that she thought this was due to overtime costs and high usage of paper. DW agreed to investigate the points and report back.	DW	ASAP

Signed *S. Rolfe*

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	<p>DW reported that the National Leadership Governance was reporting a deficit of £1k but the claim of £1,450 was due to be delivered.</p> <p>LG asked that the explanation notes provided with the budget report include more detail to explain the discrepancies when they appear.</p> <p>DW advised that the Capital Budget still appears to be £5k less than anticipated and will be discussed with the Finance Officer</p>	DW	Jan 21
6	<p>Catch-Up Premium – Update</p> <p>The report had been issued ahead of the meeting.</p> <p>DW reported that 3 catch-up sessions had taken place to date.</p>		
7	<p>Covid-19 DCC Payment</p> <p>DW reported that DCC had announced that they were awarding £25 per pupil as a recompense for the financial pressures on school due to Covid. The money has already been received into the budget.</p>		
8	<p>Covid-19 School Management Plan</p> <p>The report had been issued ahead of the meeting.</p> <p>SR highlighted a couple of typographical errors which would be corrected ahead of the report being added to the Key Information page on the website.</p>	DW	ASAP
9	<p>Breakfast & After-School Clubs Budget / Update</p> <p>The budget report had been issued ahead of the meeting.</p> <p>DW reported that there are currently more children requiring the use of the clubs than can be accommodated. Two staff are employed both in the morning and after-school. SR asked if there are enough staff in place and are they coping. DW advised that the 4 staff members organise the cover between themselves and are doing a very good job.</p>		
10	<p>Pupil Premium – 2021-22</p> <p>The new format report had been issued ahead of the meeting and reviewed at the Teaching and Learning Committee meeting.</p> <p>SR asked if the intended outcomes success criteria of 100% of EYFS Pupil Premium pupils achieving GLD is correct. DW stated the number of pupils is small and that the staff are confident the figure will be achieved.</p> <p>SR asked if the intended outcomes success criteria of 100% of Year 4 Pupil Premium pupils achieving on the Multiplication Check Test and the Year 6 Pupil premium pupils achieving ARE in Reading, Writing & Maths are correct. DW stated the number of pupils is small and that the staff are confident of achieving the figure.</p> <p>SR asked is the funding facilitates inclusion of PP pupils in after-school sports clubs and/or music lessons and do the parents support this. DW stated that the PP pupils take part and parents agree with those children that are identified to participate in those activities.</p> <p>SR asked the parents subscribed to out of hours activities as this needs more organisation. DW stated that some children are financially supported by the school for the after-school football</p>		

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	club and would be for the residential. Children would be supported, if needed, to participate in the Exmoor Challenge if it goes ahead.		
11	P.E. Pupil Premium – Review 20-21 + 2021-22 The report had been issued ahead of the meeting. DW explained that report is aspirational as unsure if all the events will take place in the current environment, however, it does provide the children with the opportunities to participate.		
12	Staffing & Absence DW reported that the school is running at full capacity apart from one teacher in isolation who has been delivering successful remote education from home. DW added that the class have been outstanding, and the broadband has held up. Supply staff have been employed in afternoons to complement the intense online teaching.		
13	Best Value Statement 2021-22 The statement had been issued ahead of the meeting. Governors agreed to recommend the report for FGB approval.		
14	SFVS SR advised that the report will be drafted for the next meeting.	SR	Jan 22
15	Teacher's Laptops DW reported that she has received the quotes but needed to discuss with the IT technician and feed back to the next meeting.	DW	Jan 22
16	Health & Safety Update - Review Accident Log - Security Risk Assessment (RA24B) - Fire Drill LG had issued the accident report for the Summer Term ahead of the meeting, reporting no major problems. Some information was unavailable, however, DW reported no major issues during the term and LG supported this. The RA24B, Security Risk Assessment report, had been produced by DW and LG ahead of the meeting. SR spoke about the 3 areas where current measures were deemed inadequate. <ul style="list-style-type: none"> • <u>Signs at the front of the school to direct visitors to the school office.</u> DW advised that the new signs have been produced and will be installed soon. • <u>Securing of external doors to prevent access.</u> DW stated that due to Covid protocols doors are open during break times to refresh the air into classrooms. DW continues to remind staff to be vigilant and ensure the doors are locked when the children are not on a break. • <u>Boundary fences in place.</u> This was discussed in item 4a. DW advised that an orderly and timely fire drill had taken place with the new staff present. The drill is recorded in the school log. Amy Green has taken over responsibility for the fire alarm tests on a Friday. DW advised that a quote of under £1000 had been accepted for decorating part of the school at Christmas and had agreed for the work to go ahead.	DW	Dec 21

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17	Safeguarding The Safeguarding Audit is in progress and an action plan has been compiled and is being reviewed by the Deputy Designated Safeguarding Lead, Clair Worthington (CW) , ahead of review by the Safeguarding Governor. DW added that there is a safeguarding notice board in the staffroom that contains up to date information, including one-minute guides and information for staff. CW delivered an update to staff on safeguarding and awareness weeks. Staff have a calendar of events that they can raise with children and which supports pupils in taking responsibility for their own safety. SR said she was pleased to hear that a positive rolling program is in place.		
18	Policies to be recommended for approval by the FGB: Policies b,c,d had been circulated ahead of the meeting.		
a	E-Safety Policy DW advised that the report had been reviewed by the staff and there were no changes to the current policy. DW recommended the revised policy was taken to the FGB for approval.		
b	Appraisal Policy SR recommended the unchanged policy was approved. All governors agreed. The policy would be taken to the FGB for final approval.		
c	Finance Policy SR recommended the modified policy was approved. All governors agreed. The policy would be taken to the FGB for final approval.		
d	Finance Policy Statement SR recommended the unchanged statement was approved. All governors agreed. The statement would be taken to the FGB for final approval.		
e	Pay Policy SR advised that this would be updated and provided for the FGB to approve.		
22	Date of Next Meeting – Wednesday 26th January 2022 @ 4:15 The meeting closed at 17:33.		

Signed *S. Rofle*

Dated *7/3/2022*