

# Bolham Community Primary School Governing Body

## RESOURCES COMMITTEE MINUTES – 9<sup>th</sup> March 2022

Resources Committee Minutes – Part 1				
Date/Time		Location		
9 <sup>th</sup> March 2022 at 17:45		Bolham School		
Attendees	Initials		Attendees	Initials
Claudette Harrower	CH		Lynne Guest	LG
Stephanie Rolfe	SR / Chair		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 26<sup>th</sup> of January 2022</b> BB read out the Part 2 minutes from the previous meeting. The Part 1 & Part 2 minutes were agreed by all as a true and accurate record and were signed off.		
4	<b>Matters Arising:</b>		
a	<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 reported that she had met with the Bolham Trust and Ventrus Academy representatives and asked if they had any objection to the fencing being replaced. There were no objections and DW has asked for 3 quotes from companies which will be presented at the FGB. Once the decision on the quote had been agreed the fencing will be replaced in early summer. The school will fund the replacement fencing.	DW	30 Mar
b	<b>Revenue Budget</b> - Can the Capital budget allocation be moved out of the Revenue budget? - Explanation notes to be added to detail the discrepancies - Where is the Covid-19 payment per pupil to be found in the revenue budget? DW advised that the actions were answered at the FGB in February.		

Signed *S. Rolfe*

Dated *4/5/22*

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	Action complete.		
5	<b>Review 2021-22 Revenue &amp; Capital Budgets</b> The reports had been corrected and updated and presented at the FGB in February DW advised that she is meeting with the Finance Officer to discuss the 2022-23 budget. SR asked when the 3-year budget will be available. DW stated that this will start in April for finalising by the start of June.		
6	<b>Catch-Up Premium – Update</b> The report had been circulated ahead of the meeting and there were no questions from governors.		
7	<b>Building repairs – Review quotes</b> DW advised that the cleaning of the fascia was being put on hold as the replacement of the fencing is the priority.		
8	<b>Babcock Services – Approve order</b> DW reported that she was preparing the order for the Babcock services. <b>Babcock Services</b> <ul style="list-style-type: none"> <li>• Subject Leaders briefings</li> <li>• Legal &amp; Media, Trade waste and Payroll service</li> <li>• Data Assessment</li> <li>• Full Library Service to change all the school library books and have the service of a librarian</li> <li>• Governance Consultancy</li> <li>• Extra HR support</li> <li>• Finance Consultancy Core + Extra Finance support</li> </ul> DW proposed that a budget of £10k was approved for this. All governors agreed.		
9	<b>Review Pupil Numbers &amp; Implications</b> The forecast pupil numbers for the next 5 years had been circulated ahead of the meeting. DW advised that numbers are positive when looking forward, but it is difficult to predict migration of pupils. The projected numbers for EYFS in 2022-23 are up to and above PAN.		
10	<b>Review Pupil Premium &amp; PE Pupil Premium</b> The updated mid-term reports had been issued ahead of the meeting. DW reported that the updates to the P.E. PP report had been made in conjunction with the sports coach. Some activities had not taken place due to covid restrictions.		
11	<b>Breakfast &amp; After-School Clubs Budget / Update</b> The budget report had been issued ahead of the meeting. SR reported that having spoken to the staff and Bolham Bees is thriving, and the numbers are still strong. The introduction of the online payment system had reduced administration time and the chasing up and writing off of debts. CH asked if the clubs would support Tiverton in Bloom for the Platinum Jubilee. DW stated that the school would be involved.		

Signed *S. Rolfe*

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12	<b>Staffing &amp; Absence</b> <b>- Review Current Staffing Structure &amp; Staffing needs for next financial year</b> DW reported that staff continue to be absent due to Covid, roughly one member of staff a week. The implications of this are on general management and the day-to-day operational management. DW added that the team were doing everything necessary to ensure children continue to learn and make progress.  DW advised that a full staffing structure will be produced once the budgets have been agreed. The aim is to maintain the current structure across the school from September. <b>CH asked how joining the multi-academy trust will affect this.</b> DW said she thought this would not be altered in the first year. Any changes involving redundancy would then have to go through an HR process. <b>CH asked if the staff are being supported in the transfer.</b> DW advised that the staff should directly be questioned. SR added that she had spoken to some staff and advised them to speak with DW, Gary Chown (Ventrus) or governors if they have any concerns or questions.		
13	<b>Schools Financial Value Statement (SFVS)</b> SR reported that the SFVS was still being prepared.		
14	<b>Teacher's Laptops</b> DW advised that the purchase of the laptops is on hold until the budgets are finalised.		
15	<b>Health &amp; Safety Update</b> <b>- RA100 V 2.9</b> <b>- Fire Drill</b> <b>- Water System Compliance</b> The latest version of the RA100 risk assessment had been circulated to staff and loaded to the website. The Fire Drill will be scheduled before the end of term. The water system compliance test will be checked before the next meeting	DW DW	ASAP ASAP
16	<b>Safeguarding</b> DW advised that there was nothing new to report.		
17	<b>Policies to be approved:</b> Policies had been circulated ahead of the meeting.		
a	<b>Capability Policy</b> CH recommended the unchanged policy was approved. All governors agreed and signed off.		
b	<b>RA08 Fire Risk Assessment</b> DW advised the assessment had been updated and agreed with LG. DW proposed the Risk Assessment was approved. All governors agreed and signed off.		
c	<b>Flexible Retirement Policy</b> CH recommended the unchanged policy was approved. All governors agreed and signed off.		
d	<b>Lettings Policy</b>		

Signed

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	SR recommended the unchanged policy was approved. All governors agreed and signed off.		
e	<b>Overtime Policy</b> DW proposed the unchanged model DCC policy was approved. All governors agreed and signed off.		
f	<b>Pandemic Policy</b> DW proposed the unchanged model DCC HR policy was approved. All governors agreed and signed off.		
g	<b>RA22 Risk Assessment</b> DW advised that the assessment had been updated and checked by LG. DW proposed the Risk Assessment was approved. All governors agreed and signed off.		
h	<b>Stress Management Policy</b> CH proposed the updated model DCC policy was approved. All governors agreed and signed off.		
18	<b>Policies to be recommended for approval by FGB:</b> Policies had been circulated ahead of the meeting.		
a	<b>Grievance Policy</b> CH recommended the revised policy is taken to the FGB for approval. All governors agreed.		
b	<b>Redundancy Policy</b> CH recommended the unchanged policy is taken to the FGB for approval. All governors agreed.		
19	<b>Date of Next Meeting – Wednesday 4<sup>th</sup> May 2022 @ 4:15</b> The meeting closed at 18:17.		

Signed

S. Rolfe

Dated

4/5/22

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