

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 4th May 2022

Resources Committee Minutes – Part 1				
Date/Time		Location		
4 th May 2022 at 16:15		Bolham School		
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 of the meeting on the 9th of March 2022 The minutes were agreed by all as a true and accurate record and were signed off.		
4	Matters Arising:		
a	Repairs to the fence at the end of the playing field – Progress update DW reported that the repairs to the fence were complete. Action complete.		
5	Review 2021-22 End of Year & 2022-23 Revenue & Capital Budgets The 2021-22 Revenue report was reviewed. <ul style="list-style-type: none"> A surplus of £69k was reported. Various items were discussed, after which SR proposed the budget was approved and all governors agreed. SR requested that the imminent increase in energy and water prices are reflected in the 2022-23 budgets. The revised Capital budget report was reviewed and once explained by the DCC finance officer it was agreed by all governors.		
6	Catch-Up Premium – Update DW advised that the government had released more money for catch-up premium which will equate to £850 per pupil this term. DW added that the amount would not subsidise many hours	DW	ASAP

Signed *S. Rolfe*

Dated *29/6/2022*

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	one-to-one tutoring so she will evaluate the best way to use the funding.		
7	<p>Breakfast & After-School Clubs Budget / Update SR requested that the budget for 2022-23 included a plan for provision (food and toys etc). The budget report showed that the figures are healthy especially when the increase in playworker resource (2 full-time in the evening and 1 part-time in the evening) has still resulted in a surplus. SR recommended the budget was approved and all governors agreed. SR requested that the resource costs were reported under one entry.</p>		
8	<p>Staffing & Absence - Staffing Structures for 2022-23 - Staff Development and CPD Update - PPA & NQT time –Are requirements being met? DW reported that there continued to be sickness absences from staff and she was having to provide the cover herself. DW added that the school had been chosen for a The National Funding for Educational Research (NFER) pilot on Spelling, Punctuation and Grammar tests and once selected the exercise is compulsory. DW has discussed this with NFER as they wanted to perform two 1-hour tests, with a 15-minute break between them, with the Year 6 pupils when they are currently undertaking their SATS. DW advised NFER that it was not appropriate for the wellbeing of the students. NFER agreed to only perform one 1-hour test. <u>The meeting moved to Part 2 Minutes</u> DW updated the governors on the development of staff</p> <ul style="list-style-type: none"> • Mrs Middleton has taken on the role of Art co-ordinator and Science co-ordinator and has completed CPD online for Art and is scheduled for the Science CPD. • Mrs Withers and Miss Waterman are booked on a Teaching Assistant Maths course. • Senior Leaders are undertaking their briefings. • Miss Crang has completed her 'Autism in Girls' course <p>DW reported that all teachers are having their PPA time every week. NQT time requirements are being met and DW agreed to review the details.</p>	DW	ASAP
9	<p>Teacher's Laptops Governors agreed to the purchase of 5 laptops for the teachers.</p>		
10	<p>Health & Safety Update - Fire Drill - Water System Compliance - Review Spring Term Accident Log DW reported that the Spring Term fire drill had been performed and the Summer Term drill was to be scheduled. DW advised that the water system was compliant. LG reported that the accident log showed no cause for concern, highlighting that the Year 2 pupils were falling in line with the most incidents in school, as history has shown.</p>	DW	ASAP

Signed *S. Rolfe*

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11	Safeguarding DW advised that there were no new issues that needed discussion with CH.		
12	Policies to be approved: Policies had been circulated ahead of the meeting.		
a	Flexible Working Requests Policy SR recommended the unchanged policy was approved. All governors agreed and the policy was signed off.		
b	Support Staff Appraisal Policy DW advised the Policy had been updated and proposed it was approved. All governors agreed and the policy was signed off.		
13	Policies to be recommended for approval by FGB: Policy had been circulated ahead of the meeting.		
a	Charging & Remissions Policy SR recommended the unchanged policy is taken to the FGB for approval. All governors agreed.		
14	Date of Next Meeting – Wednesday 29th June 2022 @ 4:15 p.m. The meeting closed at 17:32.		

Signed S. Rolfe

Dated 29/6/2022