

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 26th September 2018

Resources Committee Minutes – Part 1				
Date/Time		Location		
26 th September 2018 at 16:15		Bolham Primary School		
Attendees	Initials	Attendees	Initials	
Tracy Cullerne	TC	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	Apologies No apologies had been received.		
2	Declaration of Business Interests There were no declarations of business interests.		
3	Minutes of the meeting on the 27th June 2018 The minutes were signed off as a true and accurate record.		
4	Matters Arising:		
a	Land Transfer – Update on the progress with John Cleaver (JC) SR reported that Michelle Ellis (ME), DCC Solicitor, had been in touch with regard to progressing the land transfer to the Trust. The transfer would include the whole of the school land, however ME was seeking confirmation of whether the car park was used by the school and whether the school would want to continue using it in the future. Mid Devon District Council (MDDC) currently hold the lease but ME understood that it may wish to surrender the lease in the near future. ME asked if the school would take a transfer of the car park if the MDDC lease was surrendered and the carpark transferred to the school in its sole name? SR reminded the committee that FGB had decided it would be prepared to take on the car park, providing it was resurfaced, line marked and the fence along the footpath was replaced with appropriate secure fencing and that the area was made good and secure, prior to the transfer taking place. DW added that currently the villagers used the car park overnight and weekends and that		

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	once the car park was handed to the school the governors would need to consider the public liability regarding cars being parked on the site. SR would respond to both JC and ME.	SR	ASAP
b	<p>Finalise the invitation to tender for 4 year Catering & Cleaning contracts and update TCLP (also see item 13)</p> <p>DW advised that the initial draft of the contracts needed to be updated to documents more focussed on a school's requirements, including TUPE, before they could be issued. A more appropriate template had been sourced from The Key, which would address this. The invitation to tender had been raised at the TCLP meeting but no schools had shown interest in providing meals. The current suppliers, NORSE, had been in touch to confirm that they were keen to continue with the provision of catering and cleaning for the school and would want to be included in any tender process. CH suggested that Apetivo were invited to tender as she had experience of them providing a good solution to catering.</p> <p>https://www.apetito.co.uk/about-us/why-apetito/?gclid=EA1aIQobChMllvVHs7fZ3QIVjLTtCh01cQ0UEAMYASAAEgK9kvD_BWE</p> <p>DW stated that once the tender was produced Apetivo could be included in the invitation to tender.</p> <p>It was agreed that it was important for the provider to supply meals that fully met nutritional requirements and offered good value for money. It was also important to ensure continuity of the service would be maintained at all times.</p> <p>Due to the current workload in school, it was agreed that the finalisation of the contracts would be deferred to the Spring term.</p>		
c	<p>Superannuation Increases – Update on the requested financial support from the Financial Intervention Panel for Schools (FIPS)</p> <p>DW advised that FIPS had not yet provided a response to the request. DW would inform the committee when a response was received.</p>	DW	ASAP
d	<p>Issue Priority List of maintenance works (for item 8)</p> <p>Action complete.</p>		
e	<p>GDPR Policies to be agreed at July FGB</p> <p>Action complete.</p>		
f	<p>Produce Breakfast & After-School Club Parent Pack for new intake in September</p> <p>This would be completed when the design of the club logo was finalised. DW would send a copy of the name and art work to SR, once completed.</p>	DW	ASAP
g	<p>Online Payments – Parents to be advised in July</p> <p>Action complete.</p>		
h	<p>Accessibility Policy – Update reference to Premises Committee and gain approval at FGB</p> <p>Action complete.</p>		
i	<p>Governors Allowances and Expenses Policy Statement to be ratified by the FGB</p> <p>Action complete.</p>		
j	<p>Maternity & Adoption Support Leave Policy to be approved</p>		

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	by FGB Action complete.		
k	Maternity Policy to be approved by FGB Action complete.		
l	Staff Leave & Absence Policy to be approved by FGB Action complete		
5	Elect Chair & Vice-chair SR said she was prepared to continue as Chair, TC proposed SR for the position of Chair, CH seconded and all agreed. SR nominated TC as Vice-Chair, CH seconded and all agreed.		
6	Agree Terms of Reference SR proposed that Lead Governor sections on “Policies and Documents delegated to the governor” made reference to “other policies included in the list of school policies and the relevant lead roles, maintained in a separate spreadsheet of school policies” and subject to that amendment the TOR was agreed. There was a discussion about the role of the lead governor for premises and it was agreed that it fitted well with the Health and Safety Lead. JS said she was prepared to take on the role, SR proposed JS was allocated the role of Lead Governor for Premises, TC seconded and all agreed. SR thanked JS.	BB	ASAP
7	Review 2018-19 Revenue Budget SR reported that the Revenue budget currently forecast a surplus of £4640 for the year. Catering income – why was the budget of £26k forecasting a shortfall in income of £2040 and if the cost of providing catering was forecast at £30k, did the committee need to review the price of school meals? DW advised that there had been a drop in the numbers of children taking up Universal Free School Meals, with low uptake on the last census day, which had resulted in a reduction in income. SR asked how this issue would be addressed in the future. DW said a reminder of the importance of a good school dinner would be included in the school’s newsletter and parents would be encouraged to take the free school meals with the aim of maximising numbers on census day. The committee would continue to monitor actual catering costs and whether the charge for meals needed to increase. School Budget Share – why was there a £900 forecast less than the original budget? DW stated it was due to a reduction in Special Educational Needs provision. Teaching Staff – Was the forecast overspend of £1529 related to the increase in teaching salaries, that would be supplemented by a government allowance of £16.40 per pupil in primary schools to meet the increase? DW confirmed this was the reason. It was noted that there would be an uplift of 3.5% for teachers on the main pay range, 2% uplift for the upper pay range and 1.5% for the leadership pay range. The first 1% would have to be funded by the school but the funding for the remainder would be from the government allowance of £16.40 per child. SR asked if this would be sufficient to cover the increased costs, DW said it would. The grant was due to be received in late autumn.	DW	ASAP

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	<p>ICT – Why was there a forecast overspend of £566 when FOBS provided donations for the laptops? DW advised that the extra cost was for the licenses.</p> <p>General Costs – Why was there a forecast overspend of £800? DW advised that a French Language Teacher had been employed half a day a week in Key Stage 2 to support the teaching of a modern foreign language.</p>		
8	<p>Agree Building Maintenance and Improvement needs SR reported that no Capital expenditure was currently planned. DW informed the committee, on advice from a recent Fire Brigade visit, that 2 new fire doors were required for the Staff room and Kitchen, that had clear panels so that there was greater visibility in those areas. DW would investigate the cost. CH asked if DCC would fund the cost of the doors. DW stated that she would contact the NPS advisor to confirm. JS reported that improvement work on the gates was due to take place in the next couple of weeks. Some new tables were required in class 3. The sheds would require maintenance ahead of winter and that the 2 upper hall window sills and the fascia boards needed painting. It was agreed that the Connect 2 system list of maintenance items would be reviewed. DW reported that the Dfe site inspection had taken place, in addition to the Local Authority (LA) inspection. The LA report was available on line and the Dfe report would be discussed at the next meeting.</p>	DW DW/JS DW	ASAP ASAP 21/11
9	<p>Review Pupil Numbers & Implications DW advised that there were 110 pupils currently on roll. 2 foundations pupils registered to join in September did not arrive and 2 pupils moving to the area did not join the school as anticipated. SR stated that this would have about a £6k impact (reduction) on the budget for next year.</p>		
10	<p>Teachers Pay Information regarding the government uplift to pay ranges for teachers had been circulated prior to the meeting. This had been discussed in the Revenue Budget (item 7). Nobody had any further questions.</p>		
11	<p>Pupil Premium (PP)– Review 17-18 and forward planning DW had issued the short report for 2017-18 ahead of the meeting. DW explained that Pupil Premium was additional funding designed to help disadvantaged pupils of all abilities to perform better. Pupil Premium was based on the number pupils who met the criteria recorded on the census day and also included pupils who had been eligible of Free School Meals in the previous 6 years. In addition, children of an Armed Forces parent would be allocated Pupil premium funding. Pupil Premium Plus was also available for pupils who are looked after by the local authority or have been adopted from local authority care. SR asked for confirmation that sufficient support was being given for the pupils to make progress. DW stated that the middle attainers had not made as much progress as expected 2018</p>		

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	<p>despite receiving support. The low cohort numbers made it statistically challenging. SR reported that all pupils had been involved in the Key Stage 2 projects such as the Jaguar Challenge. The Pupil premium Report for 2018/19 spending would be reviewed at the next meeting.</p>		
12	<p>P. E. Pupil Premium – Review 17-18 and forward planning DW had issued the review for 2017-18 ahead of the meeting. The School Games Silver Award had been retained, missing the Gold Award by 1 attainment point. Awareness of the Games Mark amongst parents and the local community would be addressed. Pro-coaching from Mr Williams took place across the whole school on a Friday with an additional £2k available for EYFS outdoor education this year. Examples of how the funding was used included transporting pupils to sporting events, taking part in the Exmoor Challenge, the Exeter half-marathon challenge and golf lessons. The premium could now be used for swimming lessons and it was agreed that funding could be used to subsidise the cost of lessons. DW advised that this year a Sports Coach was being employed to run a gymnastics class across the school. The children would be encouraged to attain a higher standard of gymnastics and the British Gymnastics Awards would be used to support this work. The Sports Premium Report for 2018/19 would be reviewed at the next meeting.</p>	DW	ASAP
13	<p>Invitation to tender for a 4 year Catering & Cleaning contract – Update This was covered earlier in item 4b.</p>		
14	<p>Breakfast & After-School Clubs Update The budget report had been issued ahead of the meeting. SR advised that the budget indicates a surplus of £3991, assuming the same uptake until the end of the year. Following up on feedback from the staff and children, equipment had been replaced. DW thanked SR for the donation of Lego for the school clubs.</p> <p style="text-align: center;">The meeting moved to Part 2 minutes</p> <p>SR reported that a snapshot of outstanding debt identified £65 which was significantly down on previous figures. The debt was an accumulation of many small late payments from several families. It was agreed that an aged debt of £114, for a child that had now left the school, be written off. SR proposed that when any individual's debt rose above £30 a letter would be sent to the parent explaining that the child would be denied entry to the school clubs until the debt was cleared. All agreed and parents would be advised in the newsletter</p>	DW	ASAP
15	<p>Online Payments – Update DW advised that the online system was now in place for all payments to school. TC stated that it was an improvement than having to pay by cash or cheque and asked if there was an App available for use on the phone rather than having to use a computer.</p>	DW	ASAP

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16	<p>Staffing & Absence DW reported that Mrs Worthington had been in hospital and was currently away from school. The schools regular supply teachers, Mrs Rangel and Miss Brierley, were covering the absence in order to provide continuity of provision for the Early Years pupils. SR asked DW to pass on the best wishes to Mrs Worthington</p>		
17	<p>Review Training Requirements of School Workforce DW reported that herself, Mrs Pilling and Miss Cotter had undertaken refresher Paediatric First Aid training. Mr Dickinson had been on a refresher course for Child protection. SR asked if DW had identified any CPD for herself. DW stated that she was looking for courses providing best value for money.</p>		
18	<p>Headteacher Performance Management – Date, Governors and external advisor to be agreed. SR explained that the committee had to review and agree an external advisor to be appointed to assist governors and the Head Teacher in the Head Teacher Appraisal process. SR said that Brad Murray had been the external advisor for a few years and provided excellent support and professional advice. SR proposed that he continue to be the external advisor for this year's performance appraisal process. TC agreed she had found him helpful in the previous performance appraisal and seconded the proposal. It was agreed that SR and TC would carry out the appraisal and SR would contact Brad Murray to obtain possible dates for the appraisal.</p>	SR	ASAP
19	<p>Arrangements for Staff performance Management DW reported that dates for Performance Management were in place.</p>		
20	<p>Health & Safety Update - Governor Report from Residential Stephen Moakes had produced a report on the residential visit to Escott House Country Park. Everyone agreed it was a thorough and good report. SR added that the school had acted in an appropriate manner when the initial planned trip to Escott had been cancelled as found to be unsafe for the children.</p>		
21	<p>Policies:</p>		
a	<p>Lettings Policy SR advised that she had reviewed the DCC guidance and model policy and was applying updates to the Bolham Lettings Policy. Several entries in the current policy were not in the DCC model policy and these were reviewed with DW at the meeting and the items to be retained agreed. The scale of charges was discussed and it was agreed to round up all the costs. The updated policy would be reviewed of the next meeting.</p>		
b	<p>Employee Code of Conduct CH proposed the unchanged policy was approved. All agreed and the policy was signed off</p>		
c	<p>Pay Policy (if available) The policy had not yet been issued to schools.</p>		
d	<p>Whistleblowing Policy</p>		

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	CH proposed the unchanged policy was approved. All agreed and the policy was signed off		
22	Date of Next Meeting – Wednesday 21 st November at 4:45 pm The meeting closed at 18:15		

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