

# Bolham Community Primary School Governing Body

## RESOURCES COMMITTEE MINUTES – 11<sup>th</sup> March 2021

Resources Committee Minutes – Part 1				
Date/Time	Location			
11 <sup>th</sup> March 2021 at 16:40	Video Conference			
Attendees	Initials		Attendees	Initials
Lynne Guest	LG		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	<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 28<sup>th</sup> January 2021</b> BB read out the Part 2 minutes. 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	<b>Matters Arising:</b>		
a	<b>Land Transfer – Update on progress</b> DW reported that there had not been any further updates	DW	ASAP
b	<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 there had been no progress on this item.	DW	ASAP
c	<b>Water Leak – Update</b> DW advised that water is still leaking, and South Molton Groundworks will be digging up the pathway during the Easter holidays to investigate the leak. <b>SR asked if the leak was the school side of the meter.</b> DW confirmed the leak is on the school side of the meter and South-West Water have confirmed that the leak is not from the meter. <b>SR asked how much the investigation from South Molton Groundworks will cost.</b> DW confirmed it will be approximately £1500 as previously reported.		
5	<b>School Financial Value Statement (SFVS)</b> <b>- CH/JS/LG to complete Finance Skills Audit</b>		

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	<p>SR advised that the deadline for the submission of the SFVS has been extended to the 28<sup>th</sup> May and she would be producing the report for the governors to review ahead of the next meeting.</p> <p><b>SR asked DW if the School Leadership Team are benchmarked against similar sized school.</b> SR &amp; DW agreed that as the current team size is very small and it will confidently benchmark against other schools.</p>	SR	April 21
6	<p><b>TCLP 2021 Charges</b></p> <p>DW reported that a charge had not been received from the TCLP, however, a provision of £1300 is in the budget.</p>		
7	<p><b>Babcock Services – Approve order</b></p> <p>DW had reviewed the Babcock Directory of Services and requested the following be purchased at a cost of £7746 (Vat inclusive).</p> <ul style="list-style-type: none"> <li>• English Primary Maths Leadership briefings 3 x 1/2day</li> <li>• EYFS briefing internally and 3 x ½ days</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>• School Improvement Consultancy (includes adviser for Headteacher Performance Management and School Improvement Visit)</li> <li>• Finance Consultancy Core + 5 Days of David Dominey that will involve further Finance training for Caroline Fargher</li> </ul> <p>All governors agreed the services are essential and approved the spend.</p> <p>DW added that the school improvement visit had not taken place this term and would check it would not be charged for.</p> <p>DW said that she would also like to purchase the Legal and Media service.</p>		
8	<p><b>Review 2020-21 &amp; 3-Year Revenue Budgets</b></p> <p>The Revenue and Capital budget forecasts as at the end of February had been circulated ahead of the meeting. There were no questions from the governors on the reports.</p> <p>DW stated that the 3-Year forecast Revenue Budget had only been available earlier in the afternoon and it would be circulated to governors to discuss at the FGB.</p>	DW	18-Mar
9	<p><b>Covid-19 Budget – Update</b></p> <p>DW advised that there had been no changes since the update to the FGB in February.</p>		
10	<p><b>Catch-Up Premium – Update</b></p> <p>DW advised that the FGB had been updated in February.</p> <p>One-to-one mentoring for 10, Year 2 pupils will start on the 18<sup>th</sup> March. The parents of those pupils have been contacted and are in agreement. Jen Ayling, one-to-one tutor, will be in school 4 days a week in the Summer term and will take on the mentoring of the Year 6 pupils that are currently being identified as needing the additional tutoring.</p> <p><b>SR asked what impact the catch -up work is making.</b> DW advised that it was too soon to make an assessment. Once children are back in school and the quality of worked is assessed, along with</p>		

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	teacher observations, the first opportunity to benchmark will be at the end of term. DW plans to review the impact early in the Summer term.		
11	<p><b>Review Pupil Numbers &amp; Implications</b></p> <p>DW reported that going forward the pupil numbers will be approximately 114. The number for reception in September is now on PAN, with 15 having a place with one more expected. The biggest issue is the year3/4 group of 38 children and what staffing needs to be in place, subject to budget considerations. <b>SR asked DW what staffing she proposed.</b> DW requested the retention of the 2 teachers for the class. <b>JS asked how valuable the employment of a second teacher in the class this year has been.</b> DW said it had been invaluable. <b>JS asked what the difference is between employing a high-level teaching assistant rather than a qualified teacher.</b> DW advised it was the pressure on the teaching staff that is the issue as they have to mark 38 English and 38 Maths books to mark in the evening along with planning the next day's lessons. DW added that to mark 38 English books properly take her 2 to 2 ½ hours. Governors agreed this level of work is not sustainable.</p> <p>It was agreed that the future staffing needed to be dependent on the budgets which will be discussed at FGB.</p>		
12	<p><b>Review Pupil Premium &amp; PE Pupil Premium</b></p> <p>The latest versions of both reports had been circulated ahead of the meeting.</p> <p><b>CH asked if any swimming lessons would take place in the Summer term, subject to government advice.</b> DW advised that when leisure centres are reopened there would potentially be restrictions in place, and these would be impractical if bathers have to arrive 'beach ready' so it is not expected that any swimming lessons will take place this school year.</p>		
13	<p><b>Breakfast &amp; After-School Clubs Budget / Update</b></p> <p>The budget report had been circulated ahead of the meeting. SR advised that the staff are still needed and paid although the club is not receiving the income as forecast as reduced numbers are in school. The surplus from last year has allowed the clubs to continue.</p> <p><b>SR asked if there had been any feedback from parents on requirements in the future.</b> DW said she had not received any feedback from parents. The numbers have been consistent as they were in lockdown with 9 children attending the Breakfast Club. The numbers for after school varied between 6 and 2 with numbers tailing off during the week, hence the Friday club being cancelled during lockdown as not economically viable.</p>		
14	<p><b>Staffing &amp; Absence</b></p> <p><b>- Review Current Staffing Structure &amp; Staffing needs for next financial year</b></p> <p>DW reported that Mrs Hague had retired at the end of February. <b>JS asked what the situation was with Mrs Batten.</b> DW advised Mrs Batten was still in a phased return to work.</p>		

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15	<p><b>Health &amp; Safety Update</b>  <b>- Review Autumn Term Accident Log</b>  <b>- Spring Term Fire Drill</b>  <b>- Water System Compliance</b></p> <p>JS said she had been unable to visit school to review the accident log and proposed the reports for autumn and Spring were produced for the next meeting.          DW advised that a successful fire drill had taken place on the 27<sup>th</sup> January as part of the lockdown assessment.          DW reported that the water compliance assessment in February was fine.</p>	JS	1 <sup>st</sup> May
16	<p><b>Safeguarding</b></p> <p>DW reported that she is dealing with ongoing cases and there were no new cases to report. <b>SR asked if DW needed any support with the ongoing cases.</b> DW said she didn't need any assistance.</p>		
17	<p><b>Policies to Approve:</b></p>		
a	<p><b>Capability Policy</b></p> <p>A small change has been made to the policy regarding accessibility. CH proposed the model DCC policy was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.</p>		
b	<p><b>RA08 Fire Risk Assessment</b></p> <p>DW advised the assessment had been modified on the instruction from DCC Health &amp; Safety on the shutting of fire doors. DW proposed the Risk Assessment was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.</p>		
c	<p><b>Flexible Retirement Policy</b></p> <p>A small change has been made to the policy to clarify working additional hours. CH proposed the model policy was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.</p>		
d	<p><b>Lettings Policy</b></p> <p>SR proposed the policy was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.</p>		
e	<p><b>Overtime Policy</b></p> <p>DW 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>		
f	<p><b>Pandemic Policy</b></p> <p>DW proposed the unchanged model DCC HR policy was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.</p>		
g	<p><b>RA22 Risk Assessment</b></p> <p>DW advised that the assessment had been updated and checked by JS. DW proposed the Risk Assessment was approved. All governors approved the policy. Signing off will take place at the earliest opportunity by the Chair.</p>		
h	<p><b>Stress Management Policy</b></p>		

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	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.		
<b>18</b>	<b>Date of Next Meeting – Thursday 6<sup>th</sup> May 2021 at 4:30 p.m.</b> The meeting closed at 17:30.		