

Bolham Community Primary School Governing Body

RESOURCES COMMITTEE MINUTES – 6th of October 2021

Resources Committee Minutes – Part 1				
Date/Time	Location			
6 th October 2021 at 16:15	Bolham Primary 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	Family 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 family commitment.		
2	Declaration of Business Interests There were no declarations of business interests.		
3	Minutes (Parts 1 & 2) of the meeting on the 1st of July 2021 SR read out the Part 2 minutes after which both sets of minutes were agreed by all as a true and accurate record and signed off.		
4	Matters Arising:		
a	Land Transfer – Update on progress At the FGB in July, the governors agreed that the transfer of land would be progressed once the school had joined the academy. Action closed.		
b	Communicate with Ian Hyde to discuss repairs to the fence at the end of the playing field and how repairs will be funded DW advised that there was no progress on the playing field repairs.	DW	ASAP
c	Water Leak – Update DW advised that a new heater has been installed in class 2. There are no current issues to address. Action complete.		
d	School Website Compliance – Update At the FGB in July, it was agreed that Stephen Moakes would contact Ventrus Academy IT department for advice. Action complete.		
e	Smartboard Funding Request – Update		

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	DW reported that the charity funding requests had been successful and £3500 had been donated to the school which had funded 2 new smartboards which have been installed and are in use. Action complete.		
f	Ventrus Catering to re-affirm food standards are in line with statutory duties DW reported that Ventrus Catering had advised as follows in July “ The current menu in operation is not fully compliant to the Food Standards Agency, the menu operates quite closely with the guidelines, but due to the type of service (eating in classrooms from boxed containers) some adjustments were necessary to accommodate this, the menu is currently under review and with effect from October half term 2021 will be compliant to the FSA.” Action complete.		
5	Elect Chair & Vice-chair DW proposed SR for chair, LG seconded. It was agreed that SR become Chair. SR proposed LG for Vice-Chair, DW seconded. It was agreed that LG become Vice-Chair.		
6	Agree Terms of Reference LG agreed to be the lead governor for Premises, Security and Health and Safety. The terms of reference were agreed by all.		
7	Review 2021-22 Revenue & Capital Budgets The reports had been issued ahead of the meeting. DW advised that this year’s allocation of £5k for the capital budget was still to be received. DW reported that the revenue budget looked healthy, however, the supply cost would increase as cover was required for staff attending training courses and illness.		
8	Catch-Up Premium – Update DW reported that the information had not been released until September and different options for the catch-up tutoring had been included. The one-to-one tutoring is being replaced by school-based tutoring. https://www.gov.uk/government/publications/school-led-tutoring-grant The catch-up premium is based on premium pupil numbers (previously on the number of children). Bolham school is based on 12 pupils, and of the 12 the funding is for only 60% (7 children). The school must find 25% of the 7 children and 100% for the other 5 children. This is based on the government funding £202.50 per child for 15 hours and the school funding £67.50 for 15 hours. The total cost to the school for the 12 children equates to £1822.50. The staff have identified, that across the school via tracking since September, there are 30 children that would benefit from extra tuition. There is recovery grant of £2000 available to support the school and with the support of a portion of the pupil premium funding, DW advised that the cost to the school would be £6682.50. This would be on a one to three tutoring.		

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	Governors agreed that the funding was essential for the children.		
9	<p>Breakfast & After-School Clubs Budget / Update</p> <p>DW reported that the numbers were consistent with an average of 12 children in the morning and between 12 and 15 for the After School Club. DW advised that many schools have reported that the demand has reduced.</p> <p>DW stated that there had been requests to extend the after-school club to 5:30 but it needs at least 6 children to make it viable.</p>		
10	<p>Review Pupil Numbers & Implications</p> <p>DW reported that currently there are 107 pupils in school (against a plan for 110) which has a £9k impact on funding the school receives. One family has moved abroad.</p>		
11	<p>Pupil Premium – Review 20-21</p> <p>DW had not completed the report and it will be discussed at the FGB.</p>		
12	<p>Staffing & Absence</p> <p>DW reported that, for the first time this term, the staff was up to full strength. At the start of term, the staff was 20% down due the impact of Covid.</p> <p style="text-align: center;">The meeting went to Part 2 minutes</p>		
13	<p>Review Training Requirements of School Workforce</p> <p>DW has identified the requirements from the areas of the key priorities in the school development plan.</p> <ul style="list-style-type: none"> • Leadership & Management • Quality of Education (Maths, French, Music, P.E.) • Behaviour • Personal Development (Children and Staff mental health and wellbeing) <p>All staff are currently undertaking ‘Mindsnacks’, a Babcock free product, tailored for year groups for Maths https://shop.babcockldp.co.uk/events/f2705c00-ceb4-4478-bb55-bc155730d1e9/Maths-Mind-Snacks-for-Teachers-online Chris Vickery is producing a survey for teachers on Maths to identify extra support and training.</p> <p>DW & Lucy Crang (LC) joined an excellent Ofsted webinar on subject reviews covering languages, geography, and a general overview of curriculum development.</p> <p>DW is to support LC in the role of a subject leader.</p> <p>Clair Worthington & Gemma Cotter are undertaking training on NELI https://www.nuffieldfoundation.org/project/nuffield-early-language-intervention</p> <p>Clair Worthington and Julie Withers are undertaking intensive training for an Emotional Logic Foundation Award.</p>		
14	<p>Education Staff Wellbeing Charter</p> <p>It was agreed to defer the decision on signing up to the charter.</p>		
15	<p>Headteacher Performance Management – Date, Governors, and external advisor to be agreed.</p> <p>The performance management review is scheduled for the 18th November. Brad Murray will act as the external advisor. The panel will include SR and probably Ch or Abi Dent.</p>		
16	Arrangements for Staff Performance Management		

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	DW reported that reviews are currently taking place. Observations in every classroom and feedback have taken place and there are 2 appraisals to take place.		
17	Agree Building Maintenance and Improvement needs DW requested that the main corridor, reception area and children's toilets are repainted. Governors agreed that DW obtain quotes and proceed with the painting during the Christmas break.		
18	Health & Safety Update - Review Accident Log As Julia Slade had recently stepped down there was nothing to report.		
19	Safeguarding As agreed at the FGB, all staff have been asked to confirm they have read part 1 of the Keeping Children Safe in Education guidance. DW reported that the training from 'The Key' had been used on the non-pupil day at the start of term and that she had given Mrs Tarr training, The meeting went to Part 2 minutes		
20	Policies to be approved by the Committee: The policies had been circulated ahead of the meeting.		
a	Employee Code of Conduct DW proposed the unchanged policy was approved. All governors agreed and the policy was signed off.		
b	Shared Parental Leave Policy SR proposed the unchanged policy was approved. All governors agreed and the policy was signed off.		
c	Whistleblowing Policy SR proposed the unchanged policy was approved. All governors agreed and the policy was signed off.		
21	Policies to be recommended for approval by the FGB: All policies had been circulated ahead of the meeting.		
a	E-Safety Policy DW said that she wanted to review the document with her staff and discuss at the next meeting.	DW	Nov 21
b	Disciplinary Policy The policy had been updated to include additional accessibility information and attendance at an appeal. SR recommended the revised policy was approved. All governors agreed. The policy would be taken to the FGB for final approval.		
c	Health & Safety Policy DW had made some slight modifications to the policy and it would be taken to the FGB for approval.		
d	Maternity & Adoption Support Leave Policy SR recommended the unchanged policy was approved. All governors agreed. The policy would be taken to the FGB for final approval.		
22	Date of Next Meeting – Wednesday 17th November @ 4:30 The meeting closed at 17:15.		