



Governing Body of Bowhill Primary School

Resources Committee Meeting

Date of meeting	25 th April 2017	Present	Name			Name		
			of Governor	Initials	Category	of Governor	Initials	Category
Time of meeting	6:00 p.m.		Rod Ruffle Chair of Resources	RR	COO	David Pryke	DP	FOU
			Mark Burnard Deputy Head teacher	EW	COO	Nikki Denison Chair of Pay	ND	COO
Caren Brooks Head teacher	CB		STH	Lizzie Clough	LC	PAR		
Joanne Radford	JR		COO	Reg Edwardson	RE	COO		
Room	Year 6/2	Apologies	Emma Walker-Brown Deputy Chair of Resources	MB	COO			
		In Attendance	Li Wang	LW	Clerk			

	Minutes	Actions
1	<p>1.1 Welcome & Apologies</p> <p>RR welcomed all Governors who attended the meeting.</p> <p>Apologies were received as above and sanctioned.</p> <p>1.2 Attendance & Business Interest Register</p> <p>Governors were reminded that they must declare any conflict of interest which becomes apparent during the meeting. None declared.</p> <p>1.3 Fire Alarm</p> <p>There was no fire test today. Fire exits were outlined by RR. If the alarm were to sound then everyone should make their way quickly and safely to the playground.</p>	
2	<p>Approval of Minutes from the Resources committee meeting held on Tuesday 7th March 2017</p> <p>Governors were reminded to forward any errors, inaccuracies or queries about the Minutes to the Clerk no later than 24 hours before the meeting.</p> <p>Minutes were approved as an accurate record of the meeting and signed by RR.</p>	
3	<p>To discuss matters arising from the last meeting</p> <p>Completed actions:</p> <ul style="list-style-type: none"> ➤ A congratulatory letter from the Chair, on behalf of the Governing Board, was presented to Kidz Biz staff; ➤ Clerk uploaded the approved fire policies Policy and Charging Policy to the school web page; 	

	<ul style="list-style-type: none"> ➤ Clerk updated the review dates at the bottom of MATERNITY POLICY and SHARED PARENTAL LEAVE POLICY which were filed; ➤ EW circulated the updates on the enquiries about the SFVS and the budget; ➤ The timeliness of Breakfast Club opening was discussed at the previous FGB meeting and a decision was made. 	
4	<p>Questions to the Head teacher</p> <p>Governors to send out questions to the Head teacher or the Clerk before the meeting</p> <p>DP raised a question about the budget for training, enquiring why the figure of the ‘estimated future’ was less than half of the current figure.</p> <p>CB replied that there were several factors which had been taken into consideration to decide the Estimated Future budget in training:</p> <ul style="list-style-type: none"> ➤ There were many self-training sessions arranged within the school and across the MAT schools; ➤ The school intends not to overspend the budget owing to the assessment of the uncertainty in all elements of the cost; the budget has to include an allowance for contingency factors, or unexpected expenses; ➤ The figure of the Estimated Future also came from historical knowledge of previous inspections; ➤ Prior to considering the training budget, the school must first look at the overall budget in its entirety. 	
5&6	<p>5. Monitor and evaluate premises aspects of the SEF/SMIP 6. Consider items for next phase of SMIP</p> <p>CB informed Governors that there were some small ongoing projects to look after the buildings including expanding classrooms. The projects dealt with SMIP and had influence on the premises. In addition, Iris is in the process of getting quotes for school’s ground development which is for pupils’ intervention and decoration of classrooms.</p> <p>DP asked if the noticeboard had been standardised.</p> <p>CB confirmed the standardisation and informed Governors that the second noticeboard was being produced.</p> <p>JR asked if KS1 was expected to be moderated by Babcock.</p> <p>CB confirmed that Catherine Lawes (KS1 Phase Leader) and Carol Blatchford (KS2 Phase Leader) were working on updating the writing assessment criteria known as evidence gathering grid and CB will join them tomorrow.</p> <p>Governors were informed that statutory moderation requirements are organised and managed by Babcock LDP on behalf of Devon local authority and all schools subject to KS1 moderation requirements are visited by members of the KS1 Moderation Panel, however guidance to schools clearly states that it is the responsibility of the Headteacher to ensure the accuracy of teacher assessment judgements in their school.</p> <p>The best way for a school to prepare for an external moderation visit is to have robust internal assessment processes, based on teachers’ understanding of the interim TA frameworks and collaboration with other schools. The school will give examples to inform good practice and to provide an opportunity for senior leaders to raise queries with the moderation managers.</p> <p>The RECORD OF MODERATION FORM for writing includes teacher judgement before in-school moderation, school judgement after in-school moderation and external judgement.</p> <p>JR asked if writing is the main target.</p> <p>CB replied that writing has been the priority. Headteachers of the MAT are working on producing</p>	

	<p>packs to ensure consistency of teacher assessment judgement between classes and across schools. The next MAT meeting will look at Greater Depth.</p> <p>RR raised a question related to Objective 4 Leadership and Management of SMIP.</p> <p>With regard to ‘4.5 Establish governor capability which is resilient, continuously developing and improving’, what is the progress in ‘3 governors set up with access to Raise/Pupil Tracker and evidence recorded of their usage to inform governor challenge (i.e. in visit reports, minutes)’?</p> <p>MB confirmed that the Department for Education (DfE) has launched a new service which will provide schools and other existing user groups with detailed performance analysis to support local school improvement as a replacement to RAISEonline.</p> <p>DP confirmed that Pupil Tracker can provide a quick and reliable judgement and is a very useful tool. DP will meet with MB on Thursday.</p> <p>JR asked if there are any projects to deal with spelling which is a big part of writing.</p> <p>CB confirmed that KS2 undertook a scheme of noun spelling within the school which will be held across schools. Four MAT schools are working on unified formats that suit all schools.</p> <p>JR added that Talk for Writing, developed by Pie Corbett, is also a good application for pupils.</p>	
7	<p>Safeguarding</p> <p>CB informed Governors that Bowhill will be a polling station for the general election on 8th June 2017. However, there is no Non-Pupil day in this June. CB had provided DCC with several options, such as using the hall or utilising mobile unites at the car park. Since the gate has to be open, a risk assessment will be necessary to be carried out.</p>	
8	<p>Children in Care</p> <p>CB confirmed that there is one child in care who is in Foundation Stage and CB or the class teacher goes to meetings about the child. A personal educational plan (PEP) was written and reviewed to fit in with the student’s long-term needs.</p> <p>Governors were informed that there are 14 guardianship students who have no problem attending school.</p>	
9	<p>Review expenditure/monitor budget and report to FGB (including any additional financial streams e.g. before or after school care, catering etc.)/ Monitor FRS report</p> <p>RR enquired about the apprenticeship levy - one of the ‘variance reasons’ for the other staff costs of in the budget.</p> <p>Governors were informed that the Apprenticeship Levy will be a levy on UK employers to fund new apprenticeships. What is clear is that each employer will have to pay 0.5% of their total salary bill less a £15,000 allowance. Employers will need to let HMRC know monthly whether they need to make a payment and will need to make the first one in May 2017.</p> <p>The money will be paid into a HMRC digital account for each employer who can then access this funding to support investment in apprenticeships. In addition to this the government will top those funds up by a further 10%.The government have announced the new Apprenticeship Levy will be</p>	

	<p>coming into force this April 2017 and will cost schools 0.5% of their salary costs.</p> <p>Governors were aware that the apprenticeship levy is being reviewed by the school.</p> <p>CB informed Governors that she and the MAT business manager will be attending a budget planning workshop in June 2017.</p>	
10	<p>Review Voluntary Funds Accounts</p> <p>This item is not applicable because the school does not have voluntary fund.</p>	
11	<p>Set Annual Budget – consider changes to current year budget</p> <p>It was agreed that this item will be moved to the next meeting in June.</p> <p><u>Action: Clerk will add this item to the next meeting agenda.</u></p>	<p>Clerk 26/04/17</p>
12	<p>Receive and consider staffing structure recommendations from Teaching & Learning committee</p> <p>CB informed Governors that the school website had published the vacancy information for a Temporary, Part-time Foundation Stage Teacher and a Permanent, Full-time KS2 Teacher to start September 2017.</p> <p>CB confirmed that the pupil number for reception will be around 60. One reason for this massive drop is that families who have children in secondary schools prefer to choose primary schools for their youngest which are closer to the secondary schools. The other three MAT schools are under the same circumstance. Based on historical records, CB told Governors that the reception pupil number follows a 5-year cycle. The number will come back to around 70 next year; therefore a new teacher is needed.</p>	
13	<p>Monitor staff development and CPD, ensure PPA and NQT requirements are being met as well as Head's work/life balance</p> <p>CB informed Governor that all employed teaching staff, including Headteachers, deputy Heads and those with other responsibilities like <u>Special Educational Needs Coordinators</u> (SENCOs) are entitled to PPA equating to 10 per cent of their teaching hours. Teachers who have leadership responsibilities also have additional time out of the classroom for Leadership and Management time, but this is on top of, not instead of, PPA. In addition, CPD is included in staff meetings to plan their future. The moderation meetings across schools have been very successful and it was held four times and more meetings will be arranged. CB confirmed that the new teacher had shown her skilful performance in teaching.</p>	
14	<p>Review NQT, training and partnerships</p> <p>CB informed Governors that the school had receive partnerships funding for next term.</p> <p>MB added that the school has three visits this year that the school has to report to DCC and the trips are the same as in previous years, the London trip, Dartmoor trip and the overnight stay for the year 3's.</p>	
15	<p>Agree arrangements for educational visits and ensure in line with DCC guidance (link to Health & Safety)</p> <p>MB submitted Health and Safety report prior to the meeting:</p> <ul style="list-style-type: none"> ➤ He updated and reviewed the most recent RA24 security and safety policy and had them reviewed by him and Dave Hier the new site manager; 	

	<ul style="list-style-type: none"> ➤ He reviewed the Health and Safety Policy with amendments; ➤ The outdoor and education policy is a booklet that the school follows when organising trips but gives comprehensive information re any outdoor education that we do. The most recent booklet is included. It replaces the 2014 booklet with the 2016 booklet. ➤ He adopted the Devon Outdoor Education Policy and reviewed it and inserted the school's name on it; ➤ The action plan from the 3-yearly plan was submitted to the meeting and updated with the actions taken. 	
16	<p>Review HEALTH AND SAFETY POLICY (due April 2017)</p> <p>Mark reviewed and updated some of the documents in relation to Health and Safety, Risk Assessment and Outdoor Education Policy. He sent copies to RE, the designated governor, and RE gave his feedback to MB.</p> <p>DP asked if there is any risk assessment for teachers who are pregnant.</p> <p>CB confirmed that there is risk assessment for pregnant teachers. CB has preliminary conversations with them first and if there are any further questions MB will meet with them.</p> <p>Health and Safety Policy was approved by Governors.</p> <p><u>Action: Clerk will upload the newly reviewed Health and Safety Policy to the school policy webpage.</u></p>	<p>Clerk 26/04/17</p>
17	<p>Review RISK ASSESSMENTS & SCHOOL SECURITY (due April 2017)</p> <p>Security Risk Assessment (Educational Establishments) RA24 and RA24B were reviewed and approved by Governors.</p> <p><u>Action: Clerk will include RA24 and RA24B in this item for the future April Resources meetings.</u></p>	<p>Clerk 26/04/17</p>
18	<p>Review OUTDOOR EDUCATION POLICY (due April 2017)</p> <p>Outdoor Education Policy was approved by Governors.</p> <p><u>Action: Clerk will update the review date at the bottom of the policy.</u></p>	<p>Clerk 26/04/17</p>
19	<p>Review ASSET MANAGEMENT PLAN (due April 2017)</p> <p>Governors agreed to defer Asset Management Plan to September meeting.</p> <p><u>Action: Clerk will add this item to the agenda for September meeting.</u></p>	<p>Clerk 26/04/17</p>
20	<p>Review APPRAISAL POLICY & PROCEDURES (April 2017)</p> <p>Appraisal Policy & Procedures were approved by Governors.</p> <p><u>Action: Clerk will update the review date at the bottom of the policy.</u></p>	<p>Clerk 26/04/17</p>
21	<p>Review CAPABILITY POLICY & PROCEDURES (April 2017)</p> <p>Capability Policy & Procedures were approved by Governors.</p> <p><u>Action: Clerk will update the review date at the bottom of the policy.</u></p>	<p>Clerk 26/04/17</p>

22	<p>Governors Reports</p> <p>There were no Governors reports submitted to the meeting.</p>	
23	<p>Items brought forward by the Chair</p> <p>EW attends the MAT meetings as a director to represent Bowhill and she requires a stand-in to step in when she cannot attend meetings. Governors agreed that JR, RR and LC will share the role of stand-in.</p> <p><u>Action: Clerk will email EW about the decision made at the meeting and inform EW to send the meeting calendar and meeting dates when she is not able to attend the meetings.</u></p>	<p>Clerk 26/04/17</p>
24	<p>Dates & Time of next Committee meetings</p> <p>6.00 p.m. on 20th June 2017</p>	

All related policies and documents to the meeting were circulated prior to the meeting.

There being no further items to discuss the meeting closed at 7.28 p.m.

Attachments: 1. SMIP 2. SEF 3. **RISK ASSESSMENTS & SCHOOL SECURITY** (due April 2017) 4. **OUTDOOR ED POLICY** (due April 2017) 5. **HEALTH AND SAFETY POLICY** (due April 2017) 6. **APPRAISAL POLICY & PROCEDURES** (April 2017) 7. **CAPABILITY POLICY & PROCEDURES** (April 2017)

Signed Dated.....