



Governing Body of Bowhill Primary School

Resources Committee Meeting

Date of meeting	24 th April 2018								
Time of meeting	6:00 p.m.	Present	Name of Governor	Initials	Category		Name of Governor	Initials	Category
Room	Year 6/2		Emma Walker-Brown Deputy Chair of Resources (Chair)	EWB	COO		Lizzie Clough	LC	PAR
			Caren Brooks Head teacher	CB	STH		Reg Edwardson	RE	COO
			David Pryke	DP	FOU				
		Apologies	Rod Ruffle Chair of Resources						
		Minute taker	DP						

	Minutes	Actions
1.	<p>1.1 Welcome & Apologies EWB welcomed all Governors who attended the meeting. Apologies were received from Rod Ruffle(RR). Kerry Gracie (KG) was unable to act as clerk while recovering from an operation.</p> <p>1.2 Attendance & Business Interest Register 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 There was no fire test today. Fire exits were outlined by EWB. 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 9th January 2018 EWB identified one inaccuracy in section 15 of the minutes. The date of the training run by Helen Eustace was on 13/03/2018 not 13/03/2014. Moreover, both RR and EWB attended the training. Action: DP to amend the minutes accordingly and email a corrected version to CB, KG and governors. CB agreed to print the Part 2 item minutes from the last meeting on coloured paper</p>	<p>DP 03/07/ 2018</p>

	<p>Action: CB to copy the Part 2 item minutes onto coloured paper and file appropriately.</p> <p>With these exceptions the minutes were approved as a true and accurate record of the meeting.</p>	<p>CB 03/07/ 2018</p>
<p>3.</p>	<p>To discuss matters arising from the minutes</p> <ul style="list-style-type: none"> ➤ It was not clear whether the letter arising from Part 2 of the last meeting had been sent to the member of school staff concerned. ➤ Insurance – CB explained that she had decided to stay with Mutual since they represent good value for money and other low-cost insurers’ policies do not cover stress. Mutual’s policy does not include maternity cover but a sum of money will be set aside within the school budget for maternity cover should it be required. ➤ DP explained that he had attended some data training since the last meeting. Other governors at the training were able to download the IDSR from the ASP website and it was important that Bowhill governors could do so too. CB said that she would give this task to Mark Burnard. (MB) <p>Action: CB to ask MB to enable governors to access the ASP website.</p> <ul style="list-style-type: none"> ➤ CB explained that follow-up actions on the Safeguarding report had been carried out immediately. ➤ CB explained the KG was due to return imminently. She would need to carry out all actions identified in previous minutes on her return. <p>Action: KG to complete all actions from previous minutes on her return</p>	<p>CB 03/07/ 2018</p> <p>KG 03/07/ 2018</p>
<p>4.</p>	<p>Questions to the Head teacher</p> <p>RR asked CB about the cost of the 3 snow days. CB replied that she had calculated that £70 had been lost in lettings and £281.50 in Breakfast Club income. Moreover, £8418 in salaries had been paid per day. The combined cost was therefore £25605.50.</p> <p>CB was asked about the General Data Protection Regulation (GDPR) and its implications for the school. CB replied that all the MAT deputy heads had attended training on the GDPR and had drawn up a list of actions to be carried out. All data more than 2 years old must be deleted.</p> <p>Action: CB to monitor the progress of these actions</p>	<p>CB 25/05/ 2018</p>
<p>5.</p>	<p>Review expenditure against and monitor FRS report</p> <p>The expenditure spreadsheet had not been received by governors.</p> <p>Action: CB to email the expenditure spreadsheet to governors.</p> <p>The bottom line of the spreadsheet showed that the school will remain within budget without having to use any of the carry-forward. The cost of staff cover had been unusually high this year but insurance payments to cover this had now been received. Most staff who had been absent through sickness had now returned. One is likely to begin a phased return w/b 30/04/2018. One teacher remains off sick. Additional SEN funding had also been received.</p>	<p>CB 27/04/ 2018</p>
<p>6.</p>	<p>Proposed works and quotas</p> <p>CB had received notification of the school’s funding for 2018/19. The additional £31K would cover the cost of another Reception teacher.</p> <p>CB explained that the school had sufficient funds to cover some repairs/improvements to the school estate. Please see appendix 1 for a list of the proposed works and appendix 2 for their estimated costs.</p>	

	<p>CB said that she would raise the issue of the proposed resurfacing of the top playground (expected cost around £28K) at the meeting of MAT heads on 25/04/2018.</p> <p>After some discussion governors agreed that CB should proceed with the works.</p>	
7.	<p>May return to the EFA</p> <p>See note on the agenda. CB pointed out that Pauline had replaced Alison as the MAT business manager. There would be a budget planning workshop on 7th June 2018.</p>	<p>CB 24/04/ 2018</p>
8.	<p>Monitor pupil premium, Sports Funding, children in care funding etc</p> <p>CB reported that MB had just completed a report on the use of the funding for sport and that he was now making some final amendments after CB had read it.</p> <p>Action: CB to check final version of the report.</p>	<p>CB 27/04/ 2018</p>
9.	<p>Values/wellbeing</p> <p>CB explained she wished to support staff by paying for teas, coffees and biscuits on Fridays in the staffroom. The cost would be £1000 approximately for 95 staff. Staff currently contribute £15 per term for these drinks. After some discussion governors agreed to the proposal.</p>	
10.	<p>Safeguarding – Ensure central record of recruitment and vetting checks are up to date</p> <p>CB reported the all vetting checks are up to date. There is a backlog of DBS approvals and where DBS clearance had not been obtained the member of staff concerned always works with another member of staff. Where longstanding staff did not have 2 references in their personnel file a risk assessment has been carried out.</p>	
11.	<p>Children in Care</p> <p>CB reported that there are currently 2 children in care, one for not much longer. The other is on the school's roll but is being educated off site and there will shortly be a case management meeting to discuss transferring the child to another school.</p>	
12.	<p>Check implementation of Health and Safety improvements</p> <p>CB reported that this work was ongoing. The most recent work was on the cycle and scooter sheds. MB works with the school's maintenance worker to deal with new issues as soon as they arise.</p>	
13.	<p>Review pupil numbers</p> <p>CB reported that the allocation received from the local authority was currently 71 which includes 66 first preference choices. CB said that she was meeting the parent of another potential pupil on 27/04/2018.</p>	
14.	<p>Personnel matters</p> <p>Clerk's appraisal - As KG is currently absent due to illness no date can be set for her appraisal. She is expected to return to work shortly and an appraisal date will then be set. She works for 3 of the MAT's 4</p>	

	<p>schools (the exception is Alphington) as well as the MAT itself and the appraisal will therefore be coordinated with the other schools concerned.</p> <p>Action: CB to arrange KG's appraisal on her return.</p> <p>CB reported that the school's senior administrator, Iris Browning, was due to leave at the end of the academic year, having occupied the current role for 8 years. CB was considering combining the role with front office posts and will begin the recruitment process in early May.</p> <p>Current roles to be filled include the deputy head and leads for Maths and English. Interview dates have now been set and candidates informed. CB said that it would be much appreciated if governors could participate on the interview days. RE said that he would help with the deputy head interviews, RON would be present on both days and DP had already agreed to help with the English lead interviews.</p>	<p>CB 03/07/ 2018</p>
<p>15.</p>	<p>Governors' Reports</p> <p>EWB needs to complete a report on the SEN morning and DP on the data training he had recently done.</p> <p>Action: EWB and DP to complete their reports</p> <p>CB raised the matter of the next governor training morning. Since governors had already received Safeguarding training this year she felt that training on e-Safety would be appropriate and could be delivered on a Tuesday morning in June if that were suitable for governors.</p>	<p>EWB/DP 03/07/ 2018</p>
<p>16.</p>	<p>Items brought forward by the Chair</p> <p>To approve amended Policy Review grid</p> <p>The Policy Review item should have been removed from the agenda. KG needs to review the grid on her return. It had been noted that some items marked as policies were actually guidelines.</p> <p>Action: KG to check the policy grid on her return</p>	<p>KG 03/07/ 2018</p>
<p>17.</p>	<p>Dates & Time of next Committee meetings</p> <p>The number of governors' meetings will remain the same next year. The next meeting will take place at 6.00 p.m. on 3rd July 2018, one week before FGB.</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 7.30 p.m.

Signed Dated.....