



Governing Body of Bowhill Primary School

Resources Committee Meeting

Date of meeting	17 th January 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
			Emma Walker-Brown Deputy Chair of Resources	EW	COO	Nikki Denison Chair of Pay	ND	COO
Room	Year 6/2		Mark Burnard Deputy Head teacher	MB	COO	Lizzie Clough	LC	PAR
		Joanne Radford	JR	COO	Reg Edwardson	RE	COO	
		Apologies	Caren Brooks Head teacher	CB	STH			
		In Attendance	Li Wang	LW	Clerk			

	Minutes	Actions
1	<p>1.1 Welcome & Apologies RR welcomed all Governors who attended the meeting. Apologies were received as above and sanctioned.</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 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 15th November 2016 Governors were reminded to forward any errors, inaccuracies or queries about the Minutes to the Clerk no later than 24 hours before the meeting. 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 (held on 15th November 2016) The completed actions:</p> <p>CB</p> <ul style="list-style-type: none"> ➤ checked the attendance information based on the attendance record prepared by Carolyn; ➤ had a meeting with the manager of the Kidz Biz club on 17th November 2016 to discuss the price per session; 	

	<ul style="list-style-type: none"> ➤ set up half-termly moderation meetings for teachers and the good practice share will become one type of training. <p>MB</p> <ul style="list-style-type: none"> ➤ had a meeting with Dave Hier, site manager, on 10th November 2016, and the actions list, as a result of looking at Caretaking Duties sheet, was circulated to all Governors. Their next meeting was scheduled to take place 24th November; ➤ updated the Accessibility Action Plan and the revised version was circulated to all Governors. <p>ND emailed CB and Iris relating to some enquires about the budget.</p> <p>JR gave a brief introduction to Safer Recruitment training (which took place on 13th July 2016) at the last FGB meeting.</p> <p>The Clerk</p> <ul style="list-style-type: none"> ➤ uploaded the Fire Safety Policy to the school website and revised Fire Evacuation Procedure by deleting 'Suggested' from the title; ➤ prepared the updated 'Best Value' which was signed by the Headteacher and Chair of Governors at the FGB meeting in November 2016. 	
4	<p>Reconsidering the nomination for Deputy Chair</p> <p>RR proposed that EW stay in the position as Deputy Chair because her contribution for this role is essential to the committee and this was agreed by other Governors.</p>	
5	<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>CB attached and circulated informative notes for most of the agenda items prior to the meeting. The information provided related details Governors would like to know for the discussions. Governors highly appreciated CB's support.</p> <p>LC raised a question and CB replied by email prior to the meeting. Could CB give a brief summary of what the Safeguarding data collection sheet is and also, what does MASH stand for on this sheet?</p> <p>CB: It's a recommended pro forma so governors can see the amount and type of meetings attended (usually by Jess Crabtree the PSA) by CB and or herself as they are the safeguarding leads. The numbers relate to meetings attended, so increase over the term. The MASH is the Multi Agency Safeguarding Hub. If the school (other agencies) or any individual has concerns about a child, they contact the MASH. The MASH responds by getting in touch with agencies and pooling all the information before reaching a decision about whether any further action is required. Also on the form list is 121A. This is a record of police involvement with a family – the school is automatically informed when there has been police contact with a family.</p> <p>JR went through the Safeguarding data collection sheet explaining the cases one by one to Governors. Iris Browning (Senior Administrator) keeps all DBS check records.</p> <p>MB informed Governors of the procedure of dealing with exclusions by presenting an example. Governors were fully aware that Safeguarding is to fulfil the duty to protect children and staff as well and that Safeguarding is every Governor's responsibility.</p> <p>RE raised an enquiry about Kidz Biz after it was judge by the Ofsted as 'Inadequate'.</p> <p>Kidz Biz was inspected by the Ofsted on 27 September 2016 and it was judged as 'Inadequate'. RO met with CB on 10 January 2017 and CB updated that the follow up inspection did happen for Kids Biz and was positive though they haven't yet had the written report and it won't appear on the Ofsted</p>	

	<p>website. Kidz Biz has also requested an early re-inspection as the current report will still be online until then. The concerns have been addressed and some post-Ofsted actions have been put into place. EW confirmed that the early re-inspection took place today and Kidz Biz is waiting for the updated report.</p> <p><u>Action: Governors agreed to bring this enquiry to the next FGB meeting. Clerk will add it to the meeting agenda.</u></p>	<p>Clerk 02/17</p>
<p>6</p>	<p>Monitor premises aspects of the SEF/SMIP and progress made No questions re the SEF (now updated following our inspection). SMIP remains the same but CB has written a draft post-Ofsted action plan which was circulated prior to the meeting and aims to:</p> <ul style="list-style-type: none"> ➤ improve the quality of teaching of writing - to support whole school improvements in spelling and the spoken word; ➤ strengthen leadership of the school – further develop new members of the leadership team. <p>MB confirmed that writing has always been an issue which was and is going to be addressed. The school had recognised this weakness before the Ofsted inspection. Teachers will particularly concentrate on spelling. The English- focus group will look at the marked areas in the post-Ofsted action plan in their next meeting on 30th January 2017.</p> <p>DP asked if there was anything training provided especially to address this issue. MB confirmed that the relevant training provided by other MAT schools and conducted by the school is undergoing and the actions are being undertaken as well to diminish the difference. In the recent past the school has got in English advisors to look at the books and writing in particular. Katherine Richards is addressing these issues and reports to the teaching and learning committee too. Governors agreed that the MAT can build up a network of governors and teachers between the schools and share good practice and support each other.</p>	
<p>7</p>	<p>Safeguarding (to include SEN, Child Protection and Children in Care Annual Reports)</p> <p>Governors were aware 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>8</p>	<p>Monitor budget & report to FGB. Monitor any additional streams e.g. before/after school care, catering etc.</p> <p>Prior to the meeting, CB informed Governors that spending is carried out in a very limited way until the finances and transfer of monies is completed.</p> <p>RR informed Governors that the school used to receive a 7% respective budget to cover services that a local authority would normally provide to a maintained school, such as HR, audit and asset management... Academy trusts are moving towards a funding system of pooling their schools’ general annual grant (GAG). This means trusts would then be in charge of dishing out the cash to individual schools. The monthly general annual grant (GAG) payment will be sent via BACS and will arrive in the academy’s nominated bank account on a monthly basis.</p> <p>RR asked where and how to find the 7% budget after converting to academy status and is the school going to buy the same services such as training courses from the Local authority? <u>Actions: Governors agreed that RR and EW will bring the enquiries to Iris and also, will discuss how Governors can support her work during this transitional period.</u></p> <p>MB informed Governors to make an appointment with Iris since she has had a very tight schedule. MB also confirmed that, nowadays, there is a free market where schools can choose where to buy the</p>	<p>RR/EW 02/17</p>

	services for schools based on competitive prices and selective choices.	
9	<p>Identify building and maintenance & improvement needs and make costed recommendations for improvement to the FGB</p> <p>Prior to the meeting, CB confirmed that there are no immediate large scale projects – the playground is in need of resurfacing and the school needs toilets for KS1 but does not have the financial capacity for either at the moment. The school would hope that when the new business manager (Allison Grant) for the MAT is settled in, bid funding for this type of project is something she can undertake. She is currently writing a bid for MAT offices and workspaces. Repairs and maintenance are being undertaken by Dave Hier where possible. They are looking at a maintenance contract for the kitchen equipment (now nearly 5 years old).</p>	
10	<p>Review Pupil Numbers and implications</p> <p>Prior to the meeting, CB confirmed that, currently, there are 466 pupils on roll (census on Thursday.) The school lost several families over Christmas as they moved away (7 children) but has taken in 4 students since Christmas with several pending enquiries and there is a waiting list for year 2. The school has its first numbers from admission for September 2017. This is in high 70s but the school does not know at this point, how many of those are first and how many second choices. This is lower than in the previous 2 years but CB believes the next few years reflect lower birth rate numbers.</p>	
11	<p>Prepare new draft budget for approval by FGB including Best Value requirements</p> <p>Prior to the meeting, CB confirmed that MAT budgets will run in line with academic years.</p>	
12	<p>Review current staffing structure and staffing needs for next financial year</p> <p>MB confirmed that there are two big classes in Year 5, therefore, there will be a bigger year group coming. In order to meet the requirements for teaching, extra teachers will be needed for Year 6. At the end of last term, Mrs Brown (High Level Teaching Assistant-HLTA) decided to retire and Mr Ansell (TA) left Bowhill to continue his career at Pinhoe Primary School.</p> <p>Governors asked if each year group full and how many students there are in Year 5&6? Is there a training system provided for TAs to be promoted to HLTA?</p> <p>MB replied that each year group is not full yet and there are altogether 135 pupils. The internal promotion system has been established and the related training is available for TAs.</p>	
13	<p>Comparative statistics - review Benchmarking, prepare report for FGB and complete Schools Financial Value Standard (SFVS) ensuring submission to LA</p> <p>RR confirmed that the SFVS helps the school to manage its finances and to provide assurance to the local authority that the school has secure financial management in place. Local authority maintained schools are required to submit the SFVS annually to the authority. Local authorities use this information to inform their programme of financial assessment and audit. RR and Iris went through Benchmarking documents and completed the new questionnaires in the SFVS which was already submitted to the DCC.</p> <p>Governors asked if the school needs to continue filling in the SFVS and submit it to the DCC after the school completes the conversion.</p> <p>Action: EW will bring this enquiry to the MAT board meeting and will confirm if the business</p>	EW 02/17

	manager could deal with the SFVS for the MAT.	
14	<p>HT Performance Governors to monitor progress of HT Performance Review (not to be discussed at full committee)</p> <ul style="list-style-type: none"> Governors noticed that Reg Edwardson, Ruth O’Neale and Matthew Giles sit on the HT Appraisal Panel. The Panel works with an External Adviser which is appointed by the Full Governing Board to support and advise the Panel during the Headteacher’s appraisal process. 	
15	<p>Monitor and evaluate the impact of staff development strategy to help ensure teachers to support staff and governors have the information, support and training necessary in their roles</p> <p>Prior to the meeting, CB informed Governors that CPD continues to be arranged in line with school priorities highlighted in SMIP, together with the performance management/appraisal cycle for individuals. CPD continues with English and Maths subject leaders attending professional development meetings and training and disseminating. Some support staff are attending speech and language training.</p>	
16	<p>Monitor staff absence No concerns to report.</p> <p>DP asked how the school covers teachers’ absence. MB replied that supply teachers cover class teachers’ classes. If TAs are absent, the school will find internal support on a regular basis, such as other teachers, including CB and MB, who are available. The school has a list of cover teachers.</p>	
17	<p>Review expenditure/Monitor FRS report Governors noticed that Iris would normally produce an FRS report however, the new database is not yet up and running. Governors were aware that Iris cannot produce any reports to the end of August. On the old database in effect she has to close the year down as at 31 December and if she produces a report it will still show the staff commitment to the end of March so will not give an accurate financial picture. Expenditure was reviewed by Governors. Action: Governors will review/monitor expenditure alongside FRS report in the future. Clerk was requested to amend the Governor Calendar by combining two items above together.</p> <p>Governors raised a question about how much is the employer’s contribution to staff’s pensions. Action: JR will bring this enquiry to Iris.</p>	<p>Clerk 01/17</p> <p>JR 02/17</p>
18	<p>Review STAFF LEAVE AND ABSENCE POLICY (2-3yearly) Due Jan 2017 & MANAGING SICKNESS ABSENCE POLICY (June 2016 version)</p> <p>Governors agreed to adopt two policies above. Action: Clerk was requested to update the review dates at the bottom of the policies.</p>	Clerk 01/17
19	<p>Review FINANCE POLICY including levels of delegation & make recommendations to FGB (due Jan 2017)</p> <p>In Finance Policy, it says: “D. DETAILED POLICIES and PROCEDURES 8. Security of Stocks and Other Property <i>The Headteacher is responsible for the safe custody of cash, the security of other property and for stock control.</i> <i>The Headteacher will ensure that inventories are maintained in accordance with Financial Instruction (9) and in a format provided by the LA. Inventories will be checked at least annually and any discrepancy shall be investigated. Discrepancies over the amount of £500 shall be reported to the Finance Committee of the governing body. The Headteacher is authorised to</i></p>	

	<p><i>write off items up to £500.”</i></p> <p>DP raised an enquiry about ‘the amount of £500’. He would like CB and Iris to reconsider the number because £500 can present quite a lot of equipment. Governors advised that some individual items which are more expensive could be listed, such as computers and TVs. Governors were informed that Iris mentioned this point to the new business manager (Allison Grant) who was in the process of drawing up the financial procedures for the MAT and she said that £500 is the usual figure. It might be worth waiting until schools all see the new financial procedures/controls.</p>	
20	<p>Review LETTINGS POLICY (due Jan 2017) Prior to the meeting, Iris informed Governors that Lettings Policy refers to Devon County Council in several places and to their terms and conditions which are no longer applicable. Governors agreed to increase the charges by approx. 5%.</p> <p>Governors agreed adopt the policy with amendments.</p>	
21	<p>Review WHISTLEBLOWING POLICY (3 yearly) due Jan 2017 Governors agreed to adopt the policy.</p> <p><u>Action: Clerk was requested to update the review date at the bottom of the policy.</u></p>	Clerk 01/17
22	<p>Review PUPIL PREMIUM POLICY (due January 2017) Governors agreed to adopt the policy.</p> <p><u>Action: Clerk will send ‘Pupil Premium Data Publication 2015-16 academic year’ to CB who will send it to the PP lead. The updated data will be attached to the Pupil Premium Policy and uploaded online.</u></p>	Clerk/CB 02/17
23	<p>Review WHOLE SCHOOL FOOD AND NUTRITIONAL STANDARDS POLICY (due Jan 2017) <u>Action: Governors agreed that ND will review this policy and bring it back to the next meeting.</u></p> <p><u>RE left the meeting at 7.30 p.m.</u></p>	ND 02/17
24	<p>Governors Report Governors visit reports above were circulated prior to the meeting.</p> <p><u>November 2016 JR Annual Safeguarding Governor Report</u> DP handed in Record of Learning and Impact for the training – Performance Data in Primary Schools- Introductory on 6th December 2016.</p> <p><u>Governors agreed to submit visit reports re PP Day and Maths.</u></p>	Governors 02/17
25	<p>Dates & Time of next Committee meetings</p> <p>6.00 p.m. on 7th March 2017 25th April 2017 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 7.45 p.m.

Attachments: 1. SMIP 2. SEF 3. **STAFF LEAVE AND ABSENCE POLICY** (2-3yearly) Due Jan 2017 & **MANAGING SICKNESS ABSENCE POLICY** (June 2016 version) 4. **FINANCE POLICY** 5. **LETTINGS POLICY** 6. **WHISTLEBLOWING POLICY** (3 yearly) due Jan 2017 7. **PUPIL PREMIUM POLICY** (due January 2017) 8. **WHOLE SCHOOL FOOD AND NUTRITIONAL STANDARDS POLICY** (due Jan 2017)

Signed Dated.....