



Governing Body of Bowhill Primary School

Resources Committee Meeting

Date of meeting	09 January 2018	Name of Governor	Initials	Category	Name of Governor	Initials	Category	
Time of meeting	6:00 p.m.	Present	Rod Ruffle Chair of Resources	RR	COO	David Pryke	DP	FOU
Room	Year 6/2		Emma Walker-Brown Deputy Chair of Resources	MB	COO	Lizzie Clough	LC	PAR
			Caren Brooks Head teacher	CB	STH	Reg Edwardson	RE	COO
		Apologies	RE					
		In Attendance	Kerry Gracie	KG	Clerk			

	Minutes	Actions
1	<p>1.1 Welcome & Apologies The Chairman welcomed everyone to the meeting, giving a special welcome to the school's new clerk Kerry Gracie, who is also taking on the responsibility of clerk to Ide, St Thomas and the MAT.</p> <p>Apologies were received from RE. RR apologised for the lateness in addressing some of the issues raised at the previous meeting, there have been problems with his Yahoo account, setting up attachments etc. has been difficult.</p> <p>1.2 Attendance & Business Interest Register There were no declarations of interest.</p> <p>1.3 Fire Alarm There were no scheduled fire alarm tests. RR outlined the two fire exits in case of emergency.</p>	
2	<p>Approval of Minutes from the Resources committee meeting held on Tuesday 14 November 2017</p> <p>The minutes of the meeting held on 14 November 2017 were approved as a true and accurate record of the meeting. RR thanked DP for taking the minutes of the meeting in the absence of a clerk.</p>	
3	<p>To discuss matters arising from the minutes</p> <p>Item 6: Review Budget: The following item is outstanding:</p> <p>RR to arrange a meeting with the senior administrator, Iris, to better understand the FRS trial balance report 2016/17. Action: RR to email Iris to arrange a meeting to better understand the FRS trial</p>	

	<p>balance report 2016/17.</p> <p>Item7: Agree Best Value Statement: CB has amended the statement as agreed at the meeting held on the 14 November 2017.</p> <p>Item 8: Ensure buildings/H&S risk assessment is carried out:</p> <p>CB reported:</p> <ul style="list-style-type: none"> • Mark Burnard (MB) has updated the general site risk assessment plan. • The new sensory room is almost complete and will be included in the site risk assessment plan. A couple of pieces of equipment are outstanding. CB extended an invite to all Governors wishing to visit the Sensory room. • A list of guidelines has been drawn up for the use of the “Seal” room and will be managed on a daily basis. <p>Item 10: Review security of premises and equipment and make costed recommendations for improvement to the FGB: CB confirmed that she had reminded staff to keep all doors closed when rooms were not in use. Staff are aware of the need to appropriately challenge any one accessing the buildings that they do not recognise. CB reminded everyone that the main door is open from late afternoon onwards to allow children access for after school clubs etc.</p> <p>RR urged every one to be vigilant and to challenge anyone they do not recognise. He encouraged governors to use the side door when attending meetings.</p> <p>Identity badges were discussed with the new safe guarding instructions. KG to obtain updated badges with the new safe guarding instructions for herself and the governors, from Carolyn Stone (CS) main office. (This action had already been completed)</p> <p>Item 16: Governors reports: EWB to action.</p> <p>Action: EWB to complete Governor’s reports.</p>	
4	<p>Questions to the Head teacher</p> <p>Justine Greening unveiled a drive to improve child literacy in England, the programme will form part of the drive to tackle inequality and ensure “every child will get the best literacy teaching”. DP asked if there was any up to date information available. CB responded that no information had yet been received from the Department of Education. She reported that the school’s performance in reading had improved.</p>	
5	<p>Monitor premises aspects of the SIP and progress made – questions to the Head Teacher</p> <p>CB reported that the Sensory room is near completion. There are a high proportion of children in the school diagnosed with sensory needs; the room will be widely used and invaluable. Helen Eustace, SENCO, has been asked to put forward for teachers a list of useful suggestions on how the room could be used. Access to the room will be open to all children on a timetabled basis.</p>	
6	<p>Safeguarding (to include SEN, Child protection and Children in Care, catering etc</p> <p>An audit of the school’s safe guarding policy will be conducted by Jon Galling (Babcock) on the 18</p>	

	<p>January 2018. CB and Jess Crabtree, reviewed site security, mobile phones etc. to ensure the safety of children in schools. A newsletter promoting safeguarding and the welfare of children has been sent to all parents and carers. The use of mobile phones was one of the areas highlighted. A leaflet outlining Safeguarding is available in reception and there are signs around the school to remind everyone that the use of mobile phones is not permitted. CB stressed that Safeguarding is everyone's responsibility and that the newsletter was a timely reminder to everyone of the school's policy. CB highlighted the importance of the children being taught about safety. In response to a question from DP, CB confirmed that a copy of the audit report would be shared with the LGB.</p>	
7	<p>FRS Report</p> <p>DP expressed concern on the high cost of staff sickness (£15,000). CB explained that the insurance policy pays 50% of a teacher's salary after the first 5 days of sickness. At the end of the year any insurance monies unused are refunded to the school. CB reported that a member of staff is due to return from long term sickness absence with a target date of the end of January. However the school has not yet received any money from the insurers.</p> <p>In response to a question from RR, CB confirmed that she has set up a return to work interview with the member of staff. DP queried whether a phased return to work was an option. CB responded that a number of options would be considered including phased return.</p> <p>CB reported an over spend on repairs, with heating and water ongoing issues. The bottom line is on or within budget. Carryforward from prior periods are not included.</p> <p>Post Meeting Note circulated via email: CB advised that the school is currently reviewing the staff insurance policy in respect of absence. She re-iterated that all teachers are currently insured but at present this does not include cover for maternity leave (this was previously a County arrangement with maintained schools). This is an essential element of absence insurance; the school is looking at a range of new providers and will, of course, pick the company that demonstrates best value for money for the cover provided.</p> <p>CB asked the LGB to consider whether the immediate preference is to remain with the current terms of the insurance and insure only teachers, or look to insure all staff, or (<i>if this an option,</i>) insuring teaching staff and staff in key roles (e.g. senior administrator, kitchen manager, caretaker etc) . It was acknowledged that cost would be a contributory factor. CB asked for feedback/comments to be sent to both herself and KG.</p> <p>Action: Governors to provide feedback/comments to CB and KG.</p> <p>DP queried whether Governors should be using their new Bowhill emails. CB responded that Adam Wardknott has now set up school email addresses which should be used from now on. There will be a cut off date for using other emails. Any difficulties accessing the link please let KG know.</p>	
8	<p>Identity Building</p> <p>CB reported a number of ongoing issues with the plant room boilers, including problems with the water quality, pipework and a leak caused by a faulty washer. The school is working with the contractors, to resolve any outstanding issues.</p> <p>The "top" play ground surface is breaking up, and needs attention in due course. More money is needed to provide additional toilet facilities for KS 1 pupils, there is an area of "wasted space" in the KS 2 block, that could be utilised. CB to obtain quotes for the work to be carried out and if feasible will bring back to the LGB for discussion. Note that there are potential drainage issues that could be a</p>	

	<p>stumbling block.</p> <p>Action: CB to obtain quotes for works on the toilet block to be carried out and if appropriate bring back to the LGB for further discussion.</p>	
9	<p>Review Pupil Numbers</p> <p>No review required: no change in the pupil numbers since last term.</p>	
10	<p>Prepare New Draft Budget</p> <p>The new draft budget was not reviewed at today's meeting – as the financial year is now Sept - Sept.</p>	
11	<p>Review Current Staffing Structure</p> <p>It was noted that the “number” attending the breakfast club has risen and a cap on numbers introduced. (a maximum of 43 children on the regular register with the capacity for 2 emergency places). The income from the club is showing a profit. Staff have been increased to 3 every day to support the additional numbers of children, staffing numbers will be reviewed at Easter. LC expressed surprise that clubs were not using the facilities during the holidays and RR queried whether MUGA used the facilities during the school holidays. CB replied that the facilities had been used by MUGA previously but that the majority of large scale building works are carried out during the holidays making holiday lettings problematic.</p> <p>It was noted that a member of staff has moved from the main to the upper pay scale.</p>	
12	<p>Comparative statistics</p> <p>Comparative statistics were not reviewed at today's meeting.</p>	
13	<p>HT Performance Governors</p> <p>HT Performance Governors will be reviewed at the FGB.</p>	
14	<p>Monitor and evaluate the impact of staff development</p> <p>CB touched on children's handwriting, and the introduction of a fluent hand writing style in IP across the school, sharing a cursive script that is consistent and acceptable.</p> <p>During the non-pupil day in January, teaching staff and HLTAs received training from Babcock advisory teacher Helen Edginton (HE). HE introduced a “Numbers Count” This scheme is used “over and above” the normal maths lesson encouraging children to apply more flexibly the knowledge they have. The sessions last for between 15/20 minutes, a minimum of 3 times a week. To be reviewed after half term. KS 1 pupils are using this method 4 days a week. The feedback from teachers has been positive. CB invited Governors to attend a session to see in practice how it works (suggest after half term). CB to have a “conversation” on using this system for KS 2 pupils.</p> <p>HE is holding staff training sessions on best practice SEN in mainstream classes during staff meetings. Today's work centred on individual education plans (IEPs) to ensure they follow SMART principles.</p> <p>In response to a question from RR, CB responded that teaching sequences are being used at Bowhill and Alphington. Alphington have arranged training for new members of staff and Bowhill have been able to access this for a yr 6 teacher new to school. This is a good example of schools working together collaboratively and sharing best practice across the MAT. Teachers in years 1 and 4 will also be</p>	

	working together across the MAT as they spend time with Rebecca Cosgrave moderating writing in due course.	
15	<p>Monitor Staff Absence</p> <p>No staff absences are being monitored other than the long term absentee referred to in section 7 above. CB reported a number of staff sicknesses before Christmas due to flu. In response to a query from DP, CB replied there is no requirement to make flu “jabs” compulsory.</p>	
16	<p>Review staff leave and absence policy</p> <p>This policy is for review by the MAT.</p> <p>CB confirmed that this policy has been amended to include a time period for compassionate leave. The updated version will be on both the school and the MAT website.</p>	
17	<p>Review finance policy</p> <p>This policy is for review by the MAT.</p>	
18	<p>Review lettings policy</p> <p>The above policy was reviewed. KG asked to check through the document removing all old references to “Devon County Council”.</p> <p>Action: KG to check through the Lettings Policy removing all references to Devon County Council.</p> <p>CB reported that lettings have been performing well, Following discussion it was agreed that increasing letting costs by small increments was less “painful” especially for smaller user groups with small margins. The LGB gave a commitment to review letting costs annually, with the expectation that any increases would be applied bi-annually.</p>	
19	<p>Review whistle blowing policy</p> <p>This policy is for review by the MAT. The policy review date 19 May 2018.</p>	
20	<p>Review pupil premium policy</p> <p>Following review of the pupil premium policy, the Chair confirmed the policy does not require any changes.</p> <p>Following discussion, it was agreed that a number of guidelines have incorrectly been categorised as policies. CB and KG to review all policies and re-categorise where applicable.</p> <p>Action: CB and KG to review all policies and re-categorise where appropriate.</p>	
21	<p>Review whole school food and nutritional standards policy</p> <p>The above is an example of a policy that requires re-categorising to guidelines. This policy will be reviewed in line with the action in section 20 above.</p>	
22	<p>Governors report</p> <p>"RR attended a rescheduled Finance course for academies (27 November 2017). Whilst a little part of the content was familiar the real benefit was putting that into the new context of academy financing.</p>	

	<p>Both DP and RR attended the Annual meeting of DAG (Devon Association of Governors) on the 7th October at the Cranbrook Campus. It was very informative and each presentation was packed with information. In addition one presentation from Dawn Stabb of Devon highlighted the complexity of the educational structures for schools.</p> <p>RR was impressed with the presentation of the regional OFSTED Inspector and was impressed with his humour and humanity.</p> <p>The course organisers were very positive in relation to the progress made to date by Bowhill since becoming part of the MAT.</p> <p>DP expressed disappointment that the course organisers DAG, despite several requests, had failed to provide any conference papers; DP has been unable to write a course report. Following discussion it was agreed that DP And RR would write a joint letter to DAG highlighting this issue.</p> <p>Action: DP and RR to write jointly to the course organisers DAG to highlight this issue.</p>	
23	<p>Items bought forward by the chair</p> <p>No items were bought forward by the Chair.</p> <p>The school has recently introduced an on line payment system which will be trialled on school trips payments and will be rolled out for other payments if successful. In response to a question from EWB, CB replied that she would check with Iris which online payments system was being used by the school. She encouraged Governors to provide feedback on the new system.</p> <p>DP queried whether the school was charged for the system, CB confirmed that there was a charge for the service. CB also reported that there is a facility to send text messages to parents if for example a school club is cancelled.</p>	
24	<p>Dates & Time of next Committee meetings</p> <p>6.00 p.m. on</p> <p>6th March 2018 24th April 2018 3rd July 2018</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 7.37 p.m.

Attachments: 1. Terms of Reference for the Resources Committee 2. REDUNDANCY POLICY 3. GRIEVANCE PROCEDURES 4. BUDGET MONITORING POLICY 5. GOVERNORS' EXPENSES POLICY 6. DCC STRESS MANAGEMENT POLICY

Signed
Dated.....