



## Governing Body of Bowhill Primary School

### Resources Committee Meeting

Date of meeting	7 <sup>th</sup> March 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
Caren Brooks Head teacher	CB		STH	Lizzie Clough	LC	PAR		
Joanne Radford	JR		COO	Reg Edwardson	RE	COO		
Room	Year 6/2	Apologies	Mark Burnard Deputy Head teacher	MB	COO			
		In Attendance	Li Wang	LW	Clerk			

	Minutes	Actions
1	<p><b>1.1 Welcome &amp; Apologies</b></p> <p>RR welcomed all Governors who attended the meeting.</p> <p>Apologies were received as above and sanctioned.</p> <p><b>1.2 Attendance &amp; Business Interest Register</b></p> <p>Governors were reminded that they must declare any conflict of interest which becomes apparent during the meeting. None declared.</p> <p><b>1.3 Fire Alarm</b></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><b>Approval of Minutes from the Resources committee meeting held on Tuesday 17<sup>th</sup> January 2017</b></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><b>To discuss matters arising from the last meeting (held on 17<sup>th</sup> January 2017)</b></p> <p><b>Completed actions:</b></p> <ul style="list-style-type: none"> <li>➤ RR and EW enquired about 7% budget and buying services from the LA and discussed how Governors supported Iris's work during the transitional period;</li> </ul>	

	<ul style="list-style-type: none"> <li>➤ Clerk amended the Governor Calendar by combining 'Review monitor expenditure' and 'FRS report'.</li> <li>➤ 'Pupil Premium Data Publication 2015-16' was attached to the Pupil Premium Policy and was uploaded online;</li> <li>➤ Governors agreed to submit visit reports re PP Day and Maths.</li> </ul> <p><b>Actions to be done:</b></p> <ul style="list-style-type: none"> <li>➤ <b><u>ND will review WHOLE SCHOOL FOOD AND NUTRITIONAL STANDARDS POLICY and will bring it back to the next meeting.</u></b></li> </ul>	<p><b>ND 04/2017</b></p>
<p><b>4</b></p>	<p><b>Questions to the Head teacher</b></p> <p>Governors to send out questions to the Head teacher or the Clerk before the meeting</p> <p>Kidz Biz was judged 'GOOD' by the Ofsted on 17 January 2017 and Ofsted Report was circulated to all Governors who would like to send a letter of congratulations to Kids Biz.</p> <p><b><u>Action: A congratulations letter from the Chair, on behalf of the Governing Board, will be presented to Kidz Biz for its achievements.</u></b></p>	<p><b>RO 03/17</b></p>
<p><b>5&amp;6</b></p>	<p><b>Monitor premises aspects of the SEF/SMIP and progress made &amp; begin to prepare new SMIP</b></p> <p>RO drafted some governor actions for the SMIP by adding section 4.5 to the leadership and management, suggesting 5 actions.</p> <p>Following the Ofsted inspection, CB drafted an action plan and amended SEF. English focus group looked at the question marked areas in their meeting on 30th January 2017 after which teachers finalised the attached plan during the staff meeting on 7th February 2017.</p> <p><b>Governors agreed to adopt SEF, Post-Ofsted Action Plan and the revised SMIP which are to be ratified by the next FGB.</b></p>	
<p><b>7</b></p>	<p><b>Safeguarding</b></p> <p>Termly Safeguarding Data Collection, sent by Jess Crabtree (Parent Support Adviser), was circulated prior to the meeting. Jess is also working closely with Jacqueline Nicolle (SENCO).</p> <p>CB confirmed that there is increasing pressure on the Social Care system. Different people are responsible for providing different levels of help when it comes to MASH (Multi-Agency Safeguarding Hub) enquiries. Social care support/involvement is needed for children – if needs meet the level of CiN or CP, social /emotional/counselling 1-1 support is required. When their needs are not recognised as meeting the threshold for children's social care, writing a DAF is often outcome – when the DAF is social need, it is completed by J.C. If the needs are academic or physical, Jacqueline Nicolle, SENCO is the lead professional. CB confirmed that there are more needs that have met the threshold.</p> <p><b>JR asked if CPOMS is useful for staff to deal with Safeguarding concerns and issues.</b></p> <p>CPOMS (Safeguarding and Child Protection Software for Schools) is a software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues.</p> <p>CB confirmed that CPOMS is an efficient tool and teachers and TAs had received relevant training. It has shown some advantages for staff to make good use of it:</p> <ul style="list-style-type: none"> <li>➤ Covering various categories of information - CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and etc.;</li> <li>➤ Easy to access - Every member of staff across the school has an obligation to report any concerns which they may have. CPOMS allows them to record information in a central repository and have relevant people alerted immediately;</li> </ul>	

	<ul style="list-style-type: none"> <li>➤ Building a Chronology - Senior leaders are able to build a chronology around a student and can produce reports on vulnerable pupil groups for Case Conference Meetings and Governors;</li> <li>➤ High security- The Merilock key acts as the third element of security in CPOMS and therefore, only when the person uses his/her email address, password and Merilock key will he/she be granted full access to the system. The key controls what they see, which can be restricted by category and year group lines.</li> </ul>	
8	<p><b>Children in Care</b></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>	
9	<p><b>Review and decide Service Level Agreements/Contracts</b></p> <p>CB confirmed that, under the MAT, the school will carry on purchasing the same services as before and signing new contracts.</p> <p><b>DP asked what powers will be delegated to the local governing board from the MAT and how much money the school need to pay to the MAT for the services.</b></p> <p>CB replied that she and Iris went to Financial Management Day in February 2017 and the MAT Business Manager, Allison Grant, was working on the related solutions such as formalising into a scheme of delegation which sets out which powers of the multi academy board of trustees will be delegated to local governing boards. The school bought some information which helped it analyse what elements/aspects should be considered in terms of financial management. The school will pay a certain percentage to the MAT for the services and some of the money will go directly to the MAT's bank account.</p> <p><b>JR asked if the bank account had been opened.</b></p> <p>CB replied that it was being used and Iris had received several books of cheques.</p>	
10	<p><b>Ensure annual fire risk assessment takes place &amp; Review Fire Procedure/Policy</b></p> <p>Fire Evacuation Procedure and Fire Safety Policy were adopted by Governors and it was agreed that those two policies above will be reviewed annually in March.</p> <p><b><u>Actions: Clerk was requested to upload the newly adopted policies to the school Policy web page.</u></b></p>	<p><b>Clerk</b> <b>08/03/17</b></p>
11	<p><b>Review asset management plan</b></p> <p><b>At the previous meeting, DP raised an enquiry about 'the amount of £500'. He would like CB and Iris to reconsider the number because £500 represents quite a lot of equipment.</b></p> <p>Governors advised that some individual items which are more expensive could be listed, such as computers and TVs.</p> <p>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 Allison said that £500 is the usual figure. It may be worth waiting until all schools see the new financial procedures/controls.</p> <p><b>RR asked how the school deals with the old computers when they are replaced with new ones and</b></p>	

	<p><b>if they get recycled.</b></p> <p>CB confirmed that it is not only computers but all other ICT equipment as well that are being reorganised and reset by Adam Wardknott (Technical Manager) to maintain their usefulness. Adam has developed an equipment reuse system so that the equipment is utilised by different Stages for various efficient and economic purposes around the school. However, the school has to pay for disposing of computers that cannot be used any more owing to the protection of the data on the hard drives. CB would like Adam to make a list of all equipment in case Governors want to know the details of the usage of the equipment.</p>	
12	<p><b>Ensure annual audit of voluntary fund (if appropriate)</b></p> <p>This item is not applicable because the school does not have voluntary fund.</p>	
13	<p><b>Review non-permanent employment contracts</b></p> <p>CB confirmed that:</p> <ul style="list-style-type: none"> <li>➤ there are no temporary contracts;</li> <li>➤ there are two non-permanent contracts because two staff members are considering to move forward;</li> <li>➤ There are two TAs' contracts to be renewed and both positions are funded.</li> </ul>	
14	<p><b>Monitor FRS report</b></p> <p>Summary Budget Report for period April 2016 to December 2016 and Draft budget for January 2017 to August 2017 produced by Iris were circulated prior to the meeting. RR thanked CB for the updates on the budget Iris sent him.</p> <p>CB informed Governors that there might be some changes to the budget under the MAT.</p> <p><b>DP asked what changes there might be.</b></p> <p><b>CB:</b> The school received 50% from mutual fund claims but has not yet been notified whether the remaining 50% will be paid. With regard to the draft budget plan, some costs are estimated e.g. Governor Services, Education Welfare Office, Behaviour Support as these are being purchased by the MAT and recharged proportionately. Similarly the timing of some of the income payments e.g. UIFSM and PE Grant is not clear so figures are estimated. Additional funding comes at different times of the year such as PP funding, Sports funding and so on.</p> <p><b>Governors were fully aware that the school also relies on another source of funding – around 70 children coming in Reception every year.</b></p> <p><b>DP asked (a) if those funding figures are predictable year by year and (b) can we have a provision for the cost? (c) Should the deficit be our concern?</b></p> <p><b>CB replied</b> that a five-year forecast was produced to address the predictions. There has always been a deficit and, generally speaking, there has been Carry Forward for the next year. 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. A general contingency factor is a provision that the cost estimator makes to cover unforeseeable expenses the project may incur, e.g. the cost of Staffing. Therefore, CB and Iris needed to build in these allowances as costs that they expect will be incurred. However, CB confirmed that £5,000 could be taken off from Staff Supply in the budget.</p> <p><b>ND asked if the other three schools are in the same situation in terms of budget making.</b></p> <p>CB: Alphington and Ide Primary schools are under a similar situation.</p>	

	<p><b>EW asked what the estimation was based on, historical figures or experience?</b></p> <p>CB presented EW with some notes for Summary Budget Monitoring produced by Iris which includes detailed explanation of those figures.</p> <p><b><u>Action: EW will compare historical figures from last year's Budget with this year's. RR and EW will have a further discussion with Iris about the budget.</u></b></p> <p><b><u>Action: EW will bring the budget to the MAT meeting where she will also enquire about the SFVS.</u></b></p> <p><b>Governors agreed to adopt the draft budget. Governors were happy with the money that had been spent and trust CB's and Iris's professional judgment on the spending.</b></p>	RR/EW 03/17
15	<p><b>MATERNITY POLICY</b> (due Feb 2017) and <b>SHARED PARENTAL LEAVE POLICY</b> (review date tbc by clerk)</p> <p><b>Governors agreed to adopt Maternity Policy and Shared Parental Policy.</b></p> <p><b><u>Action: Clerk will update the review dates at the bottom of policies.</u></b></p>	Clerk 08/03/17
16	<p>Review <b>CHARGING POLICY</b> due March 2017</p> <p><b>Governors agreed to adopt the policy.</b></p> <p><b><u>Action: Clerk will update the review dates at the bottom of policy and upload it to replace the old one.</u></b></p> <p><b>DP asked how much parents particularly need to pay for normal residential activities/trips.</b></p> <p><b>CB:</b> When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not. Support for cases of hardship will come through voluntary contributions and fundraising.</p> <p>Voluntary contributions may be sought for activities during the school day which entail additional costs, (for example, curriculum trips to places of interest). In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.</p> <p>CB gave an example: The charge sometimes partially depends on the size of the coach. Last week, Reception students went to a theatre in Plymouth, for which the charge was £15 for each pupil. Parents and students felt it was well worth visiting.</p> <p>For pupils whose parents are in receipt of eligible benefits, there will be some remission/discount of expenses. The school recently offered a discount to two students who have free school meals.</p> <p><b>Governors asked where the money for the cost came from?</b></p> <p><b>CB confirmed</b> that it was from the curriculum budget.</p> <p><b>DP asked how the school controlled the frequency of those trips if the funding is tighter.</b></p> <p><b>CB replied</b> that the school, generally speaking, arranges one visit per year for each year group. In addition, there are many free educational activities and trips, e.g. library visits. It is hard to measure the impact of these visits, but students and parents always give positive feedback on the trips afterwards.</p>	Clerk 08/03/17
17	<p><b>Governors Reports</b></p> <p>RE PP Day visit report 11/09/2016</p> <p><b><u>Action: DP will send his report to CB and Clerk who will circulate it to all Governors.</u></b></p>	DP 03/16

<p>18</p>	<p><b>Items brought forward by the Chair</b></p> <p><b>18.1 To consider the timeliness of Breakfast Club opening</b></p> <p>One parent whose two children currently attend Breakfast Club enquired whether the school could look into changing the times to a slightly earlier slot like 7.25 a.m., for she travelled further for work in the morning and it was hard for her to find excellent care for her children at such a time. RO has emailed this parent informing that it will be discussed at the Resources meeting and the school will come back to her and other parents after half term.</p> <p>Governors had a full discussion on the enquiry and several factors were considered:</p> <ul style="list-style-type: none"> <li>➤ The feasibility and willingness of staff to open the club earlier;</li> <li>➤ Other parents' opinions on the opening time;</li> <li>➤ The cost of an extra 15 minutes per day if the club is open at 7.30 a.m. rather than 7.45 a.m. and who will pay for the cost?</li> <li>➤</li> </ul> <p><b>Governors agreed strongly to recommend that club staff start off at 7.30 a.m. and the opening time be at 7.40 a.m. considering the importance for parents to balance work with school. Staff will try their best to open the doors as soon as they arrive and have made the necessary preparations for students.</b></p> <p><u><b>Action: Before the next FGB meeting, CB will bring this recommendation to the next club staff meeting for a discussion and JR will consult other parents for their views on this matter.</b></u></p> <p><b>18.2 Cycle Scheme to any other business</b></p> <p>CB explained the Cycle Scheme. The Cycle to Work scheme is a government initiative that allows staff to have use of a new bike and safety equipment for their commute to work by paying directly from their salary.</p> <p>Devon County Council purchases the bike and any safety equipment you need. This is then paid back by way of a 'salary sacrifice' arrangement under a Hire Agreement between them and their employer. This means that they agree to forego an amount from their salary each month in return for the loan of a bicycle and safety equipment.</p> <p>CB informed Governors that one staff member had got involved in this Cycle Scheme and the process lasts for a year.</p> <p><u><b>Governors agreed that the school will pay for the bike first and the staff member will forego an amount from his/her salary each month in return for the loan of the bicycle.</b></u></p>	<p>CB/JR 14/03/17</p> <p>CB Accordingly</p>
<p>19</p>	<p><b>Dates &amp; Time of next Committee meetings</b></p> <p>6.00 p.m. on</p> <p>25<sup>th</sup> April 2017 20<sup>th</sup> 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 7.47 p.m.

**Attachments:** 1. SMIP 2. SEF 3. **STAFF LEAVE AND ABSENCE POLICY** (2-3yearly) Due Jan 2017 & **MANAGING SICKNESS ABSENCE POLICY** 1. SMIP 2. SEF(updated in January 2017) 3. **MATERNITY POLICY** (due Feb 2017) and **SHARED PARENTAL LEAVE POLICY** (review date tbc by clerk) 4. **CHARGING POLICY** due March 2017

Signed ..... Dated.....