



Governing Board of Bowhill Primary School

Resources Committee Meeting

Date of meeting	15 th November 2016	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	Caren Brooks Head teacher	CB	STH
			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 None						
		In Attendance		Li Wang	LW	Clerk	David Pryke	DP
		Eloise Janota	EJ					

	Minutes	Actions
	<p>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>	
1	<p>1.1 Welcome & Apologies</p> <p>RR welcomed all Governors who attended the meeting. Eloise Janota, a prospective governor, gave a brief self-introduction.</p> <p>None Apologies.</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>	
2	<p>Approval of Minutes from the Resources committee meeting held on Tuesday 20th September 2016</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 (held on 20th September 2016)</p> <p>The completed actions:</p> <p>Clerk</p>	

	<ul style="list-style-type: none"> ➤ updated the review date at the bottom of Terms of Reference for Resources Committee, Governors' Expenses Policy and Budget Monitoring Policy. ➤ revised the matrix form by replacing resigned Governors' names with new Governors' and circulated the amended format to JR, LC and ND who filled in the form; <p>ND sent the revised version of Grievance Procedures to the Clerk and the FGB approved it at the Extraordinary meeting.</p> <p>Actions to be taken:</p> <ul style="list-style-type: none"> ➤ EW will look through the 'Skills analysis matrix for the financial management skills. ➤ Iris Browning will contact other MAT schools re photographer to investigate possibility of further reducing the cost. <p>JR&EW advised to provide parents who have more than one child at school with a combined photo package.</p>	<p>EW 01/17</p> <p>CB Accordingly</p>
<p>4</p>	<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>No questions related to the SMIP (specifically teaching and learning) were raised prior to the meeting.</p>	
<p>5</p>	<p>Monitor premises aspects of the SEF /SMIP and progress made</p> <p>RR confirmed that SEF clearly presented the ways in which the school had had a critical and active grasp at all levels of the main strengths and areas for development. SEF frankly illustrated the areas we have identified as needing improvement or development and the school is taking effective steps to improve.</p> <p>Governors agreed to adopt the latest SEF/SMIP.</p>	
<p>6</p>	<p>Safeguarding (to include SEN, Child Protection and Children in Care Annual Reports) & Review Fire Procedure/Policy</p> <p>Governors agreed to adopt the model Safeguarding policy with some amendments.</p> <p>JR, as the Safeguarding Governor and Safer Recruitment Governor gave a brief introduction to the training -Safer Recruitment training on 13th July 2016. The training was about gaining safeguarding skills you need better to protect children while recruiting staff and volunteers to roles in education. The course content included:</p> <ul style="list-style-type: none"> ➤ Safer recruitment and the wider context of safeguarding; ➤ Features of a safer recruitment process including application process and the application form which meets recommended safer recruitment standards; ➤ Scrutinising and Shortlisting Applications; ➤ Lettings –Schools should have arrangements in place with extended school providers and contractors to make sure that anyone who will be coming onto the school site and working with children has been subject to the appropriate level of DBS check and safer recruitment processes; ➤ Single central record (SCR) – All schools should have an SCR of recruitment, as recommended by the Department for Education; ➤ Contractors– Schools should ensure that any contractor, or any employee of the contractor, who is to work at the school, has been subject to the appropriate level of DBS check. <p>CB confirmed that, with regard to lettings, the relevant check had been done through the safer recruitment processes.</p>	

	<p>JR</p> <ul style="list-style-type: none"> ➤ passed on the information about SCR and Contractors to Iris; ➤ confirmed that the DBS check for all staff and volunteers had been completed and the relevant safeguarding policies on the school website were up to date; ➤ suggested that interactive learning activities, such as safeguarding Q&As, could be held at the next FGB meeting because safeguarding is everyone's responsibility; ➤ Planned to organise a Q&A survey to ask pupils a couple of questions about safeguarding. e.g. Who do you go to if you feel unsafe? Where do you go if you feel unsafe? <p>Action: JR will highlight the changes to the new model Safeguarding Policy in order to show the differences from the previous version.</p> <p>Action: Clerk will circulate JR's Annual Safeguarding Report to all Governors.</p> <p>Action: Clerk will contact Jessica Crabtree, Parent Support Adviser, who will prepare safeguarding documents/data for the FGB meeting on 22nd November 2016.</p> <p>JR asked about the evacuation procedure.</p> <p><u>MB replied that the Fire Evacuation Procedure was updated and had been put into practice. A fire drill was carried out at least once per year and the results were recorded. MB confirmed that the exit door sign was on the back of each classroom's door.</u></p> <p>JR enquired about the letting procedure in relation to the evacuation procedure.</p> <p>MB and CB answered that the letting contract/document includes HEALTH, SAFETY AND CONDITION OF PREMISES.</p> <p>DP asked what the procedure was if fire broke out in the evening.</p> <p>MB answered that the Lettings Policy Statement also includes 'The hirer/hirers shall during the hiring be responsible for: familiarising themselves and the users of the premises with the fire-alarm positions, the locations of the fire-fighting equipment and the establishment's exit routes.' When Iris, who is in charge of lettings, signs the contracts with hirers, she goes through the evacuation procedure with them.</p> <p>Governors agreed to adopt the DCC Fire Safety Policy and Fire Evacuation Procedure and Governors accepted that the current procedure the school has in operation should take priority.</p> <p>Action: Clerk will upload the adopted Fire Safety Policy to the school website and revise Fire Evacuation Procedure by deleting 'Suggested' from the title.</p> <p>Action: The Clerk was requested to add one standard item ' Fire Alarm' to every meeting agenda.</p>	<p>JR 01/17</p> <p>Clerk 17/11/16</p> <p>Clerk 17/11/16</p> <p>Clerk accordingly</p>
7	<p>Review Budget</p> <p>RR informed Governors to draw attention to the Est. Carry Forward of 2016-17 which is less than the amount of 2015-16. One of the main reasons for the impact on income was that Pupil Premium dropped £20,000. RR stated that we can expect further reductions in the pupil premium in subsequent years.</p> <p>CB made some points from the notes for the Summary Budget Monitoring Report:</p> <ul style="list-style-type: none"> ➤ Catering staff: Additional hours ➤ Some supply costs have been offset by Mutual Fund insurance claims; <p>Action: ND will email CB and Iris related to some enquires about the budget.</p> <p>Kidz Biz is an after school club based at Bowhill Primary School. The club is run by a voluntary committee of parents and they employ a manager who is a qualified early years teacher. Other staff are employed all of whom have appropriate childcare qualifications. It is open Mon – Fri (term times)</p>	<p>ND 12/16</p>

	<p>3:15 – 5:45 pm Price per session is £7.50 (or £8.00 for an emergency one-off session).</p> <p>CB informed Governors that Kidz Biz is going to increase the charge per session to £43.50.</p> <p>After discussion EW proposed and Governors agreed that the charge per session is £20 this year and the price per session will be 50% of the rate the committee offers.</p> <p><u>Action: CB will have a meeting with the manager of the club on 17th November 2016.</u></p>	<p>CB 17/11/16</p>
8	<p>Agree Best Value Statement</p> <p>Governors agreed to adopt Best Value Statement with minor amendments.</p> <p><u>Action: Clerk will print out the updated version for Headteacher and Chair of Governors to sign at the FGB meeting.</u></p>	<p>Clerk 22/11/16</p>
9 & 10	<p>Ensure buildings/H&S risk assessment is carried out & Monitor and evaluate H&S arrangements ensuring that the school complies with the Local Authority H&S policy</p> <p>MB confirmed that:</p> <ul style="list-style-type: none"> ➤ We had had our 3-yearly audit from Devon County Council which we passed. The resulting action plan and original report, together with The Security Risk Assessment as well as the most recent Health and Safety Policy, was circulated to all Governors; <p>With regard to Health and Safety Review Report, The purpose of the review is to assess the standard of health and safety management within the school to ensure adequate health and safety performance standards for the safety of all users of the premises are present. The review highlights areas where the school performs well as well as areas where improvements can be implemented.</p> <ul style="list-style-type: none"> ➤ Report to Governors re Health and Safety was submitted to committee meetings. <p>JR asked if there was a training plan for the new site manager.</p> <p>MB replied that the site manager, Dave Hier, is undertaking training.</p> <p><u>Action: Health and Safety Policy goes alongside DCC Risk Assessment. MB will go through the two documents above with Dave Hier and they will brief on the outcome at the January Resources meeting. The updated documents will be sent to RE for consideration and then will be circulated to all Governors.</u></p>	<p>MB/RE 12/16</p>
11	<p>Review Accessibility plan (feed into disability equality scheme)</p> <p>An Accessibility Plan is required to be published online.</p> <p><u>Action: Clerk will send the Disability and Equality Scheme 2016 (4-yearly review) which includes Accessibility Action Plan to MB who will review and update the plan based on the model Accessibility Plan provided by Babcock and send it to RE for consideration. The latest version will be circulated to Governors.</u></p>	<p>MB/RE/ Clerk 12/16</p>
12 & 13	<p>Review security of premises & equipment and make costed recommendations for improvement to the FGB & Monitor buildings strategy (including budgeting for repairs etc.) and contribute to the asset management plan</p>	

	<p>CB summarised the potential and actual spending in some areas'. To clarify, the list refers to some items where money HAS been spent and other areas where we need to spend money when we are able to do so.</p> <p>CB summarised the spending in some areas:</p> <p>Where money HAD been spent:</p> <ul style="list-style-type: none"> ➤ Repairing the electronic gate; ➤ The cost of CCTV cameras; ➤ Fixed the drainage problem at the top area of the playground; ➤ Installed a new canopy; <p>CB informed Governors that the school had been successful in gaining a £10,000 grant towards the cost of the canopy.</p> <p>Where the school needs to spend money when we are able to do so:</p> <ul style="list-style-type: none"> ➤ To fix the water heaters; <p>CB confirmed that there would be a cost for replacing water heaters - two of them were out of order. Other heaters are of the same age, so there might be more malfunctioning heaters in the near future.</p> <ul style="list-style-type: none"> ➤ To fix the floor where the filler is coming out; <p>Governors asked about the outcome of fixing the electronic gate/installing a new gate and replacing the broken canopy with a new one.</p> <p>CB answered that the gates were generally running successfully in terms of safety and security. The new canopy was playing an import role to modify pupils' behaviour.</p>	
14	<p>Monitor the impact of staff trends in absence, satisfaction, recruitment, retention & develop action plan for issues</p> <p>RR explained the origins of why we have a policy on managing sickness absence which arose in many schools where problems arose with frequent short term absences.</p> <p>CB replied: With regard to the trigger point to take some effective actions, the absence of supply staff should be captured on the basis of the whole year and teaching staff on the basis of the academic year. There was one teacher who had a long-term sickness absence. CB kept in touch with her and will have a meeting with her again, going through her medical certificates for detailed information.</p> <p>CB confirmed that there were not enough members on the short list for the school to choose the right employees.</p> <p>DP suggested arranging related training which is a good way to boost teaching staff's morale.</p> <p>JR proposed to organise more moderation meetings among MAT schools, which could give the teaching staff further opportunity to receive training through open conversations, sharing good practice and learning from each other.</p> <p><u>Action: CB will check the information based on the attendance record prepared by Carolyn.</u></p> <p><u>Action: CB will set up half-termly moderation meetings for teachers, which will become one type of training.</u></p>	CB 01/17
15	<p>Review training requirements of school workforce</p> <p>CB confirmed that the teachers' appraisal process gave the management team the chance to find out</p>	

	<p>what training teachers require based on teaching staff's personal targets and PP target.</p> <p>JR asked if there was a balance of pay scale between new teachers and senior teachers.</p> <p>CB summarised: The appraisal process was set against the Appraisal Policy for Teachers and Head teachers in Schools. It gives the opportunity for school managers to set reasonable objectives linked to professional standards, development needs and career goals, with relevance to school priorities and plans for improving educational provision and performance. Pay committee considers the overall picture of performance and pay progression and to formally monitor the consistency of pay decisions in the school year or consider whether the resources spent have had a positive effect on teaching and learning and pupil progress.</p> <p>DP pointed out that developing staff from within to take over senior roles is an effective way to show that teachers are valued.</p>	
16	<p>Consider Headteacher and Deputy Headteacher Pay following appraisals. Chair to inform Pay Committee and School Finance Officer (IB)</p> <p>This item goes to Part II Minutes.</p>	
17	<p>Monitor FRS report</p> <p>Action: RR will go through the FRS report with RO and will report back to the next meeting.</p>	RR 01/17
18	<p>Report on Pay Committee (ND)</p> <p>ND briefed Governors on the work conducted by the Pay Committee.</p> <p>Pay Committee</p> <ul style="list-style-type: none"> ➤ reviewed the salaries of all staff; ➤ approved teachers' salaries following recommendations from the headteacher/senior leadership team on whether to award performance pay in line with the school's policy; ➤ followed recommendations from the headteacher and made decisions in respect of pay increases of any members of staff in a leadership role not covered by teacher appraisal and ensure decisions on pay are linked to performance; ➤ considered the salary appropriate for new posts within the school, in line with similar posts already in place. ➤ informed the governing board via the Resources Committee of approved salary decisions and ensured inclusion in the budget. 	Clerk 09/16
19	<p>Governors Report</p> <p>2016-October- 20- Jo Radford Gov SEND visit Jackie Nicolle</p> <p>2016 - September- 22 Jo Radford Gov Safeguarding visit Headteacher</p> <p>Governors visit reports above were circulated prior to the meeting.</p>	
20	<p>Dates & Time of next Committee meetings</p> <p>6.00 p.m. on</p> <p>17th January 2017 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 7.50 p.m.

Attachments: 1. SMIP 2. SEF 3. Safeguarding Policy 4. Fire Procedure and Policies 5. Documents related to Accessibility Plan 6. Best Value Statement

Signed Dated.....