

Signature of Chair:

Date:

BOW COMMUNITY PRIMARY SCHOOL - RESOURCES COMMITTEE - NO.2
Minutes 8 February 2022 - 6.00pm - Virtual Meeting via Zoom

Present: Melanie Bishop; Julia Hill; Tony Neal (Chair); Megan Heath (Clerk)

Apologies: Richard Drake; Lesley Hodgson (Head)

2.1	Apologies and Business Interests
2.2	Minutes of 19.10.21
2.3	Matters Arising
2.4	Budget
2.5	SFVS
2.6	Bought-in Services
2.7	Sports Premium
2.8	Additional Funding Impact
2.9	Policies 1. Governor Expenses Policy
2.10	Staff Wellbeing
2.11	Staff Training
2.12	Policies 1. Capability Policy & Procedure 2. Disclosure & Barring Service Policy 3. Recruitment & Selection Policy 4. Volunteering in School Policy 5. Whistleblowing Policy
2.13	Health and Safety
2.14	Fire Logs
2.15	For FGB
2.16	Communications
2.17	Training
2.18	Next meeting

PROCEDURAL

2.1 Apologies received from RD and LH. Agreed and sanctioned. There are no changes to business interests. There are no conflicts of interest.

2.2 Minutes and Part 2 Minutes 19.10.21 were agreed as an accurate record.

2.3 Matters arising from the minutes of 19.10.21

- The action within the part 2 minutes has been completed.
- See 'Summary of Governor Actions' document.
- Item 2.10 - Carried forward.
- Item 1.12 - Action closed. The Asset Management plan has been completed and RD did not attend to health and safety walk.

FINANCE

2.4 Budget

- Overall the budget is looking healthy. We are in a better position than we were initially projected to be at this point.
- The carry forward is good.
- The capital budget is where it should be. The windows and doors have been paid for.

- Variances have been queried with Susan Vile (SV). SV will follow these up with Suzette. These variances include: TAs; Pupil Premium; Stock; and School Improvement.
- There are significant variances with utility costs, however this is expected with the current rising energy costs.
- Governors noted how the reference numbers need correcting as they do not match in places where they should.
- Governors clarified that the additional income within the higher needs block is from the increase in SEND pupils.
- The remaining Sports Premium budget is allowed to be carried forward.
- JH is to meet with TN to begin the handover of lead finance governor.

ACTION: TN to highlight reference number errors to school.

2.5 SFVS

- This is under a new format where the figures are automatically accessed. The checklist questions still needed to be answered.
- ALL governors approved the SFVS for recommendation to FGB.

2.6 Bought-in Services

- Carried forward.
- The list has not been reviewed by SV.

ACTION: MH to add 'bought-in services' to RES3 agenda.

2.7 Sports Premium

- Carried forward to April.
- There is some expected budget carry forward.
- It is anticipated that swimming numbers will be lower than previous years due to COVID restrictions limiting access.

ACTION: MH to add 'sports premium' to RES3 agenda.

2.8 Additional Funding Impact

- Pupil Premium has been reported.
- Sports Premium will be reported in April.
- The Children in Care budget has been reviewed and governors agree it is being spent appropriately.

2.9 Policies

2.9.1 Governor Expenses Policy

- There are no changes to this policy.
- Proposed by TN. Seconded by MB. Agreed by ALL.

PERSONNEL

2.10 Staff Wellbeing

- MB has not yet met with LH.

- There have been no concerns raised and staff have access to lots of free courses and resources.
- There have been visitors running wellbeing sessions with pupils.
- The wellbeing ethos of looking after yourself and others has been well embedded into the school.
- The staff member on long-term absence has returned.
- MB will contact LH to review the non-COVID absence rates within the school.
- Governors discussed whether there is a formal 'wellbeing tool' available. It is not known if there is, however MB will follow this up with a wellbeing specific staff questionnaire.
- MB will follow up whether the school did sign up to the wellbeing charter.

ACTIONS: 1. MB to review non-COVID absence rates with LH.

2. MB to find out if the school signed up to the Wellbeing Charter.

2.11 Staff Training

- LH circulated a Staff Training Report.
- Governors stated how the list confirms that all staff have ongoing CPD, however it does not detail cost against impact.

ACTION: LH to circulate details of cost and impact of staff training.

2.12 Policies

2.12.1 Capability Policy & Procedure; 2.12.2 Disclosure & Barring Service Policy; 2.12.4 Volunteering in School Policy; 2.12.5 Whistleblowing Policy

- There are no changes to any of the above policies.

2.12.3 Recruitment & Selection Policy

- There is one minor change with involves casual work contracts and newly issued contracts. Governors agreed that this change does not affect us.

2.12.1 Capability Policy & Procedure; 2.12.2 Disclosure & Barring Service Policy; 2.12.3 Recruitment & Selection Policy; 2.12.4 Volunteering in School Policy; 2.12.5 Whistleblowing Policy

- All above policies proposed by MB. Seconded by JH. Agreed by ALL.

PREMISES

2.13 Health and Safety

- This was discussed at FGB4. There is nothing further to report.

2.14 Fire Logs

- RD is absent.

ACTION: RD to update governors on Fire Log check status via email.

GOVERNANCE

2.15 For FGB

- SFVS for approval.
- The Sports Premium carry forward.
- Approved policies.
- Budget update.

2.16 Communications

- Following up the actions for LH and RD.

2.17 Training

- None.

2.18 Date of the next meeting is 17.05.22 at 6pm.

MB gave her apologies for this meeting. Governors are going to discuss changing the date.