

BOW COMMUNITY PRIMARY SCHOOL - RESOURCES COMMITTEE - NO.1
Minutes 13 October 2020 - 6.00pm - Virtual Meeting via ZOOM

Present: Melanie Bishop; Richard Drake; Lesley Hodgson (Head); Anita Jellings; Tony Neal (Chair); Megan Heath (Clerk)

1.1	Apologies
1.2	Minutes of 16.06.20
1.3	Matters Arising
1.4	Elect Chair
1.5	Terms of Reference
1.6	SDP
1.7	Budget
1.8	Pupil Numbers
1.9	Devon Funding Consultation
1.10	Policies 1. Charging & Remissions Policy 2. Lettings Policy 3. Pay Policy 4. Procurement Policy 5. Pupil Premium Policy
1.11	Clerks Appraisal
1.12	Health and Safety
1.13	Asset Management Plan
1.14	Emergency and Continuity Plans
1.15	Booster Pumps
1.16	Groundworks
1.17	Policies 1. Asset Management Plan 2. Health & Safety Policy 3. School Emergency Plan
1.18	Governor Tasks
1.19	For FGB
1.20	Communications
1.21	Training
1.22	Next Meeting

MH opened the meeting as chair until new chair is elected.

PROCEDURAL

1.1 No **apologies** received.

1.2 **Minutes** 16.06.20 were agreed as an accurate record.

1.3 **Matters arising** from the minutes of 16.06.20

- See 'Summary of Governor Actions' document
- Items 3.11.1 and 3.17.3 are now complete.

1.4 **Elect Chair**

- It was agreed that TN would continue as chair for the autumn term, to be reviewed in the Spring term.

TN takes over as chair of the meeting.

1.5 **Terms of Reference (TOR)**

- The Resources TOR were circulated prior to the meeting, including an extra column to clarify each element.

- Proposed by MB. Seconded by RD. Agreed by ALL.

1.6 SDP

- The draft SDP was circulated prior to the meeting.
- The focus is to get through this year, with the staff in good mental health.
- The staff will support the pupils. Therefore it is important to support the staff, in order for them to be able to achieve this effectively.
- Any potential supply teachers will not know the children and cannot therefore support them as effectively.
- The summary element of the SDP has not been updated yet, only the key priorities.
- Governors stated how the summary needs to be updated to correlate with the key priorities.
- All pupils have fallen at least a term behind.
- Literacy is the biggest area as this is difficult to learn at home.
- A mental health specialist was in school today, working with some classes. The school was praised in its approach.
- Pupils are given sensory breaks when needed.
- The aim is to close the gaps, however, not at the expense of the teachers mental health and wellbeing, as this will pose further difficulties for the children.
- Currently, it is predicted that 11 out of 16 of the year 6s should pass this year.
- *Governors asked if the school had considered reducing the number of classes due to pupil numbers dropping.*
 - LH explained how there are many children joining the school, as well as leaving.
 - It is estimated that there will be approximately 130 pupils by the end of the year.
 - The predicted intake for this year was 15-16 pupils, the actual figure was 21.
 - There are some vacant family homes within the village so it is anticipated that new pupils could soon move into the village.
 - All the classes currently have over 20 pupils. Current figures are: Foxcubs 28 ; Otters 29; Hares 24; Badgers 25; Stags 27.
- *Governors asked what the highlighting on page 8 means.*
 - LH explained how these are incomplete items from last year. There will not be time to adequately work on them this year due to the new COVID related mental health focus and catch-up.
- *Governors asked if the school is confident that they have a solid baseline to work from.*
 - LH explained that data was gathered in September as part of the assessment process and teachers are now using this as their baseline to monitor progress across this year.
- *Governors asked how they work out how much catch-up each pupils needs.*
 - LH explained how pupils meet different levels throughout the year. Ideally, in the autumn term a pupil in year 3 would be labelled as Y3E (emerging); in the spring Y3D (developing); and in the summer Y3S (secure). The teachers are using these attainment levels to work out where each pupil is, and to push them to achieve the appropriate level for that pupil, while considering potential

mental health impact. They are also using previous data to determine rate of progress for individual pupils.

- *Governors asked how the school is ensuring Reception is not being overlooked, while the rest of the school focus on catch up (following an observation referred to at the T&L Committee meeting about the seemingly unaffected mental health of the Reception year group).*
 - LH explained how the Reception year follow the Early Years Framework, which is different to the National Curriculum. Therefore they will not be overlooked as their work is tailored via the early years route.
- *Governors asked if this difference in curriculum should be noted in the SDP.*
 - LH explained that it does not need to be, as EYFS has always accessed their own curriculum. Within the COVID restrictions they can still access many of their usual resources. And the year 1s within the class are taught out of class and worked with separately.
 - Year 1s have less of a gap to plug than the rest of the school due to this difference in the early years curriculum and starting the national curriculum
- *Governors asked if it is possible to both look after the mental health of the staff with the added pressure of the catch-up*
 - LH explained how there are many small things being done in order to support both of these things.
 - For example, display boards around the school are not being updated as frequently as usual.
 - Staff input is being used more frequently at staff meetings, and many non-essential items are being postponed.
- *Governors asked when the SDP will be complete.*
 - LH explained that it will hopefully be complete by the first week back after half term.
- This will be reviewed at FGB2.

ACTION: MH to add SDP to FGB2 agenda.

FINANCE

1.7 Budget

- In the budget reports, the capital budgets do not include this year's allocation.
- There has been a slight rise this year.
- The revenue budgets are slightly 'messy'. There is some over-spend and some under-spend.
- It is hard to predict this year's spend as there is a higher chance of staff illness.
- Concerns include oil costs (due to the need for windows to be open while the heating is on); and cleaning material costs (eg. hand soap, hand towels, etc.).
- A Free School Meal claim was submitted before the summer holidays to the DFE as part of the COVID costs.
- Staff need to be paid for the extra work they do in line with extra COVID cleaning.
- The 3-5 year forecast has been submitted and does not normally change. This will be updated by Susette after half-term at County's insistence.
- *Governors asked if COVID funding is going to be available.*

- LH explained that if there is it is hoped that it will be more comprehensive than before. The last round of funding only covered staffing costs. The cleaning materials are currently costing more.
- *Governors asked if a record of COVID costs is being kept.*
 - LH explained that it is not, however it will be easy to pull out the costs from the records for spending on cleaning materials and extra hours.

1.8 Pupil Numbers

- The current future pupil numbers, from Bow Bears, are: 13 for 2021; 12 for 2022.
- We will not know next year's numbers until Easter. Applications are open until the end of January.
- The assumed number was 15, when calculating the budget.

1.9 Devon Funding Consultation

- TN attended the Devon Funding Consultation virtually.
- County makes proposals which are voted on by schools. The results are then taken to forums where the decisions are finalised.
- The funding formula has been a 'soft formula' for the past 3 years. The government have stated they will produce a 'hard formula' next year.
- There is an extra £0.5bn main block funding nationally.
- Teacher pensions and pay increases have been covered.
- The minimum funding level is £4180 per pupil.
- There is a forecast £22m deficit in SEND this year. Devon is an outlying area in SEND figures. An investigation into the high levels of SEND did not produce any conclusive results.
- They proposed redistributing 5% of funding from the main funding block, to SEND.
 - Governors stated how it seemed hard to see how this is would make a difference.
 - Governors agreed that the main block funding should remain as it is.
- Items such as sick pay, licences and free school meals are the schools responsibility, and this gets delegated back to the Local Authority.
 - Governors agreed to vote for no change to this.
- The funding for Devon Association of Governance and Headteacher Support is centrally funded.
 - Governor agreed to vote for no change.
- Governors agreed to TN submitting the votes as agreed above.

1.10 Policies

1.10.1 Charging & Remissions Policy; 1.10.2 Lettings Policy; 1.10.4 Procurement Policy;

1.10.5 Pupil Premium Policy

- There are no changes to any of the above policies.
- *Governors asked if there is any content that is stopping us from being efficient.*
 - TN explained that there is not. The Charging & Remissions Policy is a model policy. The Lettings Policy is not currently used due to COVID restrictions.
- 4 policies above proposed by TN. Seconded by MB. Agreed by ALL.

1.10.3 Pay Policy;

- This was circulated yesterday.
- It is taken from a model and tailored to the setting.
- The changes are highlighted.
- *Governors asked if LH arranges the pay for teachers and when governors get involved.*
 - Governors explained that LH only recommends teachers' pay, based on appraisal; it gets approved by the Pay and Performance Committee.
- Pay Policy to be recommended to FGB. Agreed by ALL.

PERSONNEL

1.11 Clerks Appraisal

- This took place last December. It was proposed that this is kept to the same schedule.
- AJ will carry out the appraisal again, as she carried out the first one last year. EB will be invited to join, as this would be good for her ongoing development.

PREMISES

1.12 Health and Safety

- Governors are aware of no health and safety concerns.
- RD has visited the school and completed an Asset Management walk with Susan Vile.
- The accident book has been reviewed.
- A recent tree inspection has highlighted a dead elder tree that needs removing. This will cost £6.17.
- PIPS Training is now overdue in many staff members. This cannot be done online due the physical practise element of the training.
- *Governors asked if the overdue PIPS training is posing a risk.*
 - LH explained how there is a child causing daily difficulties. They often need to be physically moved and will throw chairs.
 - Many staff do not need to use this training regularly. The training both practices and refreshes the skills for these.
 - Some staff have been training more recently than others.
- *Governors asked how other schools are doing PIP training.*
 - LH explained how they will not be, due to the physical nature of the training.
 - LH will contact the headteacher of Haywards to find out what how they are getting around this.
- *Governors asked if the PIP training is all 'hands-on' or if there is a theory element.*
 - LH explained how the first part of the training goes into the reasons why children behave in this manner. The second part goes into safe holding and removal, with physical practise. The second part of the training is what staff really need.
- *Governors asked if staff could talk through training to refresh their memories.*
 - LH explained how they can talk through the policy and study photos within.
 - Governors agreed that this would be a better option than nothing.

- This will be reviewed at a staff meeting. Some staff may be willing to demonstrate, with the correct PPE equipment.

ACTION: LH to contact Haywards to find out how they are addressing a lack of PIP training.

1.13 Asset Management Plan

- RD has carried out an asset management plan walk and gathered data. He has not yet written the report.
- The play equipment could do with refreshing, however this is currently off limits due to COVID.
- The replacement windows are up for tender. This cannot be carried out in October due to children not being able to be moved around the building. This will happen during the Easter break. Quotes are being collected for the replacement of the front and back doors at the same time.
- FOBS are looking to fund raise for specific items. The area under the metal climbing frame has been suggested. FOBS are very limited with fund raising methods due to COVID.
- Outside areas, including the woodland, garden and pond all need attention. Pre-COVID, parent help days were being looked into as an option to have work completed around the school on a voluntary basis. This is currently on hold. RD and EB are to work together on this, when restrictions allow.
- The groundsman will be clearing shrubbery around the garden to 3ft over half term.
- The fruit cage is not used, it will cost £2500 to remove.

1.14 Emergency and Continuity Plans

- *Governors asked if these are up to date and does everyone who needs a copy have a copy.*
 - It is up to date but is due to be reviewed this term. The review process has started. The virtual school needs to be linked in.
- A Virtual School Policy is being created.

ACTION: Add Emergency and Continuity Plans to RES2 agenda.

1.15 Booster Pumps

- The hot water was not working properly last year. It was checked during the summer term. The booster pumps both needed replacing. One was completely broken; the other was limping on, but would put strain on the new one if left unreplaced.
- This cost more than £6000, but was deemed an emergency repair.
- *Governors asked where the money came from.*
 - LH explained that it came out of the repair budget.
- *Governors asked if there is any warranty on the new pumps.*
 - It was stated that there should be a 12 month manufacturer warranty.
- When the boiler is replaced, the pumps should be able to be reused.
- The boiler was second hand when the school was built.

ACTION: LH to check booster pump warranty.

1.16 Groundworks

- The groundworks were originally planned to be completed this year.

- The company does not work over Christmas, it will be during Easter at the earliest.
- The money needs to be ring-fenced from last year to pay him this year.
- *Governors asked if this can go through as carry forward.*
 - LH explained that she would like to keep it separate so it does not get lost.
- *Governors asked if they had a quote or an estimate.*
 - LH explained that they had quotes due to the substantial works required.
- *Governors asked if he could go over budget.*
 - LH explained that he should not. He has been used by the school before and is reliable.
- This needs to be agreed by FGB.

ACTION: MH to add approval of groundworks to FGB2 agenda.

1.17 Policies

1.17.1 Asset Management Plan; 1.17.2 Health & Safety Policy; 1.17.3 School Emergency Plan

- All above carried forward.

ACTION: MH to add above policies to RES2 agenda.

GOVERNANCE

1.18 Governor Tasks

- Governor tasks are usually worked to the SDP. Due to COVID this is not appropriate. Governor focus is to support the school.
- RD - to continue with health and safety and asset management plan.
- TN - to continue with pupil premium report; finance consultation; finance audit.
- MB - to meet with LH regarding staff welfare (to report to FGB3); staff appraisals.

ACTION: MH to add staff welfare report from MB to FGB3 agenda.

1.19 For FGB

- To note TN is chair for Autumn term and TOR agreed.
- Budgets were reviewed.
- Pay Policy needs agreeing.
- The groundworks and ring-fenced money for MUGA.
- Governor tasks.

1.20 Communications

- FOBS have a potential safeguarding issue, reported to T&L1, regarding their Facebook group. They are concerned that they are getting membership requests from people not connected to the school.
- It was noted that governors can only advise FOBS, as they are a separate organisation.
- It was suggested that FOBS communicate with the Data Protection Officer (DPO), who could offer advice.
- They could be ask potential members to explain their connection before membership is approved.
- They could contact the school admins to check for connection. This would be a last resort as the admins are very busy.

- *Governors asked if they are removing parents whose children have left the school.*
 - They are not.
 - It was suggested that they have regular membership list reviews.
 - These issues have been considered by school previously, this is one reason why the school does not have any social media accounts.
 - It was pointed out that as they are a 'friends of..' group, this incorporates the wider community, not just parents.
 - FOBS should create a 'terms of membership'/'constitution'.

ACTION: AJ to report back to EB with this discussion.

1.21 Training

- MB virtually attended Headteacher Performance Management.
 - There was further emphasis that the focus is to get through this year.

1.22 Date of the next meeting is 02.02.21 at 6pm.