

**BOW COMMUNITY PRIMARY SCHOOL - RESOURCES COMMITTEE - NO.1**  
**Minutes 8 October 2019 - 6.00pm**

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

1.1	Apologies
1.2	Minutes of 25.06.19
1.3	Matters Arising
1.4	Election of Chair
1.5	Budget
1.6	Pupil Numbers
1.7	SDP
1.8	Policies: Charging and Remissions Policy; Finance Policy; Letting Policy; Procurement Policy; Record of Individuals with Authority
1.9	Policies
1.10	Clerk's Appraisal
AOB	Pay Committee
1.11	Health and Safety
1.12	Asset Management Plan
1.13	Emergency and Continuity Plans
1.14	Fire Logs
1.15	Policies
1.16	Resources TOR
1.17	For FGB
1.18	Communications
AOB	Attendance
AOB	Brexit
1.19	Training
1.20	Next meeting

The meeting was opened with MH chairing, until the new chair is elected.

**PROCEDURAL**

1.1 No **apologies** received

1.2 **Minutes** 25.06.19 were signed and agreed as an accurate record.

1.3 **Matters arising** from the minutes of 25.06.19

Noted that:

- Item 6.3.1 LH did ask SV to make the necessary amendments to the plan, she is to follow up to ensure it has happened.
- Item 6.3.2 Clerks note, carried forward.
- Item 6.5 TN emailed questions to LH and was satisfied by the responses received.
- Item 6.9.2.1 LH notified the office of the changes to the Maternity Policy regarding birth certificates.
- Item 6.9.2.2 MB did amend the model policy.
- Item 6.10 LH passed on governors thanks to CJ.
- Item 6.12.1 TN contacted GQ for handover information, receiving no response. SV should have a copy of the AMP. AJ is to research further into this.
- Item 6.12.2 TN received no response from GQ and will therefore look into this after half term.

- Item 6.12.3 TN has looked into the Health and Safety Policy, he believes there are no amendments, but will confirm at FGB.
- Item 6.15 MB contacted the chair of the Parish Council, and AJ formally wrote to the clerk of the Parish Council. Neither have responded.

**ACTION: 1. LH to check with SV that the necessary amendments have been made and to have the plan reissued.**

**2. MH to add 'looking further into having solar panels installed and the possibility of having companies sponsor individual new doors' to February agenda.**

**3. AJ to seek 'unlocked' copy of the AMP.**

**4. MH to send current Health & Safety policy to TN.**

**5. TN will confirm status of Health and Safety Policy and bring it to FGB to be ratified.**

**6. AJ is due to review the Single Central Record at the end of October.**

#### 1.4 Election of Chair

Noted that:

- TN was nominated as potential chair. TN left the room. All governors remaining agreed that TN was to be the chair.
- TN entered the room. TN accepted.

TN takes over as chair of the meeting.

## FINANCE

#### 1.5 Budget

Detailed Budget Monitoring reports circulated electronically before the meeting.

Noted that:

- *Governors asked if there is a plan to spend the capital?*
  - LH explained that the capital is to be spent on new doors.
  - LH has been looking into whether all external doors actually need a key. Many of them will need to be push-bar fire doors but the only ones that will need a key are the main front and back door, and some of the internal cupboards. In terms of security, there are motion detectors throughout the school.
  - AJ contacted North Tawton fire station to review our fire exits but they are unable to attend.
- *Governors asked how much of the capital will be spent on the new doors.*
  - LH explained that all of it will be.
- FOBS have contacted governors asking what we suggest spending their money on.
  - AJ did provide FOBS with a list 18 months ago, but received no response.
  - The treasurer has asked for an up-to-date list for them to consider.
  - It was suggested that it would be useful to influence FOBS's spending, on the understanding that it is not the governors' place to decide how any money is spent.
  - AJ will discuss possibilities with FOBS.
- The TA overspend
  - This was due to sick cover.
  - KS1 classes need support all the time

- Tricky pupils required 1:1 support
- *Governors asked if the unfunded 1:1 TA was still ongoing?*
  - LH explained that part of the unfunded 1:1 TA is still in place, however the child in question has vastly improved in many areas and they now have an EHCP in place, but 1:1 support is very much needed for the learning opportunities for the rest of the class
- Another young child requires 1:1 TA. They are exhibiting aggressive behaviour. There is an EHCP in place, but this only covers 11 hours of spread across the week.
- *Governors asked if the overspend is stable?*
  - LH explained that it is for now. However the school has to pay the first £6000 of support for each child with an EHCP.
- SCOMIS are charging us for daily back-ups. LH is to look into alternative back-up methods to reduce this cost.
- Potential carry-forward may be spent on classroom support.
  - Both Badgers and Stags have no morning TA support. Both of these classes have pupils that would benefit from extra support, however, due to the greater need in the other classes, they are not receiving this.
  - The mental health and safety of staff and pupils is a concern, and extra 1:1 TAs would help alleviate this.
  - All governors agreed that potential carry-forward should go towards classroom support.
- Recent government changes have been included in the Detailed Budget Monitoring. Suzette will provide us with the exact figures during her next visit in November.

**ACTION: 1. AJ to set up meeting with FOBS to discuss their proposal.**

**2. LH to look into alternative IT back-up methods.**

**3. LH to reforecast the budget after her meeting with Suzette in November.**

## 1.6 Pupil Numbers

Noted that:

- The pupil forecast for the next 3 years are: 2020 - 16 pupils, 2021 - 10 pupils, 2022 - 1 pupil.
  - These figures are received from Bow Bears Preschool, based on their current pupil numbers. They are therefore not an accurate forecast.
- There are currently 126 pupils on the role.
- Pupils numbers are slowly reducing.
- In addition to last year's Year 6s that have now moved on, there were a number of pupils that left the school during the year that were not possible to predict.
- *Governors asked how low the number of pupils needs to get before we consider reducing down to 4 classes?*
  - LH explained that they would consider reducing to 4 classes if numbers reduce to 115 pupils or lower; we would start to look at class structure and forecast pupil numbers, once it dipped below 120 pupils.

## 1.7 SDP

Handouts distributed at the meeting, 'Resources Learning Walks' and 'Development Plan Targets'

Noted that:

- Autumn learning walks for ALL governors are curriculum focused, to tie in with the new OFSTED framework.
- Spring learning walks can be tailored to suit each governor's area of focus, lifted from the TOR.
- There will be a format for the walks to adhere to, and they will be reported to FGB.
- LH will have to produce the Pupil Premium report before the related learning walk.
- The governance column on the development targets could be stronger. If OFSTED believe this to be a weak area then it is one they will focus on. TN described a spreadsheet lifted from the NGA which enables us to provide evidence of our SDP progress to OFSTED.
- *Governors asked if the SDP had been linked with the budget?*
  - LH explained that yes, it had. A copy is available on the 'back-room' of the school website.

**ACTIONS: 1. TN to send NGA spreadsheet to AJ.**

### 1.8 Policies

Handout distributed at the meeting, 'Resources Policy Calendar'.

Noted that:

- On the Policy Calendar - Red are statutory; black are non-statutory; and highlighted means it might be moved to another governor, under the updated TOR.
- There are no changes to the following policies and they are recommended for adoption: Charging and Remissions Policy; Finance Policy; Letting Policy; Procurement Policy; Record of Individuals with Authority.
  - Proposed by TN. Seconded by MB. Agreed by ALL.

**ACTION: MH to upload all policies to the private governor area of the website.**

## PERSONNEL

### 1.9 Policies

Covered in Item 1.8.

### 1.10 Clerk's Appraisal

Noted that:

- Agreed date of the Clerk's Appraisal is 20.05.19. Time to be agreed later.

### AOB Pay Committee

- The Pay Committee is to meet on 03.12.19 at 5pm.

## PREMISES

### 1.11 Health and Safety

Noted that:

- There are no health and safety issues to report.

### 1.12 Asset Management Plan

Noted that:

- AJ and TN did a walk noting maintenance needs throughout the school.
- Someone is being paid to do odd jobs once a month.
- The guttering and drains needs to be prioritised.
- *Governors asked if anything needs to happen as the result of a recent incident where a child managed to escape from the inner school grounds.*
  - LH explained that this is the first time this has happened. The child in question was not flagged up from their pre-school. Now they are known as a risk, staff will be even more aware of their exact whereabouts.
  - The low risk level of this happening again does not justify the cost of putting up a fence between the car park and the school field.
  - If something did happen to a child then there would be serious consequences. The situation will be continuously monitored and reviewed if necessary.
  - *Governors asked if we have fed this back to the pre-school to potentially prevent this lack of awareness in the future?*
    - LH explained that she has not had a meeting with them yet, but will definitely bring this up when she does.
- The rubber matting under the metal climbing frame needs to be replaced. This was suggested as an item FOBS could help fund.

**ACTION: 1. LH to arrange to have the guttering and drains cleared.**

**2. AJ to suggest FOBS help fund a new rubber mat under the metal climbing frame.**

### 1.13 Emergency and Continuity Plans

Noted that:

- This item was discussed in matters arising. Both AJ and TN are covering GQs former areas, until a new governor is enrolled.

**ACTION: 1. TN to review the Emergency Plan and ensure the updates identified in summer are applied**

### 1.14 Fire Logs

Noted that:

- The fire logs have been checked by AJ.

### 1.15 Policies

Noted that:

- Covered in item 1.8.

## GOVERNANCE

### 1.16 Resources TOR

Noted that:

- All of the TOR need to go to FGB.

**ACTION: MB to look over her areas in the draft TOR and feedback any concerns to AJ.**

### 1.17 For FGB

- TN will give a verbal update on this meeting including: budget; pupil numbers; SDP; the asset management plan; and the agreement to spend the potential carry forward on classroom support.

### 1.18 Communications

- AJ to communicate with FOBS treasurer regarding spending ideas and the governors stance.
- Governors suggested a possible governor presence at parents evening.
  - It was agreed that this could be a potential recruitment opportunity.
  - It would also allow parents to talk to us directly about concerns.
- LH to look at new intake of parents and identify any new parents as potential governors, again, now that their children are more settled.

### AOB Attendance

Noted that:

- 6-7 pupils have requested term-time holidays already this year.
- All pupils that miss 10 or more sessions are being reported to county.
- We are already below 95% attendance so far this term.

**ACTION: 1. MH to add attendance to the next FGB agenda.**

**2. LH to bring updated attendance figures to the next FGB.**

### AOB Brexit

Noted that:

- Devon Norse, who provide our school meal service, have a plan in place for potential Brexit food shortages, but we do not know what this is. We need to find out what this is.
- There is a possibility of fuel shortages.

**ACTION: 1. LH is to contact Devon Norse and find out what their potential food shortage plan is.**

### 1.19 Training

Noted that:

- MB is booked to attend the 'Headteacher Appraisal' training.
- LH is looking to attend 'Improving Wellbeing for Pupils and Teachers' training, in February.

**1.20 Date of the next meeting: 04/02/20**