

**BOW COMMUNITY PRIMARY SCHOOL – RESOURCES COMMITTEE – NO.3**  
**Minutes 29 January 2019 – 6.00pm**

Present: Tony Neale (Chair); Melanie Bishop; Gary Quick; Anita Jellings (Vice-Chair); Lesley Hodgson (Head); Megan Heath (Clerk)

**PROCEDURAL ITEMS**

**3.1.1 No apologies**

**3.2.1 Minutes** 4 December 2018 were agreed as an accurate record.

**3.3.1 Matters arising** from the minutes of 4 December 2018

*Noted that:*

- Item 2.3.1 LH has received a plan that pinpoints which room is being referred to. Items on the plan to be disputed as other items need to be prioritised.
- Item 2.3.1 TN and LH prepared and delivered paper outlining facts, risks and options to alleviate pressure on staff with regards to low staff/SEND pupil ratio, at January 2019 FGB meeting
- Item 2.5.1 AJ and MB were unable to meet with 2 new teachers. They are no longer considered new. Both have been contacted and know to contact governors if there are any issues.
- Item 2.5.3 SV has circulated plan of school buildings to key holders and Chair of Governors
- Item 2.7.1 AJ and SV have completed review of SCR
- Item 2.8.1 SV has looked into the background to the negative supply CPD spend.

**ACTION: LH Clarify background to the supply CPD spend.**

- Item 2.8.1 LH has looked into changing energy supplier. We can opt to pull out of standard county supplier but will have to find a better supplier ourselves.

**ACTION: LH To decide whether it is worth looking into changing energy supplier once the new contract is published on 31/03/19**

- Item 2.11.1 Wheelbarrow and spade are easily accessible in the event of snow and ice
- Item 2.12.1 TN has organised swimming pool sub-committee. The paperwork is complete and will be presented at next FGB meeting. Swimming pool committee will carry on as they are and TN will check their paperwork at the end of each year.
- Item 2.13.1 LH awaiting reply from Exmouth School. Has got positive testimonials from other school currently in the process. GQ not yet contacted Alistair Mumford at DCC

**ACTION: GQ to contact Alistair Mumford at DCC to explore progression; TN to continue to develop applications to the Carbon Trust and to Salix.**

**FINANCE**

**3.4.1 Detailed Budget Monitoring**

*Noted that:*

- The 'school visits' share is as it should be.
- The 'School Improvement' is overdrawn, but this was planned and therefore expected.
- The 'Swimming Pool' share does not add up, not all of their bills have been paid yet.

**ACTION: LH to prepare a detailed breakdown of the swimming pool costs to clarify their share**

- The Detailed Budget Monitoring is to be handed out in advance of meetings in future to give everyone a chance to analyse data.
- No change to the capital budgets. The overspend was expected and will be deducted from next year's allocated budget.

### 3.5.1 Sports Premium

- Item carried forward to March meeting

### 3.6.1 SFVS

*Noted that:*

- No changes, SFVS to be submitted.
- The risk log is to reference the SFVS document.

**ACTION: AJ to update the risk log to reference the SFVS checklist**

## 3.7 Policies

### 3.7.1 Governors Expenses Policy

*Noted that:*

- There are no changes to this policy
- Policy proposed by TN. Seconded by GQ. Agreed by ALL.

### 3.7.2 E Safety Policy

*Noted that:*

- Handwritten changes have not appeared on the new copy of this policy.
- Children being made aware of internet safety frequently, in school, via assemblies, in class and on posters displayed in Robolab.
- One issue was logged in 2018. Both parents and pupils spoken to. Internet providers have been made aware of terms searched for and subsequent blocks have been put in place.
- Discussed ways of raising awareness with parents
  - An expert came in to speak to parents, only 3 showed up.
- Agreed to put policy through in current condition, with potential to review again following investigation
- Policy proposed by TN. Seconded by GQ. Agreed by ALL.

**ACTION: TN to query missing amendments from policy.**

## PERSONNEL

### 3.8.1 Staffing

*Noted that:*

- HLTA vacancy has not received many applicants. Succession plan prepared for if position is not filled. Would have to open up vacancy to qualified teachers. This would be more expensive but we have a legal obligation to provide PPA cover to teachers.
- Draft budget to be prepared for final full governing board to include both possible outcomes for filling HLTA vacancy.
- It was suggested that we look into creating a partnership with a local school to share a member of staff for PPA cover.

## 3.9 Policies

### 3.9.1 Whistleblowing

*Noted that:*

- This policy has been updated.
- It is optional whether this policy goes onto the website, we put it on there.
- The whistleblowing process has changed, it no longer goes through the LADO.
- Anonymous claimants are encouraged to go through a trade union.
- Policy proposed by TN. Seconded by AJ. Agreed by ALL.

**ACTION: LH to update policy on website; MB to query where someone would raise an anonymous concern if not part of a union.**

### 3.9.2 Disclosure and Barring

*Noted that:*

- There are no changes to this policy.
- Policy proposed by TN. Seconded by AJ. Agreed by ALL.

### 3.9.3 Recruitment and Selection

*Noted that:*

- There has been no significant change
- MB is still working through.
- Policy approval carried forward to March meeting.

**ACTION: MB to review Recruitment and Selection Policy for next time**

### 3.10.1 DBS Central Record

- Completed on 14/09/18

## PREMISES

### 3.11.1 Health and Safety

*Noted that:*

- There are no further updates/issues since the autumn review.

### 3.12.1 Swimming Pool

*Noted that:*

- Swimming Pool to become a standard item on FGB meeting agendas. Concerns raised over amount to be covered on FGB agenda and its effect on time to discuss strategic items.
- AGM for the Swimming Pool committee is on 17/03/19
- Meeting with committee went well, some items still need tweaking.
- They have obtained a grant to replace swimming pool cover.

### 3.13.1 LED Lighting

*Noted that:*

- Quoted £11,384 to install LED lights
- Have a choice of payback from 5.4 years up to 8 years.
- Quote based on 2000 hours of lighting. Queried whether this took into account summer months when lights aren't used so frequently during the day
- The lights last 25 years.
- Positive feedback describing the quick installation.
- Concerns raised about Devon County pulling out at last minute.
- Salix a trusted company that are DfE approved.
- Agreed to go ahead with longest payback

**ACTION: LH approved to go ahead with 8 year payback.**

### 3.14. Policies

### 3.14.1 No Smoking

- Item to be carried forward to March meeting

### 3.15.1 Training

*Noted that:*

- MB is booked to attend New Governors training
- TN and AJ are booked to attend Exclusion training

### 3.16 AOB

#### 3.16.1 Devon Norse Kitchen Audit

*Noted that:*

- PAT testing on the fans is out of date
- Staff training is out of date
  - They are externally employed so not directly our concern.

**ACTION: LH to look into kitchen PAT testing dates and rules.**

**ACTION: LH to contact NORSE to ensure appropriate training takes place.**

#### 3.16.2 I.T.

*Noted that:*

- South West Grid for Learning contacted regarding our own fibre optic line. The cost would be £4000 plus an additional £1500 to set up. It would cost £7000-8000 per year to run.
- Suggested that we contact other schools to find out what they do as we need to upgrade our internet speed.
- I.T. Equipment needs replacing.
- Interactive white board from Stags to replace broken one in Otters.
- New interactive display to be installed in Stags at a cost of £3000. There are no competitive quotes as there is only one supplier locally. This cost will come out of the I.T. Budget.
- The same company will also provide servicing for current IT equipment throughout the school on an annual basis.
- Governor approval given

**ACTION: LH to go ahead and order new interactive white board for Stags with no competitive quotes.**

#### 3.17.1 Date of next meeting: 05/03/19