

Signature of Chair:

Date:

BOW COMMUNITY PRIMARY SCHOOL - RESOURCES COMMITTEE - NO.3
Minutes 4 May 2021 - 6.00pm - Virtual Meeting via ZOOM

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

Apologies: None

3.1	Apologies and Business Interests
3.2	Minutes of 02.02.21
3.3	Matters Arising
3.4	Budget
3.5	Irrecoverable Debts
3.6	Staffing Structure
3.7	Governor Recruitment
3.8	Policies 1. Staff Appraisal Policy (Teachers) 2. Code of Conduct 3. Flexible Working Policy 4. Managing Sickness & Absence Policy 5. Maternity Policy 6. Staff Leave & Absence
3.9	Accessibility Plan
3.10	Disability Equality Impact
3.11	Food Standards
3.12	Health and Safety
3.13	Policies 1. Asset Management Plan 2. Health and Safety Policy 3. School Emergency Plan
3.14	For FGB
3.15	Communications
3.16	Training
3.17	Next meeting

PROCEDURAL

3.1 No **apologies** received. There are no changes to business interests. There are no conflicts of interest.

3.2 **Minutes** 02.02.21 were agreed as an accurate record.

3.3 **Matters arising** from the minutes of 02.02.21

- See 'Summary of Governor Actions' document.
- Item 2.3.2 (2020) This action is not considered urgent due to the main network already being backed up. This item is looking for alternatives.
- Item 2.4.2 (2020) This action is ongoing. RD is merging this with the quinquennial survey. The health and safety audit showed us to be 96% compliant. LH was advised to focus on the important/red items due to the current budget situation.
- Item 2.4.1 Succession planning was discussed at FGB7. There is an issue around the chair and vice-chair chairing the committees, this is allowed but it is not good practice. EB will be joining the resources committee in due course.

- Item 2.9 This action itself has been carried out, however the Sports Premium Plan is yet to be completed. GS has sent a draft to LH, which she is in the process of reviewing. This should be complete next week.
- Item 2.10 Item carried forward. FOBS have not been contacted yet. Due to the FOBS situation discussed at FGB7, achievable and attractive ideas need to be presented to them.
- Item 2.15 This status of this action puts us at risk, should a lockdown situation occur before a practise has been orchestrated. It is hoped that a practise can be carried out following the next easing of COVID restrictions on 17.05.21. Currently, the bubble system does not allow for pupils to be in a classroom that is not their own, as is potentially required for the lockdown procedure. The health and safety governor will observe the practise procedure.

ACTIONS: 1. LH to ensure the Sports Premium Plan is complete.

2. LH to invite RD to observe Lockdown Procedure practise.

3. MH to move all carried forward actions to the next FGB.

FINANCE

3.4 Budget

- The budget was approved at FGB7. There has been no updated figures since.
- It is anticipated that there will be a larger carry forward (by approximately £10,000) due to the Infant Free School Meals funding not being used during the periods April - July 2020, and January - March 2021.
 - *Governors asked if we will be allowed to keep this carry forward.*
 - It was explained how it is expected we will. This money comes from the Local Authority (LA).
 - Suzette will be in tomorrow, so this should be confirmed either way then.
 - *Governors asked if the carry forward happens automatically.*
 - LH explained how it is not spent purposely as we want to continue to run 5 classes.
 - The LA will ask why we have underspent. Some underspend is planned and some underspend is due to unforeseen circumstances.
 - We had £80,000 carry forward last year. The LA queried this but we were allowed to keep it.
- The final figures should be ready for FGB8. SV will provide these for us.

ACTIONS: 1. LH to circulate the final budget figures to resources committee.

2. LH to ask SV to circulate budget figures in July.

3.5 Irrecoverable Debts

- There are a few laptops nearing the end of their useful life. Their cost has depreciated considerably so the cost to the school is negligible. Laptops only get disposed of when they are unusable.
- There are no irrecoverable debts known of.
- *Governors asked if there are any outstanding school dinner debts.*

- LH explained how there technically are some school dinner debts, however, if a parent owes for more than 3 dinners they are approached by SV who will not allow them to book more until the debt is paid.

PERSONNEL

3.6 Staffing Structure

- This was discussed at FGB7. This year's staffing structure will be carried forward.
- There is one member of staff who will be going on maternity leave. If the regulations do not change they will have to leave on the 28th June. They will not be replaced until next term.

3.7 Governor Recruitment

- TN has been in contact with BW, our newest governor, for her views on her recruitment.
- A checklist has been drafted of documents and processes that need to be carried out when a new governor is recruited. TN will work with MH to smooth out the process.
- A glossary of terms/acronyms has been sought to give to new governors, following BW's feedback.
- 2 governor vacancies have been registered on recruitment websites.
- Staff have been asked if they know anyone who may be interested in becoming a governor.
- Both BW and RD have found the COVID situation a challenging introduction into governance. Accessing specific documents and speaking to people face-to-face has proved most challenging.
- Governors suggested that a list of annual reports that governors need to approve/submit would be helpful. It was noted how annual items are more difficult to become familiar with.

3.8 Policies

3.8.1 Staff Appraisal Policy (Teachers)

- This is a model policy, there are no changes.

3.8.2 Code of Conduct

- There are no changes.
- It is understood that the LA are starting to overhaul their model policies as some have recently been changed noticeably.

3.8.3 Flexible Working Policy

- There are no changes.
- The copy in the back room of the website needs personalising to the school.

3.8.4 Managing Sickness & Absence Policy

- This was updated in December 2020. There is a new process involving NT. It is unknown what this means.
- It was decided to approve this policy, due to it being an LA model, and MB will look into what NT means and inform governors.

3.8.5 Maternity Policy;

- Appendix 1 and 2 have been updated to include accessibility information

3.8.6 Staff Leave & Absence

- There are minor changes to the rules for parental bereavement leave.
- The Accessibility Policy has been included.
- The copy in the back room of the website needs personalising to the school.

3.8.1 Staff Appraisal Policy (Teachers); 3.8.2 Code of Conduct; 3.8.3 Flexible Working Policy; 3.8.4 Managing Sickness & Absence Policy; 3.8.5 Maternity Policy; 3.8.6 Staff Leave & Absence

- Policies proposed by RD. Seconded by MB. Agreed by ALL.

ACTIONS: 1. MH to personalise the back room copies of the Flexible Working Policy and the Staff Leave & Absence Policy.

2. MB to research what NT means within the Managing Sickness & Absence Policy.

3. MH to confirm receipt of the updated personnel policies with TN.

PREMISES

3.9 Accessibility Plan

- This was updated in November.
- Some targets have been met, others have not due to training. The plan is currently fit for purpose and does not need updating.
- Staff are always monitoring which pupils have additional needs.
- Staff are better at recognising pupil's needs earlier. This has been achieved through training and awareness.
- In terms of physical access to the school, the reception area is always kept clear and the new main doors are wider so that they are wheelchair friendly.
- The highest risk currently from visual impairments within the school is children forgetting their glasses.
- Staff will assist parents with form filling if required. Translators have been accessed for assistance with language barriers.
- This is under 3 year review, it is next due in Autumn 2023.

3.10 Disability Equality Impact

- This item was sent from FGB3 in order to cover the impact questions posed in the Disability Equality Policy.
- *Governors asked about the current training needs regarding accessibility for all.*
 - LH explained how autism is a big issue within the school. Staff are increasingly better at recognising the signs earlier.
 - Staff have been on communication and language courses as there are huge needs within the school. Children's behaviour is affected due to poor communication skills.
 - Staff have been using Lego Therapy to help with communication.

- *Governors asked if staff had received training in order to adequately deliver Lego Therapy.*
 - LH explained that they have.
- *Governors asked how health and safety is assessed.*
 - LH explained how this has been an unusual year and it is difficult to assess when no-one outside is accessing the school.
 - Staff are recognising parents' needs (for example: Illiteracy; language barriers; etc) and assisting where necessary.
 - *Governors asked if additional parental needs are being logged in order to see themes.*
 - LH explained how they have not. It tends to be individuals seeking help. They cannot be grouped due to GDPR.
- *Governors asked how the priorities are determined.*
 - LH explained how it is through parental feedback and assessing the children.
- *Governors asked if there are any needs that we are not covered for.*
 - LH explained how there is nothing that they have noticed at the moment. The building is all on one level. The language issues are accessible. This is constantly monitored and will be reviewed as necessary.
- *Governors asked if there was a Key Priority around equality was in place last year.*
 - LH explained how she believes this was the year before.
 - *Governors suggested that it would be worth weaving this through the SDP and annual planning.*
- The LA offer accessibility support through various teams (for example a sensory deprivation help team). Some of these teams have been accessed and used successfully.
- It was stated how individual assessments are not shared with governors but are shared with teachers, TAs and the LA.
- Policies within the school all need reviewing to ensure equality is covered throughout. All policies should be representative and inclusive. A policy checklist for staff was suggested. LH will attempt to find one. This will be carried out with each policy as they come up for renewal.

ACTION: 1. LH to send updated plan to governors.

2. LH to attempt to find a policy checklist for staff.

3.11 Food Standards

- The school employs Devon Norse to provide the school meals.
- Devon Norse complies with all rules and regulations.
- The kitchen manager goes through the set menus and tweaks items that she believes will not be eaten by the children. (eg. A chicken pie has been turned into chicken stew with a pastry lid).
- *Governors asked if there have been any parental complaints regarding the school meals.*
 - LH explained how they have not received any. The kitchen manager works hard to provide a good service.

3.12 Health and Safety

- The Health & Safety audit was carried out a couple of weeks ago. The report came back last week. This report included a few minor actions that are currently being addressed by LH.
- One of the items flagged was a lack of Health & Safety trained governors. RD is now booked onto training.
- RD last visited in March. He looked at fire logs and health & safety.
- The new doors are installed and secure.
- The COVID risk assessment has been extended to include the swimming pool. The swimming pool committee meet next week to further plan reopening. The main issue with reopening is the statutory regulation regarding no use of changing facilities. It is anticipated that pool users entering the building to use the toilets may be tempted to get changed while inside. It was discussed how customers at Lords Meadow Leisure Centre Swimming Pool (Crediton) are allowed to use changing facilities after a swimming session. It is believed this is due to the chlorination of the water. LH will look further into this. The pool will not be open to the public until at least 21.06.21. The hirers agreement needs to be updated.
- *Governors asked if the COVID risk assessment should be listed in the Health and Safety Policy, along with the other risk assessments detailed.*
 - It was decided that it should not.

ACTION: LH to look deeper into the regulations regarding swimming pool changing facilities.

3.13 Policies

3.13.1 Asset Management Plan

- Carried forward to FGB8/9.
- LH has offered to review this once RD has completed.
- MH reminded governors that this overdue policy was initially up for review in summer 2020.

3.13.2 Health and Safety Policy

- Carried forward to FGB8/9.
- RD has viewed the current policy and is awaiting a copy of the latest version from the LA to compare.
- There are a number of Risk Assessments noted in the policy. It was decided that the COVID risk assessment does not need including.
- MH reminded governors that this overdue policy was initially up for review in autumn 2020.
- Governors agreed that TN can approve both the Asset Management Plan and the Health and Safety Policy as a 'chairs action' if there is no appropriate meeting in which to do so.

3.13.3 School Emergency Plan

- This has been updated to show TN as the chair of governors.
- Proposed by TN. Seconded by RD. Agreed by ALL.

GOVERNANCE

3.14 For FGB

- All carried forward actions.
- Asset Management Plan and Health & Safety Policy
- Feedback from Disability Equality Impact discussion.
- Governor recruitment update.
- Budget.

3.15 Communications

- FOBS to be contacted on completion of Asset Management Plan.

3.16 Training

- RD is booked to attend Introduction to Health & Safety.
- MB attended some sessions of the Schools and Academies Show.
 - These sessions did not provide any answers, however they provided a good foundation of background knowledge.
- MH is booked to attend the Clerks Briefing.

3.17 **Date of the next meeting** is TBC, as next year's meeting dates have not yet been agreed.

- LH asked if we were planning to use the currently 'empty' FGB9.
 - It was noted that there is a big gap between FGB8 (08/06/21) and the end of term (23.07.21).
 - The date of FGB9 (29.06.21) falls after the scheduled easing of all COVID restrictions which means the meeting could be held at the school.
 - MH reminded governors that there is likely to be items carried over to FGB from T&L3.
 - LH explained how there will be no pupil progress reports until the end of June. She suggested that the maths and english subject lead teachers could present their reports to FGB9.
 - Governors discussed the options about whether to cancel FGB8 and move all content to FGB9, or to spread the load over 2 meetings. It was agreed that TN, LH and MH would discuss this on Monday, following the T&L3 meeting on Friday.

ACTION: TN, LH and MH to decide what FGB meetings will happen during the remainder of this academic year.