

Signature of Chair:

Date:

BOW COMMUNITY PRIMARY SCHOOL - RESOURCES COMMITTEE - NO.1
Minutes 19 October 2021 - 6.00pm - Virtual Meeting via Zoom

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

Apologies: Richard Drake

1.1	Apologies and Business Interests
1.2	Minutes of 04.05.21
1.3	Matters Arising
1.4	Elect Chair
1.5	Terms of Reference
1.6	Budget
1.7	Pupil and Sports Premium
1.8	Pupil Numbers
1.9	Policies 1. Charging & Remissions Policy 2. Lettings Policy 3. Pay Policy (for FGB) 4. Procurement Policy
1.10	Clerks' Appraisal
1.11	Health and Safety
1.12	Asset Management Plan
1.13	Emergency and Continuity Plans
1.14	Policies 1. Asset Management Plan 2. Health and Safety Policy
1.15	For FGB
1.16	Communications
1.17	Training
1.18	Next meeting

PROCEDURAL

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

1.2 Minutes 04.05.21 were agreed as an accurate record.

1.3 Matters arising from the minutes of 04.05.21

- See 'Summary of Governor Actions' document.
- Item 2.4.2 (2020) and 2.10 - Carried forward. This action has not been completed due to the unrest within FOBS. This will be carried out when the new committee is fully established.
- Item 2.15 - Carried forward. The lockdown practice has been discussed with pupils and is scheduled to take place after half term. There is 2 different levels of lockdown, the full lockdown is the one that will be practiced first.
- Item 3.3.2 - Carried forward. RD will be invited to attend the practice after half term.
- Item 3.10.1 - Complete. The accessibility plan was circulated in June 2021.
- Item 7.4.2 (FGB) Carried forward.

1.4 Elect Chair

- It was noted how it was bad practice for TN to continue as both chair of governors and chair of the resource committee. However, it was also noted how MB cannot currently take on the role and RD cannot be elected in his absence.
- Governors agreed that TN will continue as the chair of resources, with the understanding that it is intended to drop the current committee structure at the end of this academic year, due to large amounts of duplication.

1.5 Terms of Reference

- These were agreed at FGB1. All governors are happy with their roles.
- The only amendment made to last year's TOR was the addition of the clerks' performance management.

FINANCE

1.6 Budget

- There are no current figures to review.
- The budget will be recut in November.
- There is a deficit in year 3 of the budget.
- Now that there is a headteacher recruitment plan in place and some new EHCPs have been approved, it is anticipated that the recut may reduce the current deficit, potentially removing it altogether.
- New budget figures will be available to review at FGB3.
- The Devon Funding Consultation has taken place. De-delegation was voted for and agreed.

1.7 Pupil and Sports Premium

- These are both in place.
- The new pupil premium format has been adopted and the report will be ready for approval at FGB2.
- The Sports Premium report will be compiled in the spring term.

1.8 Pupil Numbers

- Bow Bears Preschool has 12 pupils that will be moving up to BCPS in September 2022. This is a lower number than in previous years.
- There will likely be extra pupils from preschools outside our catchment and there are a few family homes for sale in the village. This will increase the Bow Bears number of predicted intake for this September.
- The current predicted numbers for 2023 and 2024 are not accurate due to the potential pupils not being of preschool age yet.
- 26 pupils will be leaving in year 6 this year. The reception intake is predicted to be approximately 15. This will have implications for the budget.
- Two 1:1 TAs will be redundant from September due to 4 EHCP pupils leaving. One TA is moving on, however it is hoped the other one may be persuaded to stay on as a general TA.
- An apprentice TA has been employed.

1.9 Policies

1.9.1 Charging & Remissions Policy

- There has been no change to this policy.

1.9.2 Lettings Policy

- This is a new model policy from the LA.
- The forms have been amended with our headings.

ACTION: LH to inform the office of the amended booking forms.

1.9.3 Pay Policy

- This policy is complete and ready for recommendation to FGB.

1.9.4 Procurement Policy

- There are no changes to this policy.

1.9.1 Charging & Remissions Policy; 1.9.2 Lettings Policy; 1.9.4 Procurement Policy

- Policies agreed by governors.

PERSONNEL

1.10 Clerks' Appraisal

- The clerk completes a self-assessment which gets reviewed by TN and EB, who then feedback at an appraisal meeting. This covers: training (both already carried out and future training); the year leading up to the appraisal; and performance. This happens in the summer term.
- The 6 month review will be carried out in the autumn term with TN.

PREMISES

1.11 Health and Safety

- There was an issue raised regarding the FOBS Halloween disco. A parent raised concerns regarding the COVID safe nature of the disco. The LA were contacted and stated how they were happy with the COVID measures in place and that risk assessments were being adhered to.
- There are going to be Christmas performances that parents will be able to attend. This will be done with each class doing individual performances and it being open to parents only (no extended family).
- The landscaping work will be carried out over half term.
- LH and SV are doing a health and safety learning walk. RD will be invited to join them.
- The Legionella risk assessment has been completed by a company that has been employed to flush and disinfect the water system at the end of each summer holiday.
- *Governors asked when the next health and safety audit is due.*
 - LH explained that it is expected in 2024.
 - *Governors asked if all the actions from this year's audit have been completed.*
 - LH explained that they have. It has been re-issued.

ACTION: LH to invite RD on a health and safety learning walk.

1.12 Asset Management Plan

- It was recommended that RD completes the asset management plan during his health and safety learning walk.

ACTION: RD to combine the health and safety learning walk with the asset management plan.

1.13 Emergency and Continuity Plans

- These are reviewed annually in the late autumn term, with various risk assessments.

ACTION: MH to add Emergency and Continuity Plans to FGB4 agenda.

1.14 Policies

1.14.1 Asset Management Plan

- Carried forward to FGB2.

1.14.2 Health and Safety Policy

- Carried forward to FGB2.

ACTION: MH to add Asset Management Plan and Health and Safety Policy to FGB2 agenda.

GOVERNANCE

1.15 For FGB

- To update the FGB on the following: Election of chair; Terms of Reference; Budget; Sports Premium and Pupil Premium; Policies approved; Clerks appraisal; and the health and safety policy and asset management plan.

1.16 Communications

- None.

1.17 Training

- TN attended a Chairs Briefing about the broad and wide and balanced curriculum. Key points to be circulated via email.
- MB attended a wellbeing webinar. Key points to be circulated.

1.18 Date of the next meeting is 08.02.22 at 6pm.