

BOW COMMUNITY PRIMARY SCHOOL – RESOURCES COMMITTEE – NO.6
Minutes 25 June 2019 – 6.00pm

Present: Tony Neal (Chair); Lesley Hodgson (Head); Mel Bishop; Anita Jellings (Vice-Chair); Megan Heath (Clerk)

6.1	Apologies
6.2	Minutes of 30.04.19
6.3	Matters Arising
6.4	Governor Appointments
6.5	Budget
6.6	SDP
6.7	Debts
6.8	Single Central Record
6.9	Policies 1. Flexible Working Policy 2. Maternity Policy 3. Managing Sickness & Absence 4. Staff Leave and Absence
6.10	Health and Safety
6.11	Computer Monitoring Visit
6.12	Asset Management Plan Review
6.13	Fire Logs
6.14	Policies 1. School Emergency Plan 2. Asset Management Plan 3. Health and Safety Policy
6.15	For FGB
6.16	Communications
6.17	Actions
6.18	Training
6.19	Next Meeting

PROCEDURAL

6.1 **Apologies** received from Gary Quick, combined with resignation.

6.2 **Minutes** and **Part 2 Minutes** 30 April 2019 were signed and agreed as an accurate record.

6.3 **Matters arising** from the minutes of 30 April 2019

Noted that:

- Item 5.3 AJ passed on comments and learnings to GQ, however, AJ will have to follow this up with GQs replacement, when they are appointed.
- Item 5.3 LH will ask Susan Vile (SV) to make necessary amendments to the plan, in place of GQ.
- Item 5.3 AJ did query compensation, this is not a possibility.
- Item 5.4 Solar panels and company sponsored doors are to be moved to February agenda.
- Item 5.4 AJ researched why the electricity bill was so high. They estimate the cost on a regular basis, which culminated in a high bill. Governors discussed if there was a way we could avoid this, including the possibility of sending a letter to DCC procurement team, asking if they could prevent this method of billing. It was decided that the extra meter readings would come at an extra cost and we are better off having the inconvenience of a high bill, with a refund appearing on the next bill. *Governors asked if these high bills work within our budget?* They do, but it has a tendency to affect the budget plan as it rolls over into the next financial year, but evens out over the following year.

- Item 5.5 AJ updated the 'likelihood' scores and presented them at FGB.
- Item 5.15 LH did discuss the possibility of the maths questionnaire with staff. The staff decided they would like the focus to be marking and feedback as this has a great impact on their time. The results showed that pupils from year 2 upwards value and respond to the current levels of feedback they receive, which the staff were surprised about. The staff are going to work on creating a new marking and feedback policy in September, with the new staff, taking into account the questionnaire results.
- Part 2 minutes and action therein was clarified and discussed.

ACTION: 1. LH to ask SV to make necessary amendments to plan.

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

6.4 Governor Appointments

Item removed due to absence and resignation of GQ.

FINANCE

6.5 Budget

Noted that:

- LH distributed handouts to all governors, including: Detailed Budget Monitoring 2018, Detailed Budget Monitoring 2019; and Proposed CFR Report.
- The Detailed Budget Monitoring 2018
 - This shows last years' accounts which are now signed off and closed. Approved by ALL.
- The Capital Formula
 - This shows we currently have £7000 over; we were overdrawn last year.
 - The capital budget is for repairs and development.
 - There is a possibility we could use this to replace all the doors at once.
 - Governors stated that we cannot decide how to use this money until next Spring.
- The CFR Report
 - This shows how much money comes into school and how it is spent.
 - This helps with the CFS report and benchmarking with other schools.
 - We do not need to balance the budget for year 2 yet.
 - There is a rumoured £230billion from the government coming to schools soon. The government will have to do something soon as things cannot carry on the way they are.
- The Detailed Budget Monitoring 2019
 - This shows the current school year, starting from April.
 - LH explained the 'CIC (*Children in Care*) Staffing' section. We have had to pay for specific assessments for a child in care, this will come out of this area of the budget.
 - There is only £500 each budgeted for English and Maths this year.

ACTION: TN to look through the Detailed Budget Monitoring 2019 and email any questions to LH for clarification.

6.6 SDP

Noted that:

- A report by LH was circulated by email prior to the meeting.

- LH read through the report.
- The ceasing of the Tidy Teams means that the KS2 corridor still needs sorting out.
- Storage cupboards have now been ordered, in which the 'Let's Get Cooking' apparatus will be stored, giving Amy Harvey (AH) much needed classroom storage.
- Governors agreed that all the doors should be replaced at once, so we only have one master key. The windows can be done in phases.
 - *Governors asked if the doors can be phased and all work from the same master key.* LH explained that she had asked this to the supplier and there would be issues when it comes to the manufacture of them. Therefore it is not possible.
- Any money left in the IT budget could go on funding the Chromebooks.

6.7 Debts

Noted that:

- The only irrecoverable debts are from school lunch money. SV stops this from happening as best as is possible. Some children managed to accumulate several temporary lunch tickets, however Susan managed to recover these. No child is ever left without lunch.
- *Governors asked about any debts accrued from unpaid school trips.* There are none because only children who have been paid for attend the trips.
- *Governors asked about the disposal of old equipment.* LH explained that only broken items get disposed of, and these items are of no value.
- There are no debts and no disposals to report.

PERSONNEL

6.8 Single Central Record

Noted that:

- This was completed in June. It is next due in October.
- There are no issues and it is up to date.

6.9 Policies

Noted that:

- *LH asked if governors have been checking policies with equality in mind.* They have.

6.9.1 Flexible Working Policy; 6.9.3 Managing Sickness & Absence; 6.9.4 Staff Leave and Absence

Noted that:

- There are no changes to these policies.

Proposed by AJ. Seconded by TN. Agreed by ALL.

6.9.2 Maternity Policy

Noted that:

- There are various changes to this policy.
- Only the hours work on KIT days will be paid.
- DCC will not pay pension contributions during unpaid leave.
- The birth certificate is to be retained on supervision file, rather than being sent to payroll.
- Email accounts are now to be deleted after 60 days, rather than 90. It was discussed whether completely deleting the account was necessary. LH explained how the school make

them inactive but do not remove them completely. It was agreed that email accounts will be deactivated within 60 days of leave starting, and only deleted should the staff member not return to work.

- There are pay amendments, these are payrolls concern.
- The need of an employee with more than one post having to return to each post, in order to protect EMP, has been removed.

Proposed by AJ. Seconded by TN. Agreed by ALL*

**Subject to amendment (regarding email accounts)*

ACTION: 1. LH to notify office of changes regarding birth certificate.

2. MB to amend email account deactivation/deletion terms on model policy.

PREMISES

6.10 Health and Safety

Noted that:

- LH had to report an incident to OSHENS. A child collapsed during an offsite residential activity, which required CJ to administer an injection and an ambulance to be called. OSHENS have declared that there was no neglect, it was an unavoidable situation and there is to be no further action.
 - *Governors asked how the parents felt about the situation.*
 - LH reported that the parents were very impressed with the staff involved and they have declared they are happy for their child to attend further residential visits with the school.
 - Governors requested that their thanks be passed onto CJ for his proficient actions.
- There are no further health and safety concerns.
- The risk assessments are currently GQs responsibility.
 - SV has a list of all risk assessments.
 - LH has completed a risk assessment for the swimming pool.
 - The kitchen is not our responsibility.
 - School trips come under a different policy.
 - Risk assessments need tightening.
- Governors expressed that it would be helpful to have a list of items to check in policies.

ACTION: LH to pass on governors thanks to CJ regarding his handling of the situation at the offsite activity.

6.11 Computer Monitoring Visit

Noted that:

- The Governor Learning Walk Form was circulated prior to the meeting.
- Teachers are to be asked if they are happy with the ICT curriculum.
- There was evidence of coding lessons, which there was not a couple of years ago.
- Many children are accessing IT, at home, which is in advance of the schools.
- Money is the only concern.

6.12 Asset Management Plan Review; 6.13 Fire Logs; 6.14 Policies

Noted that:

- These are all areas covered by GQ.

- *Governors asked if we are at risk with these not having been completed.* LH explained that we have an audit in January, so these need completing before then.

ACTIONS: 1. TN to find out how far GQ has got with AMP.

2. TN to request a list of risks managed by GQ, to aid with the handover to a new governor.

3. TN to chase Health and Safety Policy.

Premises AOB:

Decorating

Noted that:

- The entrance hall is in urgent need of redecoration. LH and SV would like to go ahead and arrange this.
- 4 x Perspex boards at £200 each are required to protect the wall display boards.

LED Lighting

Noted that:

- *Governors asked for an update regarding the new LED lighting that was to be installed over the summer.* LH explained how the application was lost by the DfE and they have had to reapply. It will now be installed much later in the year.

GOVERNANCE

6.15 For FGB

- The need for a new LEA Governor, to replace GQ.
 - A letter has been sent to FOBS and new parents (of children starting Reception in September)
- The fact that Health and Safety is vulnerable until GQ is replaced. Therefore, all governors need to be hyper-aware, particularly during learning walks, and report any concerns immediately.

ACTION: MB to follow up a potential new governor link to the Parish Council.

6.16 Communications

- Office to be notified of changes to maternity policy.
- FGB to be informed of the positivity in the finance report.

6.17 Actions

Item removed due to portfolios not being ready.

6.18 Training

Nothing to report.

6.19 Date of the next meeting: 08/10/19