

**BOW COMMUNITY PRIMARY SCHOOL - RESOURCES COMMITTEE - NO.2**  
**Minutes 2 February 2021 - 6.00pm - Virtual Meeting via ZOOM**

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

2.1	Apologies and Business Interests
2.2	Minutes of 13.10.20
2.3	Matters Arising
2.4	Elect Chair
2.5	Terms of Reference
2.6	Budget
2.7	Bought-in Services
2.8	SFVS
2.9	Pupil and Sports Premium
2.10	FOBS Chair Visit
2.11	Policies 1. Governor Expenses Policy
2.12	Staff Well-being
2.13	Staff CPD
2.14	Policies 1. Capability Policy & Procedure 2. Disclosure & Barring Service Policy 3. Recruitment & Selection Policy 4. Whistleblowing Policy
2.15	Health and Safety
2.16	Emergency and Continuity Plans
2.17	Fire Logs
2.18	Policies 1. Asset Management Plan 2. Health and Safety Policy 3. School Emergency Plan 4. E-Safety Policy 5. No Smoking Policy
2.19	For FGB
2.20	Communications
2.21	Training
2.22	Next meeting

**PROCEDURAL**

2.1 No **apologies** received. TN is no longer Chair of Governors for Haywards Primary School. There are no other changes to business interests.

2.2 **Minutes** 13.10.20 were agreed as an accurate record.

2.3 **Matters arising** from the minutes of 13.10.20

- See 'Summary of Governor Actions' document
- Item 2.3.2 The admin side, of the IT back-up methods research, is complete. The teaching and learning side is on hold due to the COVID situation. Item carried forward until normal working resumes.
- Item 2.4.2 A list of prioritised items has been drafted for FOBS. The Asset Management Plan has been updated, however an alternative format is being looked into. Item carried forward.

## 2.4 Elect Chair

- MH asked governors if anyone is willing to take on the position of Chair of the Resources Committee. No-one volunteered.
- TN will continue as chair of the resources committee in the short term.
- It was noted how having the chair of governors as a committee chair is considered bad practice.
- It was suggested that Erin Blake could be invited to join the committee and chair, as part of her CPD towards becoming chair of governors in the future.
- TN urged governors to challenge him if they disagree with any actions/decisions.
- Governors acknowledged how reliant the board is on the more experienced governors and how efforts are being made by the less experienced governors to develop their knowledge.
- The skills audit will highlight the board's weaker areas.
- MH will update the Terms of Reference (TOR) for the committee.

**ACTIONS: 1. TN to contact EB regarding joining the Resources Committee and potentially becoming chair.**

**2. MH to update the TOR.**

## 2.5 Terms of Reference (TOR)

- Governors agreed that there should be TOR to reflect TNs position and responsibilities as the Lead COVID Governor.
- It was discussed whether this should be added on to the FGB TOR rather than Resources. It was decided that either would be acceptable, as the health and safety element is part of Resources.
- Governors agreed that a COVID section will be added to the Resources TOR.

**ACTIONS:1. TN to write and circulate COVID TOR, for governors to approve via email.**

**2. MH to add agreed COVID TOR to Resources TOR.**

## FINANCE

### 2.6 Budget

- The budget forecast has been circulated around all governors.
- There have been no changes since the budget report received at the FGB4 meeting last week. The context and concerns remain unchanged.
- The figures are not good. There has been no reply from County regarding the budget concerns. A reply is anticipated following the receipt of this year's budget.
- There are no specific recommendations to make. There is no means of reducing the spend.
- Both the SFVS and Finance audit show that we are within normal range.
- The total spend needed to complete all items on the asset management plan is much larger than the budget available.
- There is an anticipated increase in schools' budget, according to media reports.
- *Governors asked if they would be allowed to observe the next meeting between Susan Vile (SV) and Suzette.*
  - LH explained how this would not be appropriate due to the confidential nature of some of the documents reviewed (eg. staff contracts).
  - It may be possible to observe the following meeting.

## 2.7 Bought-in Services

- 'Bow Primary School Contracts' document was circulated prior to the meeting.
- During the COVID situation is not a good time to be amending our contracts. These will be reviewed upon the school reopening. Items like insurance are organised by County and cannot be changed.
- *Governors asked if there is anything specific that would be reviewed, if we were not in the COVID situation.*
  - LH explained that there is nothing that stands out. The contracts are reviewed periodically by LH and SV.
  - There are certain contracts that we have no control over as they are set by County. These tend to be the highly priced contracts.
- Governors did visit the Deals for Schools website, however there was nothing relevant available for the South West region.

## 2.8 SFVS

- This has been completed up to March 2020. It included pupil numbers and attainments and compares us to similar schools.
- The results are reassuring and we had covered many of the points raised.
- The RAG ratings results were as anticipated. eg. The energy bills are high, this is one of the items set by County that we cannot change.
- The Benchmarking flagged the high cost of management within the school. This is due to there being one headteacher to 5 teachers, which is high compared to many larger schools.
- Governors agreed that the SFVS is ready to be recommended to FGB.
- This needs to be submitted by the end of March.

## 2.9 Pupil and Sports Premium

- The Pupil Premium was reviewed and published during the Autumn term.
- The Sports Premium needs to be carried forward. This is due to the school being closed and the lack of opportunity, due to COVID, for a range of sports and the planned programme to take place. LH to have a meeting with Gemma Salmon to discuss the plan.
- PE has only been delivered for 1 out of 3 terms, due to the school closures. It was suggested that the current plan be carried forward due to the targets still being relevant. Minor tweaks will need to be made.

**ACTION: LH to meet with GS to discuss Sports Premium Plan.**

## 2.10 FOBS Chair Visit

- It was noted that the FOBS chair has not been invited to this meeting, as set in the Annual Plan, due to COVID and the school closure.
- FOBS are looking for specific items to fund raise for.
- The Asset Management plan is almost ready to share.
- RD will pass on suggestions from the Asset Management Plan to FOBS, upon completion.

**ACTION: RD to contact FOBS with suggestions for fund raising targets.**

## 2.11 Policies

### 2.11.1 Governor Expenses Policy

- There are no changes to this policy.
- Governors were reminded that they are able to claim for relevant expenses.
- Governor Expenses Policy
  - Proposed by TN. Seconded by RD. Agreed by ALL.

## PERSONNEL

### 2.12 Staff Well-being

- Staff well-being is generally good.
- There have been separate staff meetings for teachers; TAs; and MTAs.
- The teachers are keen to be in full time due to this being better for everyone involved.
- LH is monitoring all staff mental health.
- The TAs are involved in daily ZOOM meetings.
- One of the MTAs has resigned.
- All staff are completing the lateral flow COVID tests.
- One member of staff is off sick, recovering from an operation.
- *Governors asked if there was any official word from the government on COVID vaccinations for school staff.*
  - LH explained that there is not. It is not expected due to the practicalities of the role out needed. The feeling is that the suggestion of priority vaccinations for school staff is more political.
- *Governors asked for confirmation that all staff are feeling supported and safe at the school.*
  - LH explained that she is confident that everyone is ok, but will continue to monitor the situation.

### 2.13 Staff CPD

- *Governors asked what impact COVID has had on Staff CPD.*
  - LH explained that nearly all training has been virtual since before Christmas. Some training has been cancelled due to the current lockdown.
  - CPD is going well. There has been some NQT training taking place. And the Subject Leader briefings are all happening.
  - The virtual training is not the same as attending face to face training. The increased screen time is tiring and the usual break-out discussions and networking cannot happen.
- *Governors asked if the budget will need to be reviewed when normal operation resumes, due to staff/governors wanting to attend face to face versions of training to consolidate what they learned virtually.*
  - LH explained how events like the Subject Leader Briefings are not expensive as we receive them through the DTSA.
  - The current struggle is covering classes. TAs are being used at the moment due to low pupil numbers.
  - We will not know this until it happens.

- *Governors asked if it is anticipated that many staff will attend face to face versions of their training to consolidate what they have already learned.*
  - LH expects that they will. Face to face learning is a preferred method that teachers usually use day to day.
- *Governors asked if the school is confident that the CPD being undertaken is in line with staff appraisals and that CPD targets will be met.*
  - LH explained how some will not be due to the training not being available in virtual form (eg. the physical nature of the PIPS training).
- *Governors asked if there are any other concerns relating to the impact of COVID.*
  - LH explained that there are no other concerns.
  - There were due to be some KS2 Literacy Inspections, that have been cancelled, due to lack of assessments. The teachers are still carrying out their own assessments in order to plug gaps in learning.

## 2.14 Policies

### 2.14.1 Capability Policy & Procedure;

- There are 2 minor changes to this policy:
  - The HCPC has been updated to Social Work England.
  - An accessibility statement has been added.
- *Governors asked if staff have been made aware of these changes.*
  - LH explained that it will be on the agenda for the next staff meeting and will be circulated among staff.

### 2.14.2 Disclosure & Barring Service Policy; 2.14.3 Recruitment & Selection Policy;

### 2.14.4 Whistleblowing Policy

- There are no changes to any of these policies.

### 2.14.1 Capability Policy & Procedure; 2.14.2 Disclosure & Barring Service Policy; 2.14.3 Recruitment & Selection Policy; 2.14.4 Whistleblowing Policy

- Proposed by MB. Seconded by AJ. Agreed by ALL
- MH asked if staff were aware that the folder copies of some policies are out of date, due to her not being able to attend the school during the closure.
  - LH explained how they were not but the admin staff will be aware and will make staff aware should the need arise.

## PREMISES

### 2.15 Health and Safety

- The window replacement starts on 15.02.21 and work will be carried out over half term.
  - *Governors asked if all the risk assessments and appropriate papers have been reviewed.*
    - LH explained how she has seen all the appropriate paperwork and has approved the work to go ahead.
- The new format of the COVID Risk Assessment has been completed. There are no outstanding actions.

- The new lockdown procedure has not been tested yet, due to COVID restrictions. This will be carried out when normal practice resumes.
- *Governors asked if there are any issues that need raising from the power outage at school today.*
  - LH explained how it was an external issue that was dealt with by Western Power. Only half of the school suffered a partial power loss.

**ACTION: LH to arrange a lockdown practice during the Summer Term.**

## 2.16 Emergency and Continuity Plans

- The Emergency Plan was completed in the Autumn term.
- Both the Emergency and Continuity Plans need updating to show that TN is now chair.

**ACTION: LH to ensure both Emergency and Continuity Plans are updated to show TN as chair.**

## 2.17 Fire Logs

- RD has been unable to review them himself due to the school closure.
- LH assured governors that these are being reviewed weekly, along with the fire alarms test.
- The official annual fire alarm testing was completed last week.
- The fire extinguishers are not due to be tested yet.

## 2.18 Policies

### 2.18.1 Asset Management Plan;

- This is almost complete and will be ready for RES3.

### 2.18.2 Health and Safety Policy;

- This has been reviewed, however it needs to be linked to the COVID risk assessment.
- The link will be added and the policy circulated to governors.

### 2.18.3 School Emergency Plan;

- Carried forward.

### 2.18.4 E-Safety Policy;

- This will be reviewed as part of the GDPR bundle at FGB5.
- Governors will compare this policy to an e-safety module from an RSHE curriculum course. The link between the two could be useful to note.

### 2.18.5 No Smoking Policy

- There are no changes to this policy.
- *Governors asked if this policy was amended to include e-cigarettes.*
  - LH explained that it was amended when they were first introduced.
- Proposed by RD. Seconded by MB. Agreed by ALL.
- *Governors asked if there is a policy in place for the use of video conferencing, for use by staff, governors and pupils.*

- LH explained that there is not. The school adhere to a checklist received from County.
- Governors will look into this.
- It was noted how some organisations will not use ZOOM due to security concerns.
  - LH explained how the teachers admit pupils so no other people should be able to access meetings. If there are any incidents then this will be reviewed.

**ACTION: 1. MH to add Asset Management Plan; Health and Safety Policy; and the School Emergency Plan to the RES3 agenda.**

**2. TN to look into a Video Conferencing Policy.**

## **GOVERNANCE**

### **2.19 For FGB**

- The SFVS for approval.
- The policy approvals, and an update regarding the status of the Health and Safety Policy and the Asset Management Plan.
- Governor confidence regarding staff well-being being under control.
- TN is remaining Chair of Resources as a temporary measure, due to it being bad practice.

### **2.20 Communications**

- HR policies for staff.

### **2.21 Training**

- MH is booked to attend a Clerks Update next week.
- MB attended finance related sessions at the One School Event. It was reassuring to hear that every school is in the same position.
- *Governors asked if you have to attend the virtual training sessions at the set times.*
  - It was explained how some sessions now have a playback option, whereas some are live.
- Governors were reminded that online training is available through Babcock; NGA; and DAG.

**2.22 Date of the next meeting** is 04.05.21 at 6pm.