

BOW COMMUNITY PRIMARY SCHOOL – RESOURCES COMMITTEE – NO.5
Minutes 30 April 2019 – 6.00pm

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

5.1	Apologies and correspondence
5.2	Minutes of RES 19.03.19
5.3	Matters Arising
5.4	Budget Impact
5.5	Risk Register
5.6	Policies 1. Record of Individuals with Authority 2. Pupil Premium 3. Finance Policy 4. Best Value Statement
5.7	Staff Attendance and Well-being
5.8	Policies 1. Pay Policy 2-5 Carried Forward
5.9	Asset Management Plan
5.10	Accessibility Plan
5.11	Fire Logs
5.12	Policies - Carried Forward
5.13	For FGB
5.14	Communications
5.15	Actions
5.16	Training
5.17	Portfolio Development
5.18	Recruitment Succession Planning
AOB	Audits

PROCEDURAL

5.1 **Apologies** received from Melanie Bishop. No correspondence.

5.2 **Minutes** and **Part 2 Minutes** 19 March 2019 were signed and agreed as an accurate record.

5.3 **Matters arising** from the minutes of 19 March 2019

Noted that:

- Item 4.3.1 TN contacted Babcock who were unable to explain the discrepancy, the new policy is correct.
- Item 4.4.1 TN produced a communication for the Bow Times. AJ will produce another once there is something material to report. To be revisited in September.
- Item 4.4.1 LH has contacted Suzette about pension funding.
- Item 4.4.1 Budget was presented at FGB.
- Item 4.5.1 LH has added report to website.
- Item 4.8.1 Electronic versions of policies have been sent to Resources Committee
- Item 4.10.1 Tidy teams will be removed from SDP at the end of the year.
- Item 4.10.1 The server battery is working properly, it was not designed for long-term back-up.
- Item 4.10.1 AJ and GQ to carry items forward.

ACTION: AJ to pass on comments and learnings from incident to GQ; GQ to update plan with SV; AJ to query compensation

FINANCE

5.4 Considering the impacts of the **Budget**

Finance - TN

Noted that:

- IT is going to be massively affected with the lack of ability to invest and spend.
- The impact on the pupils will be the slowing down of the development of IT learning.
- The possibility of getting companies to sponsor the IT suite was discussed. It was decided that the companies that we would approach are struggling financially too.
- Money has been put aside for the new Chromebooks.
- A charging station needs to be purchased for the Chromebooks at a cost of £1500. There is no money in the budget for this currently. It was suggested that without this unit, the purchase of Chromebooks would be pointless.
- *Governors asked if there was any other areas of the budget we could trim to assist with the IT area of the budget.* There is not.
- *Governors asked what the impact of reduced pupil numbers will have on the budget from September.* The main impact will be a lower budget.

Premises - GQ

Noted that:

- There is an ongoing effort to reduce the energy bills.
- GQ has discovered Norfolk Property Services, a company that will install solar panels which will provide us with free electricity. The investors would receive a 4% return on their money.
- The nearest school to us that has used them is in Bournemouth, although there are no geographical restrictions with using the company.
- The fact that the school operates during daylight hours negates some of the drawbacks with using solar panels.
- GQ suggested this would be worth looking into further.
- The paperwork for the LED lighting has been put forward.
- The boiler is not new, it was purchased second hand when the school was built.
- *Governors asked if we would be able to get local companies to sponsor doors that need replacing.* The doors would all need replacing at the same time so they would work under the same master key. However, this is a possibility.
- *Governors asked if it was ever discovered why the electricity bill was so high.* LH has not had time to look at it yet. *Governors asked if they would be able to do it if provided with the paperwork.* Yes, they could.

CPD Budget

- *Governors asked what the potential impact of the reduced CPD budget would be.*
- The CPD identifies where there is a need. The core subject leaders will still be able to attend training. There is going to be a struggle to find training opportunities to support foundation subjects within the Local Authority. This is what OFSTED will be looking for.
- A lot of training through the DTA is free, as we are members.
- CPD can be as simple as visiting another school.
- All staff has ongoing CPD.

ACTION: GQ to look further into having solar panels installed and the possibility of having companies sponsor individual new doors; AJ to examine paperwork to attempt to work out why electricity bill was so high.

5.5 Risk Register

Noted that:

- There are 2 main changes; 'Decreasing budget/pupil' and 'Uneven/declining pupil rolls' have both increased their risk rating to red.
- The drop in pupil numbers was not forecast.
- *Governors asked if this fluctuation in numbers was 'normal'.* It happens. The Local Authority

knows the birth rates but do not tell the schools. *Governors asked if there's anything we can do about this.* There is not. It was pointed out that birth rates do not guarantee numbers.

- *Governors asked if we are doing enough to attract new pupils.* We are. Many pupils are coming from outside the village. Last year's reception intake was exceptionally high.
- *Governors asked if the school could monitor the nature of families and predict possible reductions in pupil numbers.* The school do. The current roll is very unstable, with a number of potential losses.
- *Governors asked if we are always aware of Bow Bears.* We are but a lot of pupils come from elsewhere (eg. parents who use other sources of childcare)

ACTION: AJ to update 'Likelihood' scores to reflect updated 'Risk Ratings'.

5.6 Policies

5.6.1 Record of Individuals with Authority

Noted that:

- This has been updated to include AJ and AG, and to remove SD.

5.6.2 Pupil Premium Policy

Noted that:

- There are no changes to this policy.

5.6.3 Finance Policy

Noted that:

- There are no changes to this policy

5.6.4 Best Value Statement

Noted that:

- There are no changes.

5.6.1; 5.6.2; 5.6.3; 5.6.4

Policies proposed by TN. Seconded by GQ. Agreed by ALL.

PERSONNEL

5.8 Policies

5.8.1 Pay Policy and current structure

Noted that:

- County do not like our current structure.
- EO was the only staff member who qualified to go onto the current structure.
- As no current staff members are on this structure it is recommended that we adopt the standard structure.

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

5.8.2 Flexible Working Policy; 5.8.3 Maternity Policy; 5.8.4 Managing Sickness & Absence;

5.8.5 Staff Leave and Absence

Items carried forward.

PREMISES

5.9 Asset Management Plan Review

Noted that:

- Premises walk needs to take place in order to complete this item.
- Item carried forward.

5.10 Accessibility Plan

Noted that:

- This item has been passed over to the Teaching and Learning Committee due to its focus

on the curriculum.

5.11 Fire Logs

Noted that:

- This is not due until the next meeting. Item carried forward.

5.12 Policies

5.12.1 School Emergency Plan; 5.12.2 Asset Management Plan; 5.12.3 Health and Safety Policy

Items carried forward.

GOVERNANCE

5.13 For FGB

Noted that:

- The Finance Policy needs to be approved by FGB.

5.14 Communications

Noted that:

- No communications to be passed on from today's meeting; however a communication about the budget will be put together in the autumn term.

5.15 Actions

Noted that:

- There has been a parent questionnaire.
- There has been no pupil questionnaire this year; there is still time to create one.
- *Governors asked if we could target year 6s for feedback before they leave in July.* This is a possibility, however, in the past they only seem to remember the last 2 years. A questionnaire targeted on how we could make maths more accessible could be beneficial.
- The GAC has been updated and confirmed.

ACTION: LH to work with staff to explore possibility of pupil maths questionnaire.

5.16 Training

Noted that:

- LH, AJ and MH attended 'Heads, Chairs and Clerks' Training.
- The school's vision is something we do not revisit often enough, it should be our focus for greatest strategic impact.
- The vision could be built into FGB and staff meetings. All staff and governors can use it to self-evaluate.

5.17 Portfolio Development

Noted that:

- Using portfolios would reduce the number of committee meetings.
- Portfolio holders would have to take any decisions to be made to FGB, for approval.
- There is still a need to have committee meetings but only one per term.
- An increase in the number of FGB meetings would help the new governors understanding of their roles.
- Another school's governing board was discussed. They only have FGB, with no committees. It was pointed out how the school is larger and the head has more support, including a deputy.
- AJ is currently turning the annual cycle and terms of reference into portfolios for each governor.
- The swimming pool committee is clerked by a rotation of swimming pool committee members.
- AJ and LH are going to be arranging dates for next year's governors meetings soon.

5.18 Recruitment Succession Planning

Noted that:

- There is no current record of a skills audit of the current governors.
- AJ and MH will be advertising for 2 new parent governors, to start in September.
- The advertisements will ask for people with particular areas of expertise.
- Both HR and Law were areas of expertise requested by resources governors.

AOB Audits

Noted that:

- Both the finance and Health and Safety audits are due in the autumn term.
- We are hoping to be able to delay the finance audit until the spring term to allow AJ and MH more time to get the paperwork in order.

5.19 Date of the next meeting: 25/06/19