

BOW COMMUNITY PRIMARY SCHOOL - RESOURCES COMMITTEE - NO.2
Minutes 4 February 2020 - 6.00pm - Staff Room

Present: Melanie Bishop; Richard Drake; Nic Forder (Acting Head); Anita Jellings; Tony Neal (Chair); Megan Heath (Clerk)

In Attendance: Gemma Jackson (Chair of Friends of Bow School (FOBS))

Apologies: Lesley Hodgson (Head)

2.1	Apologies
2.2	Minutes of 08.10.19
2.3	Matters Arising
2.4	Budget
2.5	Finance Audit
2.6	SFVS
2.7	Bought-in-Services
2.8	Pupil and Sports Premium
2.9	Policies 1. Governor Expenses
AOB	Extra Support in Hares
2.10	Staff Well-being
2.11	School CPD
2.12	Policies 1. Capability Policy and Procedure 2. Volunteering in School 3. Whistleblowing 4. Recruitment and Selection 5. Disclosure & Barring Services 6. Staff Appraisal Policy (Staff) 7. Staff Behaviour Policy
2.13	Health and Safety
2.14	Asset Management Plan
2.15	New Premises Governor
2.16	Lockdown Procedure
2.17	For FGB
2.18	Communications
2.19	Actions
2.20	Training

PROCEDURAL

2.1 **Apologies** received from LH.

2.2 **Minutes** 08.10.19 were signed and agreed as an accurate record.

2.3 **Matters arising** from the minutes of 08.10.19

- Item 1.3.1 Plan in question was regarding the changes to the maternity policy. It is unclear whether LH contact Gemma Salmon regarding the changes and now that GSs maternity leave is over it is no longer relevant. Action closed.
- Item 1.3.2 The solar panels and doors have been looked into further. We are on a waiting list with County. A survey has been carried out recently. Ongoing
- Item 1.3.3 AJ sourced an unlocked copy of the AMP.
- Item 1.3.4 MH sent the current Health and Safety Policy to TN.
- Item 1.3.5 The Health and Safety Policy was ratified with FGB.
- Item 1.3.6 AJ reviewed the Single Central Record.

- Item 1.5.1 Following a series of communications with FOBS, GJ has been invited to (and is present at) this meeting to discuss options further.
- Item 1.5.2 Looking into alternative IT back-up methods has been passed on to TN to follow up.
- Item 1.5.3 LH did reforecast the budget following her meeting with Suzzette.
- Item 1.7.1 TN sent the NGA spreadsheet to AJ.
- Item 1.8.1 MH has uploaded all policies to the governor area of the website.
- Item 1.12.1 The guttering and drains have been cleared.
- Item 1.12.2 FOBS were approached for funding for a new rubber mat under the metal climbing frame.
- Item 1.13.1 TN reviewed the Emergency Plan and ensured updates identified in the summer were applied.
- Item 1.16.1 MB reviewed her areas of the TOR and her concerns have been addressed.
- Item AOB Attendance.1 MH added attendance to the FGB agenda.
- Item AOB Attendance.2 LH provided attendance figures at FGB.
- Item AOB Brexit.1 LH contacted Devon Norse regarding their plan for the potential food shortages with Brexit. There is a plan in place.

ACTIONS: 1. TN to follow up progress on solar panels and doors.

2. TN to look into alternative IT back-up methods.

FINANCE

2.4 Budget

Detailed budget monitoring handouts distributed prior to the meeting.

- This year we have a projected £56,000 carry forward, compared to £50,000 last year.
- The overspend on Teaching Assistants is expected.
- A £13,000 annual uplift to staff costs has not been applied to the budget. This is used to cover pension costs that County originally covered, but now schools are expected to cover this.
- Next years forecast is currently unpredictable, this will be planned when the final figures for funding come in next month.
- The current staff structure will be rolled forward to next year.
- The capital budget is good.
- *Governors asked when we will know what the anticipated increased spend per pupil will be?*
 - We are hoping the figures will be in at the end of this month.
 - DAG has stated a rough anticipated figure of £4,000 per pupil.
- All governors approve the current budget positions.

Gemma Jackson, Chair of FOBS, was invited to discuss her proposals from FOBS.

- GJ stated that there is money just sitting in the FOBS account and they would like to spend it on the school.
- This year, FOBS have donated £3,500 for a new interactive white board.
- FOBS have donated £300 per class to put towards school trips/visitors and they also fund the coaches for the annual Pantomime trips.
- GJ is concerned that parents are not aware what FOBS money gets spent on.

- Suggestions for the excess money include:
 - Fence for the outdoor KS1 area.
 - Parents have been voicing concerns over the security of the area, following a recent incident where a pupil escaped through the hedge. Some parents allege that this is not an isolated incident.
 - Governors have discussed this before and it was deemed satisfactory.
 - It was agreed to review this as there is considerable concern. RD will be carrying out an asset management walk very soon and he will feedback his findings.
 - Improvements to the area outside the main entrance.
 - Children run around there at school drop off and it seems unsafe. GJ proposes that they can fund a complete overhaul of this area, including activities for children to be doing during waiting times, and benches.
 - Governors pointed out that some of this work could be completed by parent volunteers, at a much reduced cost.
 - Governors noted that some maintenance work would need to be signed off by County.
 - Paving slabs in the front of the school building need replacing.
 - Improved security lighting.
 - Leaving after-school clubs in the winter can be dangerous as it is too dark to see.
 - Improved school security.
 - Concerns that the school gates are not locked and that the school field is too easy to access/escape from.
 - Governors commented that the main school gates still need to be accessible during the day, for visitors to be able to reach the front door.
 - OFSTEDs requirements are that you need to prove that you make the security systems in place as robust as possible.
- Governors agreed to look into the KS1 outdoor area fencing, due to the high level of parent concern.
- Governors stated that it is FOBS decision how they spend their money. We can only suggest ideas.

ACTION: 1. TN to get quotes for fences for the KS1 Outdoor Area.

2. RD to review and update Asset Management Plan and prioritise items on it to share with FOBS.

3. MH to make FOBS Chair Attendance at Spring Resources meeting a standing item.

GJ was thanked for her attendance and comments. GJ left the meeting.

2.5 Finance Audit

- This has been postponed.
- MH and SV were both prepared, however the extra time will be helpful.

2.6 SFVS

- This was agreed at last weeks FGB meeting

- The actions are currently being sorted by SV.

2.7 Bought-in Services

- TN is reviewing all current bought-in services. This will involve comparing costs with other local schools and getting quotes from different providers.
- AJ is to attend a meeting on Thursday about new tenders going through with County. She will feedback accordingly.

2.8 Pupil Premium and Sports Premium

- The Sports Premium has been updated by Gemma Salmon.
- TN needs to follow this up with GS. He will discuss the National Curriculum link with her at the same time.
- The Sports Premium report is very thorough and governors are very impressed with the schools PE arrangements (especially with it being a small and remote school).
- Governors agreed to accept this report.

2.9 Policies

2.9.1 Governor Expenses Policy

- There are no changes to this policy.

Proposed by TN. Seconded by MB. Agreed by ALL.

AOB Extra Support in Hares

- This is extremely important and there has to be changes made now.
- NF has been having discussions with the SENDCo about how things have got so stretched. The SENDCo explained that last year she had an extra morning in which she was able to be strategic. However, she now spends all her time arranging parent meetings and dealing with the increased number of children in care.
- There is a great need for the SENDCo to have an extra morning in which to be strategic (via lesson observations and staff meetings).
- The cost of this will be one morning per half term of a supply teacher.
- The senior teachers would also 'release' the Hare's teachers in order for them to strategically plan with the SENDCo. Meanwhile the class is getting extra literacy or maths tuition, delivered by subject leaders.
- Staff suggested that we use the excess in the PE budget to allow for extra PE lessons to allow Pupil Premium pupils extra support.
- Governors agreed to the SENDCo having an extra morning with immediate effect. One each half term to directly work with teaching staff in Hare's class; one each half term to work with remaining teachers across the school.
- Governors agreed to there being an extra day of PE.

PERSONNEL

2.10 Staff Well-being

- In general, staff well-being is good, but there is a lot of strain and pressure.
- The staff are very supportive of each other. There is a Guarding Angel initiative where staff look out for each other by leaving gifts for their secretly assigned person to find, if they are struggling.

- Chris Johnston has been undergoing well-being training.
- Staff well-being in Hares is an ongoing concern, however, it is hoped that measures discussed previously will ease the strain.
- *Governors asked if the newly formed job share in Hares was causing additional strain?*
 - NF explained how the job share was actually having a very positive effect. They are very good at supporting each other and communicate very effectively.
- Governors expressed the need for NF/LH to report to governors if the situation gets worse. It was stated how safeguarding and well-being are far more important than both money and OFSTED.
- Absences are not giving cause for concern.

2.11 School CPD

- There is nothing that will have an impact on the budget.
- Daniel Bashford has been observing phonics teaching in a local school; both Daniel Bashford and Anna Fay have been, or are, observing Early Years provision in the learning environment (inside and out).
- The head from Bishops Tawton Primary School, who also works for Babcock, has been supporting NF. She is coming back to perform a 'deep dive' into maths and literacy, with Amy Harvey and Chris Johnston.
- The appraisal reviews are not complete yet.

2.12 Policies

2.12.1 Capability Policy & Procedure; 2.12.2 Volunteering in School; 2.12.3 Whistleblowing; 2.12.4 Recruitment and Selection; 2.12.5 Disclosure and Barring Services

- In the Capability Policy & Procedure, the name of the 'HCPC' has changed to 'Social Work England'.
- There are no other changes.

2.12.6 Staff Appraisal Policy (Staff); 2.12.7 Staff Behaviour Policy

- The Staff Behaviour Policy is actually called the Code of Conduct Policy.
- There are no changes and the staff have been briefed.
- *Governors asked if the staff appraisal policies have been rolled into one (rather than having separate ones for teachers and support staff).*
 - Yes. They have.

Block of 7 policies proposed by AJ. Seconded by MB. Agreed by ALL.

ACTION: MH and AJ to look into why the records show the Code of Conduct Policy being shown as the Staff Behaviour Policy.

PREMISES

2.13 Health and Safety

- The only issue is the loose flagstones outside the front of the school building. There is a repair booked in for this.
- Governors suggested an alternative to flagstones to be considered in the future.

2.14 Asset Management Plan

Asset Management Plan circulated prior to the meeting.

- The recently added items need costing.
- RD has been allocated the AMP as one of his areas of responsibility.
- RD will carry out a learning walk to update the plan accordingly.
- FOBS will be presented with a list of what needs doing so they can choose what to fund.

ACTION: RD to carry out and Asset Management Learning Walk.

2.15 New Premises Governor

- RD is the new premises governor.
- He is booked onto Induction for New Governors training next week.
- It was recommended that he enrolls on some Health and Safety training, available through Babcock.
- RD will take on the fire logs from AJ, when he feels ready.
- RD is to contact AJ with any queries.

2.16 Lockdown Procedure

Lockdown Procedure document distributed prior to meeting.

- All school staff have been updated/informed.
- Lockdown drills will commence soon. Air-horns are to be used instead of the fire alarms, as they need to sound different.
- The pupils are being taught sensitively about the need for the lockdown procedure.
- The practise runs will highlight any issues with the plan, leading to potential adjustments.
- Governors pointed out the contradiction between the need for staff to have mobile phones to report to main office, and the blanket ban on mobile phones in school.
 - Governors suggested a possible relaxing of the mobile phone ban, just for teachers. NF explained that this is a breach of the recommendations. It was also pointed out that safeguarding is more important when compared to the likelihood of the lockdown procedure being used.
- There is no County model version of the lockdown procedure and no anti-terror advice.
- It was agreed that the current document was a good starting block. The importance for now was to practise the procedure and address any issues that arise from it.

GOVERNANCE

2.17 For FGB

- Changing of SENDCo hours.
- Budget processes, for final approval in March.

2.18 Communications

- FOBS - a follow up email acknowledging GJs attendance at this meeting.

2.19 Actions

- MB agrees with her assigned Spring Learning Walk around staff well-being.

- The KS1 Outdoor Area fence was brought up again as an area of importance that cannot be overlooked. It was agreed that immediate action must be taken. TN is collecting quotations. RD is risk assessing the area. It was decided that a first hand account of the incident (and alleged other incidents) is required from KS1 staff.

ACTION: MB to investigate alleged incidents.

2.20 Training

- RD is booked onto Induction for New Governor Training.
- MB would like to attend more training, she will review the upcoming 'Governance Today' to see what is available.

Date of the next meeting is 05.05.20 at 6pm.