

BOW COMMUNITY PRIMARY SCHOOL - RESOURCES COMMITTEE - NO.3
Minutes 16 June 2020 - 6.00pm - Virtual Meeting via ZOOM

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

3.1	Apologies
3.2	Minutes of 30.04.20 & 19.05.20
3.3	Matters Arising
3.4	Budget
3.5	Irrecoverable Debts/Disposal of Equipment
3.6	Action Monitoring
3.7	Policies 1. Record of Individuals with Authority
3.8	Staffing Structure
3.9	New Governor Recruitment
3.10	Policies 1. Pandemic Policy 2. Flexible Working Policy 3. Maternity Policy 4. Managing Sickness & Absence 5. Staff Leave and Absence
3.11	Accessibility Plan
3.12	Health and Safety
3.13	Food Standards
3.14	Window Replacement
3.15	COVID Risk Assessment
3.16	Swimming Pool
3.17	Policies 1. School Emergency Plan 2. Asset Management Plan 3. Health & Safety Policy
3.18	Learning Walks
3.19	For FGB
3.20	Communications
3.21	Actions
3.22	Training
	Next Meeting

PROCEDURAL

3.1 No **apologies** received.

3.2 **Minutes** 30.04.20 & 19.05.20 were signed and agreed as an accurate record.

- An inaccuracy was flagged by LH. In her absence it was stated that the teacher and support staff appraisal policies had been merged into one. They have NOT been merged, they remain separate policies, and LH is seeking updates from HR.

ACTION: MH to add Staff Appraisal Policy (Teacher) and Staff Appraisal Policy (Support Staff) to FGB 9 agenda.

3.3 **Matters arising** from the minutes of 30.04.20 & 19.05.20

- See 'Summary of Governor Actions' document
- The risk assessments are looking good. There are a few remaining items that LH is unwilling to change to 'green' until they have been tested. Until this happens, they will remain on amber.
- There is currently funding available from the government for the Google Platform. SCOMIS are not one of the nominated contractors for this. SCOMIS will continue to

support the server, while a government nominated contractor will support the Google Platform.

- The asset management plan has still not been carried out, due to COVID restrictions. FOBS will need to be contacted regarding the delay, as they are awaiting a list of items they can help to fund.
- *Governors asked what the outcome was regarding the KS1 fence.*
 - It was explained that NF (seconded head) and Susan Vile researched and booked contractors. The work is now complete.

ACTION: TN to contact FOBS regarding delays to asset management plan.

FINANCE

3.4 Budget

- Governors have received no budget updates/figures received from the school. LH has received no updates.
- *Governors asked when a budget update is to be expected?*
 - LH explained how they need to be checked by Suzette, who has very limited availability at the moment, due to the COVID situation.
 - This will hopefully be ready in time for the final FGB meeting.
- Governors asked for the update to be sent to the lead finance governor as soon as they are received (even if this is prior to Suzette's review).
- *Governors questioned whether anything can be done without Suzette.*
 - LH explained that Suzette will need to tweak elements of the budget and she is up to date with the how the new system works.
- *Governors asked what will happen if Suzette cannot schedule us in this term.*
 - LH explained how she does not currently know as she has not had the chance to speak to her.
- Governors emphasised the importance of seeing the figures this term.

ACTIONS: 1. LH to send the budget to TN as soon as it is received.

2. LH to contact Suzette regarding her availability and to discuss what would happen if she cannot fit us in this term.

3.5 Irrecoverable Debts/Disposal of Equipment

- *Governors asked if, without the budget figures, the school are aware of any irrecoverable debts/disposal of equipment.*
 - LH stated that she is not aware of any. There have been no school trips and parents can only get into one week's worth of arrears with school lunches, as they are blocked from booking anymore until the debt is paid.
- *Governors asked if there were any trips that had been cancelled and already paid for by parents.*
 - LH explained that the year 6 residential has had to be cancelled. Refunds are having to be set up via the School Comms system, as this is where they were paid in to. This has not been used before but is currently being processed.
- *Governors asked if parents have been informed of this.*
 - LH stated that they have.

3.6 SFVS Action Monitoring

- See 'Bow Primary School Contracts' document.
- The ongoing contracts list has been completed and all have been reviewed, except the telephone contracts.
- Insurance is red item, but this cannot be changed due to schools having limited choice in insurers.
- PAT testing is a red item that could be solved by liaising with other local schools. Some have staff that are trained to PAT test. This may reduce this cost.
- All SFVS actions have been completed, with the exception of the telephone contracts review.
- The Finance Audit date is TBC.

3.7 Policies

3.7.1 Record of Individuals with Authority

- There are no changes, the current staff will be carried forward.

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

PERSONNEL

3.8 Staffing Structure

- See 'Resources Report'
- Teachers will not change.
- There are 8 children who will be needing extra support, starting Reception in September (one with a pending EHCP for poor behaviour).
- There is a range of needs in this new intake, many of which are not being adequately supported at home.
- *Governors asked if there is a way we can communicate this lack of support.*
 - The lack of support is due to lack of funding. It is a national problem that does not get communicated up the chain of command. This is a national policy issue.
- One child is going to need a lot of extra support.
- *Governors asked if this particular child is suitable for mainstream schooling.*
 - LH explained that it has been questioned. LH and the SENDCo will monitor this child, and the others, carefully.
- The new children will be covered by current staff.
- *Governors asked if the new children have met any school staff.*
 - LH explained that due to the COVID situation, they have not.
- The school are hiring 2 new 1:1 TAs. One will be full-time, one will be part-time. This is all within the budget constraints.
- Governors noted that planning for next year is extremely difficult with the current COVID restrictions. Governors thanked LH for her continued hard work.
- Governors discussed needing to be prepared for a potentially tough autumn term with regards to budget and potential exclusions.
- *Governors asked if governors have been contacted regarding the upcoming interviews.*
 - LH stated that she would be contacting the clerk to confirm tomorrow.

ACTION: LH to contact MH to confirm TA interview governors.

3.9 New Governor Recruitment

- Terms of Office for governors cannot be extended due to the current situation.
- There are still 2 vacancies.
- AJ has been seeking governors from 'Inspiring Governance', however, there is presently no-one local to us.
- AJ is actively promoting the vacancies.
- Governors noted that parents of the new intake of children may be interested.

ACTION: LH to repeat the advertisement in the Bow Times/school newsletter.

3.10 Policies

3.10.1 Pandemic Policy; 3.10.2 Flexible Working Policy; 3.10.3 Maternity Policy; 3.10.4 Managing Sickness & Absence; 3.10.5 Staff Leave and Absence

- See 'Policy Review' from MB.
- The Pandemic Policy was adopted as a chairs action, pending governor approval.

Policies above proposed by MB. Seconded by RD. Agreed by ALL.

PREMISES

3.11 Accessibility Plan

- This has been unable to take place due to COVID restrictions.
- RD will carry this out as soon as the situation allows.
- RD will focus on the physical element of the plan; LH will focus on the curriculum element.
- RD would like to receive further induction to this and other areas of governance when restrictions are lifted.

ACTIONS: 1. MH to give RD a 'tour' of the governance folders in the school office when restrictions are lifted.

2. TN to send the Haywards School Accessibility Plan to both LH and RD.

3.12 Health and Safety

- All risk assessments have been completed.
- Learning walks cannot currently be carried out.
- Maintenance is carried out outside of school hours.
- *Governors asked if fire drills are currently happening?*
 - LH explained that they are going to be carried out but one bubble at a time.
- *Governors asked if legionella monitoring has been carried out over lockdown.*
 - LH explained how this has been happening and that all taps in school were run weekly during lockdown.
- The lockdown alarm has not been tested, this will be difficult to carry out safely with the COVID restrictions.

3.13 Food Standards

- See 'Resources Report'

3.14 Window Replacement

- This was due to be carried out during the Easter holiday, however COVID restrictions postponed this.

- LH is currently negotiating a new date, either during the summer holiday, or October half term.
- *Governors queried if the October half term would be enough time for the works to be completed.*
 - LH is not sure and will follow this up.

ACTION: LH to arrange a new date for the windows to be replaced and to confirm how long will be needed to complete the works.

3.15 COVID Risk Assessment

- This has been completed.
- There are a large number of questions that needed to be answered. Approximately 75% of these are now rated green. Some are amber, due to not being tested yet (see item 3.3).
- TN will circulate the complete risk assessment to all.

ACTION: TN to circulate the complete risk assessment to all.

3.16 Swimming Pool

- The swimming pool will not open at all this year, due to current COVID restrictions.

3.17 Policies

3.17.1 School Emergency Plan; 3.17.2 Asset Management Plan; 3.17.3 Health & Safety Policy

- Carried forward to FGB 9.
- RD needs further induction.
- MB has volunteered to induct RD into reviewing policies and show him the governor 'back room'.

ACTION: 1. MB to give RD a policy 'induction'.

2. LH to create a school 'back room' login for RD.

3. MH to ensure Actions 3.11.1 & 3.17.1 tie together and give RD a 'complete' understanding.

GOVERNANCE

3.18 Learning Walks

- There have been no learning walks carried out due to COVID restrictions.

3.19 For FGB

- The budget needs to be reviewed before the end of term.
- 'Missed' policies to be reviewed.

ACTION: MH to ensure all necessary policies have been reviewed, and those missed are added to FGB 9 agenda.

3.20 Communications

- TN to contact FOBS regarding asset management plan delay.
- LH to advertise governor vacancies in Bow Times/Newsletter.

3.21 Actions

- Agreed actions appear in bold throughout minutes.

3.22 Training

- MB completed online 'Safer Recruitment' training.
 - This was good training and easy to carry out at home.
 - It was thought provoking and lasted under an hour.
 - This is easier than attending training and a much more efficient use of time.
 - There is no certificate provided, however, there is a screen shot to prove completion of training. This can be used as evidence on the school safeguarding log and governor training record.
- MH has requested a place on the Virtual Clerks Update.
- LH has sent information about some upcoming online governor training to MH to circulate to governors.

ACTION: MH to circulate online governor training information to all governors.

AOB Free School Meals

- Concerns were raised over providing the free school meal boxes to families over the summer break.
- If the company do not do home delivery then many of the families will struggle to get into Crediton, or beyond, to spend vouchers.
- LH was approached by Bow Co-op at the beginning of the lockdown, however the food boxes were the preferred option at this point. This will be looked into as an option.

ACTION: LH to find out if the free school meal box company do home delivery, and if they do not then seeing if Co-op will accept the voucher alternative.

Date of the next meeting is TBC.