



Bow Community Primary School  
11<sup>th</sup> October 2016- 6.00pm  
Resources Committee Meeting

Attendees	Initials		Attendees	Initials	
Gary Quick	GQ	LEA Governor	Anita Jellings	AJ	Community Governor/Vice Chair
Tony Neal	TN	Chair/Community Governor			
Lesley Hodgson	LH	Headteacher			
Sarah Downs	SD	Parent Governor			

Apologies	Initials	

Absent without Apology	Initials

In Attendance	Initials	
Susan Vile	SV	PA to the Governors

Minutes to
Attendees
Apologises
School Website

	Agenda	Led By
<b>PROCEDURAL ITEMS</b>		
1	Apologies	Chair
2	Minutes	Chair
3	Matters Arising from meeting	Chair
4	Election of Chair & Vice Chair	Clerk
<b>PERSONNEL MATTERS</b>		
5	Staffing Update	LH
6	Governor Learning Walks	AJ
7	Policies	AJ
8	Keeping Children Safe in Education	LH
9	Excellence for All Programme	LH
10	MAT Update (Part 2)	LH/SD
<b>FINANCE MATTERS</b>		
11	Budget update – audit/approval of the amended budget	ALL
12	Governor Learning Walk	TN
13	Policies	TN
<b>PREMISES MATTERS</b>		
14	Governor Learning Walk	GQ / TN
15	Policies	GQ
16	GEL Training	ALL
17	S.D.P	ALL
18	Re-FIT programme	GQ
16	Date of next meeting	Clerk

Ref.	Action or Decision	Owner	Date Raised	Date Due
1.1.1	All governors were present. <u>TN chaired the meeting as GQ arrived late.</u>			
1.1.2	There were no Declaration of Business Interests made.			
1.2.1	The minutes of the meeting on the 14.06.16 were agreed and signed as a true record.			
1.3.1	Matters arising from the minutes – 6.8.1. – Finance Policy was taken to FGB but then superseded by the finance audit and will be dealt with later in the meeting. 6.10.1. – LH & SV to look into loft insulation – to be carried forward. 6.4.1 – Kitchen assistant vacancy now filled. 6.4.1 – Picnic benches arrived before the summer holidays. 6.15.1 - The new computer server was installed in the summer holidays.	LH/SV/GQ	14.06.16	12/16
1.4.1	Election of Chair and Vice Chair – AJ nominated TN to be chair, SD seconded TN, everyone was in agreement. It was noted that there might be a conflict of interest as TN is the Chair of Governors at another school, in this instance the vice-chair will chair the meeting. AJ agreed to be vice-chair in this instance.			
1.5.1	Staffing Update – Caroline Hulland has been appointed as an SEN TA for a pupil – 3 afternoons per week. Still looking for casual MTA's to cover absence.			
1.6.1	Governor Learning Walks – No formal learning walks, but AJ is planning to look at the developments in the KS1 area and also to meet with CJ regarding Science. <u>LH to contact AF to check that she has received AJ's email regarding this learning walk - this will then be added to calendar.</u>	LH/SV		
1.7.1	Policies – Support Staff Appraisal, Staff Appraisal, Capability Policies have been reviewed and there are no changes and they have been approved by governors. Complaints procedure has some new advice and AJ will bring it to the next Resources meeting.			
1.8.1	Keeping Children Safe in Education - LH has been having safeguarding meetings for <u>volunteer</u> parent <u>readers,s</u> to make them aware of <u>various-the new</u> safeguarding <u>procediresissues</u> . All staff had safeguarding training on the 2 <sup>nd</sup> September followed by CPOMS training in the afternoon. <u>TB attended the CPOMS training.</u> Part 1 of Keeping Children Safe in Education was distributed to governors.			

	<p>LH – advised we should have two safeguarding governors in school – SD suggested 1 from each committee. AJ didn't think it would practically work with two governors but could have another governor on paper. <u>AJ was happy to a 'second' safeguarding governor and would operate in the absence of TB.</u></p>			
1.9.1	<p>Excellence For All Programme – LH explained the colour rating, green amber and red – no red areas. Data – Results were not as good as expected. The school already knew what had to be done and therefore the KS1 and KS2 raising attainment plans have been written <u>and are being acted upon.</u></p> <p>AJ – Are we able to analyse if the school is below the national average because every school is the same or is it a particular problem in our school? – LH it is a bit of both, <u>but largely due to lack of experience in delivering the tests and the new test format we were not as prepared as we could've been.</u> <del>Wand</del> we have implemented two strategies to deal with this.</p> <p>LH it is likely that we will not meet the standard next year <u>in year 6,</u> due to the pupils we have in the cohorts, <u>But standards should be higher in Key Stage 1 and in line with national.</u></p> <p>TN What happens next? – LH we will get a phone call from the LA to discuss what we need to do. Booked Gill Winston to come in for a day in the spring to help us with this – focusing on school improvement.</p> <p>GQ – How did we get to <u>this</u> stage? Are there any <del>in</del> particular problem areas? – LH it was the design and format of the SATs papers. SD how much does the school want to prep the pupils for SATs next year? <u>We have implemented many changes already in both KS1 &amp; 2. We analysed paperwork in the summer to identify areas of weakness and plans have already been implemented to address these areas over the next 3 half terms, and will be reviewed to determine how on track the pupils are.</u></p>			
1.10.1	MAT Update (Part 2)			
1.11.1	<p>Budget Update – audit /approve the amended budget - The budget monitoring sheet was distributed, the carry forward is not as much as the last budget monitor because this year the free school meals being taken out of infant free school meals.</p> <p>TN What is the Mutual Fund? – self funding teacher absence.</p> <p>The resubmitted 5yr plan was distributed – TN proposed, GQ seconded everyone approved the budget.</p>			

	<p>The Capital Budget monitoring sheet was distributed, TN proposed, AJ seconded everyone in agreement to approve.</p> <p>The audit report was presented and discussed – an action plan will be sent back to the audit team.</p>			
1.12.1	<p>Governor Learning Walk – TN there is new non-statutory template for pupil premium reporting but it was decided to carry on using the old one and consider the new one next year.</p>			
1.13.1	<p>Policies – The Finance Policy has been updated following the financial audit. Charging &amp; Remissions, Procurement, Lettings policies, there have been no changes, TN proposed, SD seconded, everyone in agreement to adopt the policies.</p> <p>2 lettings forms were approved and signed.</p>			
1.14.1	<p>Governor Learning Walk – GQ will do a premises walk this term.</p>			
1.15.1	<p>Policies – The premises policies will be carried forward to the next meeting.</p>			
1.16.1	<p>GEL Training – No GEL training has been undertaken.</p>			
1.17.1	<p>S.D.P – 16/17 SDP has been uploaded to the website. SDP was discussed.</p>			
1.18.1	<p>Update on REFIT Programme – GQ has emailed Fiona Colomario but has not heard anything.</p>			
2.10.1	<p>Date of next meeting – 8<sup>th</sup> November 2016</p>			