



Bow Community Primary School
2nd May 2017 - 6.00pm
Resources Committee Meeting

Attendees	Initials		Attendees	Initials	
Tony Neal	TN	Community Governor			
Lesley Hodgson	LH	Headteacher			
Sarah Downs	SD	Parent Governor			
Gary Quick	GQ	LEA Governor			
Anita Jellings	AJ	Community 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
PROCEDURAL ITEMS		
1	Apologies & Correspondence	Chair
1.2	Declaration of Business Interest	Chair
2	Minutes	Chair
3	Matters Arising from meeting	Chair
4	Policy Feedback and ratification, Terms of Reference	
5	Governor Feedback	
6	Training- inc GEL	
PERSONNEL MATTERS		
7	Staffing Update	LH
FINANCE MATTERS		
8	Budget Update	LH/TN
9	LEA Services and Insurance Arrangements	LH/TN
PREMISES MATTERS		
10	S.D.P	LH
11	Swimming Pool Update	GQ
12	Date of next meeting	Clerk

Ref.	Action or Decision	Owner	Date Raised	Date Due
4.1.1	Apologies There were no apologies.			
4.1.2	Business Interests There were no declaration of business interests			
4.2.1	Minutes The minutes from the 07.03.17 were agreed and signed as a true and correct record of the meeting.			
4.3.1	Matters Arising – Legionella testing records found. 4.6.1 – E-safety policy to be put on the website. 4.7.1 – a follow up meeting regarding the single central record has taken place. 4.8.1 The C/F is £27,559. 4.8.1 - LH has written to the parents 4.15.1 – Fire logs have been updated.			
4.4.1	Policy Feedback and Ratification, Terms of Reference – Redundancy, Flexible Working & Staff Absence Policy have no changes. Managing Sickness and Absence – small changes. Grievance Policy does have some changes - SV to print a new one. Disiplinary Policy has some changes – SV to print a new one. AJ proposed to approve Redundancy, Flexible Working, Staff Absence policies, Managing Sickness & Absence with minor changes and the Grievance Policy, Disiplinary Policy approved with the changes, SD seconded – everyone approved them. Governor Expenses has had minor changes. Finance policy and Record or Authority no changes Pupil Premium – minor changes TN proposed the policies, AJ seconded, everyone approved. GQ to look at the H & S policy – SV to find it on OSHENS GQ will look the Asset Management Policy and Emergency Plan this term. AJ – brought up site security following safeguarding training – SV now has a site security risk assessment and GQ will look at it. LH – following the Easter holidays a football was found stredded on school premises and one of the bird boxes was smashed. We contacted PCSO Waring who has recommended that CCTV is put up at the back of the school by the swimming pool. AJ – was is the objective of this? – LH to prevent criminal damage. AJ – Did PCSO Waring recommend CCTV? – LH yes he did. TN the school should look into the cost of CCTV, LH ask Devon Health and Safety about it and what they recommend.			
4.5.1	Governor Visit Feedback – AJ did the parent questionnaire analysis, copy was distributed to Governors, a discussion took place and it was felt overall it was very positive. LH will provide feedback to parents on the results this week. Initial feedback from the pupil questionnaire was distributed and discussed. LH has spoken to the pupils and will be doing a health questionnaire with them soon.			

	TN to visit CJ re ICT. GQ to do a premises visit.			
4.6.1	Training – inc GEL – No GEL training has been undertaken.			
	Personnel Matters			
4.7.1	Staffing Update – the pupil premium support is now being carried out within the class. A cream tea is being organised for SBo when she leaves.			
	Finance Matters			
4.8.1	Budget Update – the end of year 16/17 budget report was presented. The CFR Report was presented to governors. The 16/17 capital budget was presented to governors. The budget monitoring report for 17/18 was presented to governors –following the finance officers visit at the beginning of the week it was suddenly announced at the end of the week that the employer pension contribution would be increased from 19% to 23% and this has had to be transferred from other budget lines. A family of 4 will be leaving the village and the school which could make a £20,000 difference to next year’s budget. There is a child with significant needs that has been allocated a place at the school however if the school cannot financially support the child we might have to reconsider the decision. GQ proposed the 17/18 budget, AJ seconded and everyone approved the budget to submit to DCC.			
4.9.1	LEA Services and Insurance Arrangements – details of the services bought by the school was distributed to the governors and discussed. TN proposed, GQ seconded everyone approved the services. The insurances will be carried forward when the costs come in.			
	COMMUNITY MATTERS			
4.10.1	S.D.P – LH and SD met and have updated the S.D.P. and everything is on track. LH will put the updated version on the website.			
4.11.1	Swimming Pool Update – due to a near miss in the county last year, the health and safety paperwork has increased tremendously. There is a problem with the recruitment of life guards at the moment. Also there is a requirement that staff are trained to teach swimming and we cannot find a training provider who can provide certified training. LH stated that if the school and the pool committee has to comply with any more paperwork the pool may not be able to remain open. AJ suggested that LH informs the village that the school pool may have to close. LH to contact North Tawton school to ask if they have any lifeguards that could also cover at Bow.			

4.17.1	Date of next meeting – the date of the next meeting is 20/06/17			
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