

**HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY
Minutes of the Resources Committee Meeting
Held on Tuesday 2nd March 2021 at 6.30pm**

Present:	Vanessa Allen (Chair of Resources Committee, VA)
	Kirsten Marriott (Headteacher, KM)
	Helen Peat (Chair of Governors, HP)
	Ruth Burrows (RBU)
	Raylene Armstrong (RA)
	Danielle Jones (DJ)
	Clare Birkin (CB)
	Diane Moore (DM)
	Helen Hollebon (HH)
	Kathryn Miller (Clerk)

1. Welcome, Apologies and Declarations of Interest

Welcome: The Chair welcomed everyone to the meeting.

Apologies of absence: Received and accepted from RBr and RH.

Governors absent: None.

Declarations of interest: None.

**2. Minutes of the last Resources meeting on 02.02.21 (available [here](#))
and matters arising:**

a) Critical Incident Plan - PENDING: It was agreed that the LA model policy will be reviewed by the Health and Safety Committee at the next meeting, and the final version will be sent for approval at the next Resources Committee meeting. **IN PROGRESS: KM proposed she and DJ review the model policy with RH (due to his Safeguarding role), VA (H&S link governor) plus one other governor. CB volunteered to support with this. The group will feedback at the Summer term meeting.**

Action: KM/DJ/RH/CB/VA

b) Governor newsletter – AGREED TO CARRY FORWARD TO NEXT MEETING FOR RA TO UPDATE. **IN PROGRESS: RA advised we are aiming to send out the newsletter just before the end of term. HH has helped with some of the editing and formatting. RA asked for one governor to write a piece explaining ‘a day in the life of a governor’. VA agreed to do this following her health and safety walk around school.**

Action: VA/RA

c) Judicium has sent two new model policies for us to consider adopting (‘Stress and Mental Health’, and ‘Parental Bereavement Leave and Pay’). It was felt that it would be better to incorporate ‘Stress and Mental Health’ into a ‘Wellbeing’ policy. **AGREED TO CARRY FORWARD TO THE NEXT MEETING: DJ confirmed she would like to work on this with the Link Governors for**

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Wellbeing; to use the Judicium model policy and ensure elements of the current Stress policy are included, as well as other related areas. The final version will be discussed at the summer term meeting of this Committee. **THIS ITEM WILL BE CARRIED FORWARD TO THE SUMMER TERM MEETING.**

Action: DJ

d) KM confirmed our site survey report, which was carried out by the LA, has now been received and does not raise any concerns. KM to circulate to all governors for information. PENDING: KM to circulate. **COMPLETED: item is on this agenda.**

e) Financial benchmarking - AGREED TO CARRY FORWARD TO THE NEXT MEETING: VA confirmed the new data for the 2020-21 financial year is now available on the DfE website, as of 29.01.21. Clerk to circulate the link for this to the GB so governors can have a look before discussing further at the next meeting. **COMPLETED: item is on this agenda.**

f) Administering Medication Policy

A query was raised regarding the appendices – some do not match up and one regarding consent for Epi pens is missing. KM to finalise and send to Clerk. PENDING: KM confirmed she has 2 final amendments to make and will then send to the Clerk. **COMPLETED.**

g) Lone Working Policy - It was identified that the risk assessment as part of this policy needs to be reviewed as the wrist watch is no longer in use due to it not working. The expectation from school is that the policy is followed and no decision has been made to stop using this safety measure. It was agreed that the H&S Committee will review this and ensure all staff are aware of their responsibilities for following the H&S policy. The Resources committee will be updated if any changes to policy are made. PENDING: The Health and Safety Committee will finalise this at the next meeting. **COMPLETED: the policy was circulated to governors prior to this meeting. CB suggested further changes which VA and KM agreed and were incorporated. Governors agreed the review of the policy. KM advised she would also like to add a document regarding use of key fobs as an appendix. Clerk to finalise and send to KM for adding to the staff handbook.**

Action: Clerk

h) H&S Policy (with new COVID appendix) - As part of the previous discussion, it was agreed that KM will add a statement to the H&S policy in the controls section to confirm that all staff should sign in using the inventory system when they are in school at any point, including when school is closed. PENDING: It was agreed that the Health and Safety Committee will finalise this at the next meeting, and will bring to the next Resources Committee meeting for final approval. **COMPLETED.**

i) RA advised the Skills Audit has identified financial planning as a training need for our GB. RA to identify a suitable course for governors to access. RA also asked for the new governors to complete a Skills Audit, which she will send out to them. RA also confirmed she will share a reminder of useful links for training resources with the GB, as part of her role as Link Governor for GB Training. It was agreed that we also need to revisit the way in which governors record the training they complete to ensure it is kept up to date. **AGREED TO CARRY THIS ITEM FORWARD TO THE NEXT MEETING FOR RA TO UPDATE. COMPLETED.**

j) Seek volunteer to undertake Spring term monitoring of the SCR

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CB offered to complete this and will contact Hayley Coulter in the school office to arrange a date to complete this towards the end of this term. KM also asked for another governor monitoring visit for the summer term focusing on safer recruitment of playgroup staff. It was agreed that we will agree a volunteer for this at the next meeting. **AGREED: VA offered to complete the SCR monitoring, as well as a safer recruitment monitoring visit as she will soon be completing her Safer Recruitment training.**

Action: VA

A suggestion was made for governors to be given more information about time commitment and training required for the various governor volunteering opportunities. Governors were encouraged to speak to KM or DJ for more information about this where necessary, and VA confirmed she will add information in her visit report about the time it took.

k) Seek volunteer to undertake Induction Monitoring (of staff and governors)

DM offered to complete this and will report back at the next meeting. Clerk to send relevant information beforehand. **IN PROGRESS: DM confirmed she will report back on this at the next meeting. It was agreed DM will contact the NQT in the second half of the summer term to complete the staff induction monitoring.**

l) Lettings Conditions / Policy – seek volunteer(s) to review

It was agreed that VA and KM will review this at their next Health and Safety meeting. They will ensure the charges are in line with the LA lease agreement, and will include referring to the new LA licensing agreement when enquiries are made for any new regular lettings. **AGREED TO CARRY FORWARD TO THE NEXT MEETING.**

Action: VA/KM

m) Substance Use and Misuse – to combine into one the current Drugs Policy, Substance Misuse Policy and Smoke Free Policy, with added reference to vaping. Curriculum elements of the Drugs Policy to be covered by the PSHE Policy. Seek volunteer(s) to review. RBr and RBu offered to complete this review and will aim to have it ready for the next meeting. **IN PROGRESS: RBr and RBu confirmed they have begun working on this but it will take some time to complete and will report back at the next meeting.**

Action: RBr/RBu

n) Allegations of abuse against staff in school (last reviewed & approved Feb 2016) - seek volunteer(s) to review. KM to contact the LA for any updates to this policy and will let VA know the outcome. **IN PROGRESS: Judicium has reviewed our current policy, which now requires a governor to check through. HP agreed to do this.**

Action: HP

o) Physical Intervention – to be reviewed by Michelle Parker, SENDco. Review to be brought to the next meeting for approval. **IN PROGRESS: the review will be ready for the next meeting.**

Action: KM

p) Salary Committee to arrange to meet regarding support staff

The committee will need to meet by the end of the spring term to discuss recommendations made by KM. VA will contact RBu and RH to arrange this meeting. **PENDING: governors to arrange to meet.**

Action: VA

q) SFVS Completion

VA confirmed this needs to be completed by the end of March. It was agreed that VA, HH and CB will arrange to work on this together. VA will send them the relevant information to look through. **COMPLETED: item is on this agenda.**

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The minutes were approved and will be signed at the earliest opportunity.

3. Report from budget update meeting with the School Financial Advisor held 03.02.2021 – meeting attended by Governors VA, HP, JJ

The BCR for January 2021 was circulated to governors prior to the meeting in support of this item. VA advised the latest BCR for February 2021 is now available and will be circulated with governors for information.

VA reported there are no areas of concern and we expect to have £42,000 available to carry forward at the year end. The GB has a responsibility to understand the planned use of this carry forward and the impact on the educational outcomes for children.

Rob Cottle, the Schools Financial Adviser, who has worked on the HGPS finances for many years has now left and Gaynor Pope is now our LA Financial Advisor.

KM has been advised we are unable to access support with catering finance issues via the Local Authority's (LA) Purchasing Advisory Service for Schools because they haven't the capacity to take on new schools. KM has contacted John Lewis, Service Director for Education, for further guidance regarding this.

4. Report from H&S Committee - Minutes of the meeting held 11.02.2021

The minutes from the most recent H&S Committee meeting were circulated prior to this meeting. VA reminded governors that they can contact her with any queries.

5. HGPS Condition Survey Report

The report was circulated to all governors prior to the meeting. KM explained that we were approached by the LA to offer this survey to us, and the report has been very useful to have. KM has queried one area highlighted in the report regarding the potential for our ceilings to contain asbestos. We know that the Site Manager is already aware and checks this regularly. The LA response is that we are safe to continue as normal and if/when any problems or damage arise, we should contact the LA for further advice.

6. Monitor Premises Programme and set programme for 2021/22

Question: Do we have any longer term plans in place for our premises programme?

Response: We have maintenance plans and plans for door replacement and fascia repair/replacement.

It was agreed that DM will send KM a format for a 3 year premises plan which the H&S Committee can look at, at the next meeting.

Action: DM

Question: Do we still use the maintenance plan (including when classrooms were last redecorated / when next due) which the Site Manager regularly updated, and which was has previously been sent to the Resources Committee for information?

Response: KM to check this with the Site Manager at the H&S meeting.

Action: KM

In terms of our priorities for 2021/22, we are moving forward with developing our outside areas. We had a meeting with the LA Outdoor Learning Adviser last year to discuss this and, due to the pandemic, this was then put on hold but we are now in a position to be able to proceed with our ideas. We will ensure we create the right environment for outdoor learning to take place, we will create separate areas for different classes to learn outside, and we are currently getting quotes for improving the FS and Key Stage 1 outside areas. We are planning to use some of our Catch Up funding for this, which has been approved by Sue Bowman, our LA Primary Adviser. In order to develop gross motor skills, climbing, pushing and pulling are key; purchasing appropriate climbing

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and outdoor equipment enables development of muscular strength, both gross and fine motor, ready for writing. Wider use of outdoor learning provides children with opportunities for increasing metacognition and self-regulation – EEF Toolkit research studies states +7 months positive impact on learning for these areas. We also have other items on our list to improve the premises including replacing some external doors and fascias.

7. Budget priorities for 2021/22

KM explained that the sound system in the hall needs replacing, as well as our phone system as neither are fit for purpose. Staff are keen for us to move from a 1:3 to 1:2 ratio for iPads, which we may look at as part of the 22/23 budget. We need to carry out a review of technology (what we have and how used) across the school to enable us to decide on budget priorities; it would be helpful for the technology sub-group of governors to meet in the summer term to review the impact on learning, before we make any further financial commitments. RA agreed to support with this.

Action: RA/HP/RH

KM advised of plans to invest in staff development and wellbeing which supports retention via CPD opportunities. The governor wellbeing sub-group have been looking at this. We recognise the importance of helping and supporting staff to do their jobs even better and ensure they are feeling valued and motivated after the challenges of the past year.

8. Update on completion of the SFVS (Schools Financial Value Statement)

VA confirmed that the deadline for submitting the SFVS has now been extended to 28.05.21 due to the pandemic. VA and CB completed virtual training recently and advised they will be using the same format as last year. The finished SFVS needs to be approved at a FGB meeting which will be on 20.04.21.

9. Benchmarking – review and discuss Schools Financial Benchmarking data for HGPS

HP and VA reviewed the 2019-20 benchmarking data and each identified a few comments:

- We are the 13th lowest school (out of 15 in our benchmarking group) on spending on our premises.
- The percentage of our workforce spending on Full Time Equivalent teachers is the highest for us in our group. However our total income puts us in the lower half of our group.
- We show as having a low percentage of Teaching Assistants (TAs) compared to other schools in our group. This appears to contradict what we have previously been told by our Financial Adviser. This raises the question of whether we are potentially understaffed when it comes to TAs.
- Ideally we would compare these points with the 2020-21 year's data when the DfE make it available, however this year has not been an ordinary year at school so that may be difficult.

10. Review of effectiveness of services used by the school

KM suggested that the school needs to begin making a list of all the services used, and the GB needs to agree how it will monitor the school in doing this. This item will be discussed further at a later date.

Action: VA

KM advised our GDPR costs were significantly higher than expected this year, which is also the case for other schools in our cluster. We have queried the costs with our provider, the ICT Service, which confirmed that the initial cost underestimated this provision which was a new service at the time of the original quote. We have now been offered to pay £500 (current cost is £200, with £800 quoted for renewal).

11. Staff Matters

We are currently recruiting for a TA. 12 hours of this post will be to replace a member of staff who recently resigned, and another 10 hours to provide lunchtime supervision including reading with a Key Stage 1 children during the summer term only.

12. Policy Reviews

- a. Lone Working – for approval
- b. H&S – for approval
- c. Physical Intervention

These were all discussed under matters arising, see item 2.

13. AOB

- KM advised she now has an updated forecast tracker for the next 5 years from the LA which she will circulate to governors. This does show reduced numbers of expected 4 year olds in the next few years. However, the tracker shows 37 4 year olds for 2021/22 and we have had confirmation of 45 1st choice applications for children starting in September 2021. 45 is our Published Admission Number (PAN).
- KM advised we are still working with our insurers regarding our claim for deposits which had already been paid for the Hilltop residential trip. This trip will no longer be taking place due to the pandemic.
- KM explained we need to add an appendix to the Pay Policy regarding the playgroup. It was agreed it will be brought to the next Full GB meeting for approval.

Action: KM/HP

Meeting closed: 8.13pm.