

**HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY
Draft Minutes of the Resources Committee Meeting
Held on Tuesday 24th November 2020 at 6.30pm**

Present:	Vanessa Allen (Chair of Resources Committee, VA)
	Kirsten Marriott (Headteacher, KM)
	Helen Peat (Chair of Governors, HP)
	Ruth Burrows (RBu)
	Rachel Brown (RBr)
	Raylene Armstrong (RA)
	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, particularly to the three new Governors, and introductions were made.

Apologies of absence: Received and accepted from RH, JJ and DJ.

Governors absent: None.

Declarations of interest: None.

2. Minutes of the last Resources meeting on 29.09.2020 (available [here](#)) and matters arising:

a) First Aid Policy. COMPLETED: KM has updated this policy as well as 'Supporting children with medical needs'. KM to send both these to the H&S Committee to review and approve and will then confirm this at the next Resources Committee meeting. **COMPLETED: Item on this agenda**

b) Monitoring induction (staff and governors) – It was agreed that this activity would also incorporate looking at the induction of NQTs (Newly Qualified Teachers) and drafting a section on this to be included in our Induction Policy. KG agreed to do this and will arrange to meet with HC. IN PROGRESS: The monitoring has been delayed due to COVID. KM now has a model NQT policy from the Local Authority which she will tailor for the school and will then send to the Clerk to append to our Induction policy. This will be sent to the next Resources Committee for final approval. **COMPLETED: Item on this agenda.**

c) It was agreed that later this academic year, a monitoring visit will be arranged by a nominated governor. **DEFERRED TO FUTURE MEETING: It was agreed that this will be added to the Resources Committee agenda for the first meeting in the Spring term.**

Action: VA

d) Procedures for releasing children at the end of the school day - HP and KM confirmed they will

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review this at their meeting on Friday and will report back to governors. **COMPLETED:** KM confirmed this has been updated and will be added to the parents section of the school website. Clerk to remove the now outdated document from the policies section of the website.

COMPLETED.

e) Critical Incident Plan - It was agreed that KM/HC will contact the Local Authority to request an updated model policy as there are a number of areas in the current version which were felt to be unnecessary and out of date. **PENDING:** KM confirmed she is currently sourcing a model policy from the Local Authority. **IN PROGRESS: KM confirmed she now has a model policy from the Local Authority (LA) which needs tailoring for our school. KM to finalise and bring to the next meeting for approval.**

Action: KM

f) m) Question: How have we checked and recorded that our fire alarm is audible?

Response: This has been checked and a record is made after each drill.

It was agreed that these records would be checked during the next School Inspection walk and checks noted on the form.

VA confirmed this has not yet been completed due to the COVID pandemic and that she will ensure this is checked at the next school inspection walk. **COMPLETED: VA confirmed this was checked during the last inspection walk round the school and it has been recorded on the School Workplace Safety Inspection Checklist.**

g) Governor newsletter – HP agreed to speak to RA about revisiting this and preparing a newsletter which can be added to the school website. **IN PROGRESS: RA confirmed the newsletter is almost ready to go. We need to add a section about Covid-19, add details of the recent health and safety visit in school, update the governor photos, and add information about our new governors. RA asked each governor to email a photo of themselves to her and she will contact the new governors about the information required. It was agreed that it will be launched in the new year.**

Action: ALL/RA

h) Lettings Policy - Governors discussed the implications of receiving requests for other lettings, whether potential PTA future events/meetings would be classed as a letting, and how this impacts on our current Lettings Policy. Governors agreed to revisit the Lettings Policy at a later date to review it, and may also need to consider renaming it to 'Lettings and Licensing Policy'. **DEFERRED TO FUTURE MEETING: Governors agreed that, given the current climate, this item will be deferred to the Spring term meeting. The discussion which followed is minuted confidentially.**

Action: VA

i) Health and Safety – new COVID appendix and agree to refer policy to H&S Committee to review. The COVID appendix was circulated to all governors prior to this meeting. Clerk to make a final amendment to this. **COMPLETED: item on this agenda.**

j) Governors agreed that the H&S Committee should review the H&S Policy and will bring this review to the next Resources Committee meeting for final approval. **COMPLETED: item on this agenda.**

k) **Lone Working** - Governors agreed to refer this to the H&S Committee to review, and will then bring this review back to the next Resources Committee meeting for final approval. **COMPLETED:**

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item on this agenda.

l) Judicium has sent two new model policies for us to consider adopting ('Stress and Mental Health', and 'Parental Bereavement Leave and Pay'). Judicium advised they would be able to carry out a complete review of all our HR policies if requested by us. It was felt that it would be better to incorporate 'Stress and Mental Health' into a 'Wellbeing' policy. It was agreed that this item will be carried forward to the Resources Committee meeting in the Spring term to discuss further. **DEFERRED TO FUTURE MEETING: Governors agreed that, given the current climate, this item will be carried forward to the Spring term meeting.**

Action: VA

m) Clerk to contact Judicium for an updated model Pay Policy for us to adopt at the Full GB meeting. **COMPLETED: The Pay Policy was adopted at the Full GB meeting and the Clerk now has the updated pay scales to add in.**

n) HR related staff issues - KM requested that this item is changed to 'Staffing Updates' instead of 'issues'. Clerk to change this on the Resources Committee annual planner. **COMPLETED.**

o) Review of staff attendance for previous school year - It was agreed that updates on staff attendance should be a termly item for this committee. **COMPLETED.**

p) A query was raised regarding accessing the school website from the Safari web browser as one governor was unable to due to a 'not secure' site. KM is not aware of any access issues but will check this. **COMPLETED: KM confirmed there are no access issues.**

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

**3. Feedback from the meeting with the Schools Financial Advisor held
20 October 2020**

VA, HP, JJ and KM met with Rob Cottle (Financial Adviser) and Jo Guest (School Finance Officer). Jo produces a monthly Budget Monitoring Report (BMR) and the most recent copy of this was circulated to all governors prior to this meeting. VA provided feedback from this meeting which was very positive overall and it is predicted that there will have a surplus at the end of this financial year. It was acknowledged that there will be an impact on the budget from covid related costs. KM explained we are monitoring this very carefully and are recording any relevant expenditure. Some schools are submitting claims for covid related costs but KM confirmed we are not eligible for this due to our current financial position. The next budget meeting with Rob Cottle will be on Wednesday 3rd February 2021. Governors are very welcome to join the meeting for the second hour, from 2.30-3.30, and further details will be circulated nearer the time.

An additional item was added in at this point of the meeting, following a recent email which KM had received and which was circulated to all governors prior to this meeting. As part of the recent consultation on Schools Funding for 2021-22 maintained schools were asked for their views as to whether they supported the continuation of the current de-delegation arrangement for insurance or for the cover to be provided by the DfE's Risk Protection Arrangement (RPA). We are asked to indicate our preference which can then be used to inform a decision at the December meeting of Schools Forum. The costs of each option are proposed, subject to final confirmation, and are very similar. Governors discussed the benefits of two options and felt on balance that the preference was to remain with the current de-delegation arrangement for insurance. KM will provide this response to the consultation.

Action: KM

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4. Review of the Single Central Register (SCR)

a. Feedback on delayed Summer term review

RBu completed this review at the beginning of the Autumn term. RBu explained, particularly for the benefit of new governors, what the SCR is.

Question: did you identify any gaps in the records?

Response: Yes I did see gaps and Hayley Coulter confirmed why in each case, which were all in progress and included updating DBS checks, awaiting completion of required training, and awaiting proof of a change of address.

Question: Does the SCR show only current staff or does it include records of staff members who have now left the school?

Response: It includes previous records as we are required to include these for a specific period of time.

Governors discussed how best to record the monitoring, to ensure relevant comments and identified gaps are highlighted and available for the next governor to pick up on. It was agreed that the action points and comments should be left with the SCR, and a record can also be taken away with the governor to enable them to feedback at the next governor meeting.

b. Seek volunteer to undertake Autumn term review

RBu agreed to complete the next monitoring visit at the end of this term.

Action: RBu

5. Safer recruitment monitoring, including training – seek volunteer to undertake monitoring

DM agreed to complete this monitoring and will feed back at the next meeting.

Action: DM

Question: Are the governors who complete this also trained in Safer Recruitment?

Response: Yes this has previously been the case.

Governors discussed the potential benefits of trained governors completing this monitoring, including being in a more advantageous position of questioning and challenging. It was highlighted that we aim to have a governor involved for all interviews except a few specified posts (previously these have been cleaners and mid-day supervisors). The Governing Body needs to ensure that all interview panels include at least one member who has undertaken safer recruitment training and ideally kept this training up to date. It would therefore be helpful if as many governors as possible were able to complete this training. This training is offered free of charge by Cambridgeshire County Council Governor Services, and is included in the training brochure which is circulated to governors.

6. Feedback from the Health and Safety Committee held 9 October 2020

The minutes from the meeting were circulated to all governors beforehand, as well as the Maintenance Checklist and the Workplace Safety Inspection Checklist. 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.

Action: KM

Question: Is the residential trip to Hilltop Outdoor Centre still being planned for January 2021?

Response: Yes we are proceeding with this in January. The final payment has now been requested from parents and carers. Hilltop will reschedule if required, following the latest Government guidelines related to schools and residential visits during the pandemic.

7. Financial benchmarking 2018/19 (DfE data)

The benchmarking charts had been circulated to all governors prior to the meeting. HP demonstrated how to access this data online via Gov.uk as it is a useful feature to help improve governors' understanding. The 2018/19 data did not demonstrate any areas relating to financial spending or workforce where the school is significantly different to other similar schools.

Question: We score quite high in 'Supplies and Services – bought in professional services', is this partly because of the external sports provision we have previously worked with?

Response: It is possible this is the case but it is difficult to be sure. We may now see these costs decreasing as our sports provision has recently changed.

Question: How often is this data updated?

Response: It will be updated again in December for the year 2019/20.

It was agreed that this item will be added to the Spring term meeting agenda, to review the 2019/20 benchmarking data. VA will circulate these reports to all governors as soon as they are available, to allow time for governors to prepare to discuss further at the meeting and ask any questions to KM beforehand.

Action: VA

8. Policy reviews (the following policies were reviewed by the Health and Safety (H&S) Committee and circulated to governors prior to the meeting):

a) i) Supporting pupils at school with medical conditions 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.

Action: KM

ii) Administration of Medication policy

Question: Do we need to have an additional consent form for us to allow a child to use our emergency salbutamol inhaler if necessary?

Response: Yes we do need parental consent for us to be able to give medication that the child has not supplied themselves.

Governors then discussed the process in an emergency situation which would then become a first aid situation rather administering of medication.

Question: Does the school send reminders to parents and carers to send in up to date medication when necessary?

Response: Yes we do, this is regularly checked.

Both policies were approved by governors.

b) First Aid policy – approved.

Question: Is there any need for governors to have first aid training?

Response: No.

c) 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.

Action: VA

Question: How do we record when staff are in school when it is closed?

Response: Staff are required to sign in using the inventory system which can be used at any time.

Question: How many key holders do we have for the school?

Response: All our keyholders are listed within this policy, which has been reviewed by the H&S Committee.

d) 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.

Action: KM

e) Induction Policy (including new NQT section)

Two suggestions were made which were agreed. Clerk to make final changes.

Action: Clerk

f) Review of HR policies by Judicium policies – agree if and when this will take place

Governors agreed it would be useful to have a thorough review which Judicium offer as part of their service contract. HP advised we first need to look further at the option of having a combined leave policy which was prepared earlier this year. The Clerk will also prepare a list of all the policies to include in this review. It was agreed that we will revisit the proposed combined leave policy at the next meeting, and prepare all relevant policies to be sent off at the end of the Summer term.

Action: HP/KM/Clerk

9. Governor training and priorities for the year

DM confirmed she has now booked onto the Safer Recruitment Training offer by Governor Services on the 15th March and there are still available spaces showing on the booking system. Clerk to remind all governors about this to encourage as many as possible to complete it.

Action: Clerk

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.

Action: RA

10. Staffing updates including work/life balance

The following discussion is minuted confidentially.

Staff wellbeing – KM, DJ, Michelle Parker (Inclusion Manager) are continuing to offer lots of support to staff and sending out useful links for staff to access.

11. AOB

Members of the Resources Committee (HP, VA and RA) were asked to stay on at this point to discuss one further item with KM, which is minuted confidentially.

Meeting closed: 8.50pm.

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