

**HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY
Draft Minutes of the Resources Committee Meeting
Held on Tuesday 29th September 2020 at 6.30pm**

Present:	Vanessa Allen (Chair of Resources Committee, VA)
	Kirsten Marriott (Headteacher, KM)
	Helen Peat (Co-Chair of Governors, HP)
	Ruth Burrows (RBu)
	Danielle Jones (DJ)
	Rachel Brown (RBr)
	Kathryn Miller (Clerk)

1. Welcome, Apologies and Declarations of Interest

Welcome: The Clerk welcomed everyone to the meeting.

Apologies of absence: Received and accepted from RH, MH, HC and RA.

Governors absent: None.

Declarations of interest: None.

2. Election of Officers

a) Agree term of office for Chair and Vice-Chair

1 year term agreed for both roles.

b) Election of Chair

The Clerk received one nomination from VA nominating herself. This was unanimously agreed by all.

c) Election of Vice-Chair

The Clerk confirmed no nominations were received. It was agreed that the Clerk will speak to RA in the first instance to see if she would like to continue as Vice-Chair. Governors confirmed their agreement if this was proposed.

The Clerk handed over the meeting to VA to continue as Chair.

**3. Minutes of the last Resources meeting on 04.02.2020 (available [here](#))
and matters arising:**

a) Review of the Single Central Register (SCR) - VA agreed to complete this review in the Spring term, and she will also invite one of the new governors to complete this with her. KG volunteered to complete this and will arrange a date to meet with VA this term. **COMPLETED: Item on this agenda**

b) A question from the previous meeting - Question: Does Jeremy keep a record of the testing
Signed.....Date.....

when it is completed?

Response: We will check this with him at the next Health and Safety Committee meeting.

COMPLETED: VA confirmed she spoke to Jeremy Birkin regarding this. It is listed on his routine maintenance compliance checklist, and all water outlets are used daily or weekly so no need for regular flushing through.

c) A question from the previous meeting –

Question: With regards to parents and carers parking in the area directly around the school, could we look at applying for funding to purchase signage to help improve safety?

Response: HC advised she has previously requested support from the police and will also contact her link officer about this, who she is in contact with regarding drug paraphernalia at the local bus shelter. It was suggested that the Parish Council should also be contacted in the first instance, to find out if they have any plans that we could support. CL agreed to do this and will feed back to HC and KM. **IN PROGRESS:** CL has confirmed she will draft this letter to the Parish Council this week. **COMPLETED: Governors agreed to put this matter on hold for now given the current situation with COVID matters.**

Question: Is the parking situation any better at the moment?

Response: DJ confirmed she has spoken to a number of parents today who feel it is currently better.

d) Organising and managing policies - **IN PROGRESS:** HP and CL will be meeting this Friday to look further at this and will report back to governors. **COMPLETED: This has been progressed further via the Full GB meetings.**

e) First Aid. HC and KM are in the process of reviewing this. They confirmed there will be a policy as well as an operational guidance document. They are looking at how to incorporate 'Supporting Children with Medical Needs' into this policy and need to consider what to call this. It was agreed they will send their review to the Clerk in advance of the next meeting. **IN PROGRESS:** KM will send to the Clerk for circulation when it is finalised. **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.**

Action: VA

f) 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**

Signed.....Date.....

Clerk to append to our Induction policy. This will be sent to the next Resources Committee for final approval.

Action: KM

It was agreed that later this academic year, a monitoring visit will be arranged by a nominated governor.

Action: VA

g) Attendance Policy - This has been reviewed by KM and HC and was circulated to governors prior to the meeting. Governors agreed to approve this subject to a few final changes which HP will email to KM. Final version to be sent to the Clerk. **COMPLETED.**

h) Lettings conditions, incorporating lettings charges – **COMPLETED: item on this agenda.**

i) Data Retention schedule – **COMPLETED: KM confirmed this has been updated.**

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

Action: Clerk/KM

k) 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.**

Action: KM

l) GDPR review – It was agreed that this item will be carried forward to the next meeting for HC to provide an update. **COMPLETED: item on this agenda.**

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.

Action: VA

n) SFVS (Schools Financial Value Statement) completion - progress update

VA confirmed that she and CL will be arranging to meet to complete a first draft for SY to then check through. SY asked for the draft to be ready by the 17th March to allow enough time for this process to be completed. **COMPLETED.**

o) Governor newsletter – RA confirmed she will send governors the draft newsletter later today so it can then be finalised and sent out to parents and carers. It was suggested that it could be sent out after the Champions of Change have met Governors (on 28.02.20) so that pupil voice was present in the newsletter. **NOT YET COMPLETED: This was delayed due to the COVID pandemic. Governors agreed it would still be useful to move ahead with this. HP agreed to speak to RA about revisiting this and preparing a newsletter which can be added to the school website.**

Action: HP/RA

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

4. Health and Safety:

a. COVID Risk Assessment/school reopening

The risk assessment was circulated to all governors at the start of this term. Governors commented that it is very thorough.

b. Feedback from the COVID and H&S Committee meetings

The minutes from two of these meetings were circulated to all governors prior to this meeting.

Question: We are aware that Skools Out reopened yesterday, was this arranged following all the necessary health and safety documentation?

Response: Yes, we have now prepared risk assessments for all our third party visitors into school and Skools Out confirmed they are happy to run according to the model risk assessment we prepared.

5. Safeguarding

a. Volunteer to review the Single Central Register – Autumn term

Governors agreed this review should be carried out later this term, following RBu completing her review at the beginning of this term, in lieu of the summer term.

b. Feedback from the Summer term Single Central Register review (RBu)

RBu confirmed this review was delayed last term due to the COVID pandemic, and that she is now arranging a date with HC to complete this.

6. Premises Maintenance

KM advised a site survey with an LA surveyor was due to take place this September, but has been postponed without a date due to COVID-19. The school photocopier is being repaired very regularly and the lease is now up, so we are looking to replace it. The oven in the main school kitchen has been repaired at a cost of £490.25. In addition, the fridge in the main school kitchen broke and has been replaced at a cost of £1987.27. Aspens would like the school kitchen fitted with a dishwasher and, due to the unexpected fridge replacement, we will have to consider this in the next budget.

Use of school premises – the LA has confirmed that all regular users of our premises are now required to have a license agreement as well as a Service Level Agreement (SLA). We currently have three regular users: Skool's Out, Badminton and Dance. Badminton and Dance have been put on hold for now due to health and safety reasons.

The following discussion is minuted confidentially.

Governors commented that it is helpful to the school for the LA to be dealing with the SLA and licence agreements in a business way, and therefore taking this responsibility away from individual schools. 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'.

Action: VA

The following discussion is minuted confidentially.

7. Policy reviews:

a) Admissions Policy

This has been reviewed and was circulated to governors prior to the meeting. Governors approved the policy subject to a final change to be made.

b) 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.

Action: Clerk

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.

Action: VA

c) Critical Incident Policy

Discussed under item 3.

d) Lettings Policy

Discussed under item 6.

e) 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.

Action: VA

Judicium update – Judicium has confirmed there are no updates to the HR policies in the past year and 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.

Action: VA

Clerk to contact Judicium for an updated model Pay Policy for us to adopt at the Full GB meeting.

Action: Clerk

8. Staffing Issues

a) 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.

Action: Clerk

KM confirmed that the Performance Management Review process is taking place as usual.

The following updates are minuted confidentially.

b) Review of staff attendance for previous school year

KM asked for this item to be reviewed for the future to ensure it is fit for purpose and that it provides the GB with meaningful information. A suggestion was made for the GB to benefit from seeing data showing how much staff absenteeism is costing the school. KM advised that we have insurance in place via the LA to cover for any long term absence. Advice from Governor Services is currently being sought on this matter. Governors agreed to carry this item forward to the next meeting. It was agreed that updates on staff attendance should be a termly item for this committee.

Action: VA

Question: Has there been any discussion around paying for staff to have the flu vaccine?

Response: The LA has recommended schools to offer flu jabs to staff. It was decided that all staff who are not eligible for a free vaccine would be able to organise a vaccination privately and claim back the cost from the school.

9. GDPR Update from KM

- A staff survey took place and the results will be sent to the school's Data Protection Officer to develop training bespoke to the needs of our staff, following general training last year. This will be held in the Spring term, or when COVID allows.
- GDPR monitoring took place in summer 2020, once all staff were back and working.
- Privacy notices have been updated and are present on the school website.
- Information update register is up to date.
- The Data Retention Schedule has been updated
- The Acceptable Use Policy is to be reviewed.

10. AOB

- KM advised all governors will be invited to attend a finance meeting with Rob Cottle on Tuesday 20th October at 10.30am. *KM has now emailed this meeting invitation to governors on 30.09.2020.*
- 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.

Action: KM

Meeting closed: 8.14pm.