

**HEMINGFORD GREY PRIMARY SCHOOL  
GOVERNING BODY  
Minutes of the Resources Committee Meeting  
Held on Tuesday 3<sup>rd</sup> December 2019 at 6.30pm**

<b>Present:</b>	Vanessa Allen (Chair of Resources Committee, VA)
	Hayley Coulter (HC)
	Helen Peat (Co-Chair of Governors, HP)
	Kirsten Marriott (Headteacher, KM)
	Steve Young (SY)
	Clare Lowe (Co-Chair of Governors, CL)
	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 RA.

*Governors absent:* None.

*Declarations of interest:* None.

**2. Minutes of the last Resources meeting on 08.10.19 (available [here](#))  
and matters arising:**

a) Organising and managing policies – **COMPLETED: Item on this agenda.**

b) Fixed outdoor play equipment policy review - It was agreed that the policy will be discussed at the Health and Safety Committee meeting this Friday and Jeremy Birkin will be able to answer some of the queries raised as part of the review. **COMPLETED:** Governors confirmed this will be reviewed at the next Health and Safety meeting. This Committee will report back at the next Resources Committee meeting. **COMPLETED: Item on this agenda.**

c) HP advised that governors will need to review and approve the updated Pay Policy at the next meeting. **COMPLETED: Item on this agenda.**

d) KM confirmed that she has received confirmation from the LA of our funding promise for the future, which appears to show a positive increase. At this point KM sent the document detailing this to the Clerk to circulate to governors. **COMPLETED.**

e) Re: Meeting with Rob Cottle - It was highlighted that we will need information on our future cohort projections before this meeting. HC agreed to request this. **COMPLETED.**

f) SFVS - VA and CL confirmed they will work on it this year and SY will support them and check

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

the file before it is submitted. It was agreed that initially VA, CL and SY will arrange to meet after this half term to look through the updated checklist. **COMPLETED: VA, CL and SY have now met to agree a plan of action. SY is going to check through the file before final submission.**

g) Health and Safety Committee - VA advised the Committee will review the Health and Safety Policy at this meeting, which includes the Terms of Reference (ToR). The ToR also specifies objectives and includes a list of who should be on this committee, all of which will be discussed at the committee meeting. The Health and Safety Committee will report back at the next Resources Committee meeting. **COMPLETED: Item on this agenda.**

h) Volunteers to review the Single Central Register termly - Governors decided that they would agree who would complete the Spring term review at the next Resources Committee meeting. **COMPLETED: Item on this agenda.**

i) The GB has previously agreed to complete Safer Recruitment monitoring annually. Julie Fryer completed this review last term and HC will bring her report to the next meeting. VA also completed induction monitoring last term and her report from this will also be added to the next meeting agenda. **COMPLETED: The report was circulated prior to this meeting and this item is on the agenda.**

j) It was agreed that HC will provide a review of GDPR at a Resources Committee meeting in the Spring term. **ONGOING: To be added to the agenda for the next meeting.**

**Action: HC/VA**

k) Policy Reviews

- a. Admissions - HP has updated this policy and it was circulated to governors prior to the meeting. HC requested one amendment which the Clerk will make. **COMPLETED.**
- b. Induction - KM confirmed she has reviewed this and has one minor amendment to make (change 'Induction Co-ordinator' to 'Headteacher'). VA confirmed she will also review it and will send any comments to HC and KM. **COMPLETED: Item on this agenda.**
- c. Attendance – It was agreed that HC and KM will review this. **COMPLETED: Item on this agenda.**
- d. Appraisal – KM reviewed this policy and it was displayed for governors to see at this point, with changes clearly marked. Governors approved the changes and the Clerk will now finalise it and update copy on file, on the website, and send to Judicium. KM explained the meaning of 'Teacher Performance Profiles' which is mentioned in the policy. KM will bring examples of this to the next meeting for governors to have a look at. **COMPLETED.**

l) Governor Newsletter - RA showed governors a draft version of the newsletter which was very well received. RA will send this out to all governors with a reminder to send her information to include in the first edition. It was agreed we will look to make this a termly feature and it is hoped that it will help to raise the profile of the GB amongst parents and carers. KM mentioned that, as part of this, governors would be very welcome to attend an assembly on a Thursday to speak to the students about their role in the school, possibly in a question and answer format. **IN PROGRESS: RA emailed all governors on 02.12.19 requesting information for the newsletter. RA is planning to launch this in the new year.**

**Following on from this update, governors also discussed a suggestion which had previously been made; it will be arranged for governors to attend a question and answer session in the Spring term with children who will by then have been elected as 'Champions**

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

of Change'. It was agreed that the Clerk will email Michelle Parker to ask for potential dates and to confirm how many governors they would like to attend.

**Action: Clerk**

*The minutes were signed and approved.*

### **3. School Funding Arrangements 20/21**

Details of the Local Authority (LA) budget consultation had been circulated to governors prior to this meeting. HP has drafted a response to the consultation and it was displayed at this point for governors to see. It was agreed that we should submit one response as a whole Governing Body, rather than individual responses. Governors discussed the potential impact of the proposal, including funding for children with high needs, and the future possibility of land within the catchment being developed for housing leading to more children. It was agreed that HP's draft response will be circulated to all governors to ask for comments and additions by 09.12.19. HP will then modify the response as appropriate and submit before the deadline.

**Action: ALL**

**Question: Was any feedback received from parents and carers following the funding update email which was recently sent out?**

**Response: No we did not receive any feedback.**

### **4. Monitoring safer recruitment – feedback from March 2019 monitoring**

The report was circulated prior to this meeting. HC gave thanks to the governors who completed this review. It was agreed that this monitoring will next take place in the Autumn term of 2020, and annually from then on. KM suggested it would be helpful to use the visit report from Diane Stygal (Leadership Adviser) as part of the next review. KM to send this report to the Clerk so it can be circulated to all governors.

**Action: KM/Clerk**

### **5. Review of the Single Central Register (SCR)**

RBr completed this review and her report was circulated to all governors prior to this meeting. RBr raised a couple of queries in her report, including whether all Child Protection policies are read annually by staff as this was unclear in the SCR. HC confirmed they do. RBr also suggested that spot checks on SCR evidence could be made at future reviews to ensure a robust approach is taken. HC advised she always offers this as part of the review, and agreed this should be requested in future. 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.

**Action: VA**

### **6. Feedback from the Health and Safety (H&S) Committee meeting**

The minutes from this meeting were circulated to all governors prior to this meeting. This Committee agreed it is important to continue doing this to ensure all governors are fully informed of H&S related matters. The next meeting of this committee will be in January 2020. VA confirmed she will be completing an inspection walk round the school site with Jeremy Birkin later this week. Governors were advised that the LA is planning to conduct more school site surveys once proposals have been approved. Our last site survey was completed in 2012.

**Question: How often does Jeremy carry out water testing?**

**Response: Regularly, this is on his maintenance checklist. VA explained that Jeremy is qualified to carry out quality testing and she will check his training is up to date regarding hygiene testing.**

**Action: VA**

Question: How many fobs for lone working have been requested? (this is in relation to a new system allowing users to disable the school alarm when working out of hours, as detailed in the H&S Committee minutes).

Response: 5 members of staff have requested them, who were all those we expected.

Question: Will you be able to monitor usage of these?

Response: Yes we will be able to track who has used them and when.

All users have been given fob training and a copy of our Lone Working policy. They have also read and signed terms and conditions for using the fob.

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 whether they can provide any advice regarding road signage. CL agreed to do this and will feed back to HC and KM.

**Action: CL**

## **7. Organising and managing policies – review feedback and agree how to proceed**

HP, CL and the Clerk recently met to look at our current list of policies. They produced a spreadsheet detailing all the policies and indicated which are statutory, which should be available to parents, and whether it is a policy or a procedure/guideline. This was circulated to all governors prior to this meeting. Governors commented that this is an extremely useful starting point. It was agreed we now need to look further into identifying which ones are policies for the GB to continue monitoring and reviewing, and which ones are operational documents for the school to manage. We may also need to set up an annual review for the GB to check the operational procedures and guidelines are being reviewed and updated appropriately. CL and HP will meet with KM to discuss further and will feedback at the next meeting.

**Action: CL/HP/KM**

Governors also discussed looking into how to store policies relevant to staff, but not parents in a secure location. KM will speak to Rochelle Butcher about contacting the ICT Service for further advice about whether the school website could have an area accessed with a login and how to set it up.

**Action: KM**

## **8. Policies:**

### **a) Induction**

HP highlighted that we may want to look at including a section on NQTs as part of this policy, as an NQT policy is a statutory requirement. KM will finalise this and send to the Clerk for the next meeting.

**Action: KM**

### **b) Pay Policy**

It was agreed that this will be deferred to the next meeting as we are still waiting for job family salary details from the LA.

**Action: KM**

### **c) Attendance**

HC and KM explained they are still in the process of completing a big review of this and they will update on progress at the next meeting. They are planning to send out a parent newsletter at the start of the academic year to make expectations clear and

encourage parents and carers to work with us. We have already gathered feedback and are closely monitoring absence in relation to performance in learning for individuals concerned. HC is also working with the Attendance Officer at St Ivo School and will be drafting a 'Suspected Holiday' letter to use when appropriate.

**Action: HC/KM**

A suggestion was made for the school to look at varying the attendance rates for different times of the year which would trigger a letter being sent to parents and carers highlighting a lower than expected attendance rate. A differing rate would allow us to show more compassion for the seasons when more illness is likely or absence due to sickness occurs early in the Autumn term.

- d) **H&S Policy.** This was circulated to governors earlier this term.
  - e) **Fixed Outdoor play equipment.** Governors agreed this should now be changed to an operational risk assessment document instead of a policy, and will be reviewed by the H&S Committee when necessary.
  - f) **Dinner Money Debt.** HC confirmed she reviewed this prior to this meeting and no changes are necessary.
  - g) **Mobile Phones.** KM has reviewed this and will send to the Clerk for circulation. KM has given this to all staff today at the staff meeting. Changes have been made regarding how visitors in school can use electronic devices in a working capacity (e.g. music teachers), and staff and visitors will be asked to sign a declaration recorded on the SCR about use of devices. KM advised Jo Guest has completed an Asset Management course and now all our IT equipment will be coded.
- Action: KM**
- h) **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.

**Action: HC/KM**

### **9. Grant Offer from the A14 Community Fund**

The school has recently heard that a grant application for funding from the A14 community fund, led by Nick Churchill, to purchase a large greenhouse to support outdoor learning has been successful.

HP advised she has sent Nick Churchill a letter of thanks for all the time and effort he has put into securing this funding. HP and CL signed the approval letter for spending this grant money. The Curriculum Committee will be able to look at the impact of this in due course.

### **10. Aspens – school meal update**

KM recently met with Aspens management. Aspens will be running a promotional event next week (after the Key Stage One Christmas performance) to encourage feedback from parents and carers on the school meals. KM will be meeting with Aspens again after the next census in January to review the situation. Aspens confirmed they are currently recruiting a new chef for us. KM advised there are 4 options currently available including a packed lunch, which children can order if this is preferred.

### **11. Review of staff attendance for the previous school year**

HC confirmed staff attendance in 2018/19 was 97.23% and 97.14% for 2017/18.

### **12. Staff Work-Life Balance and any Staff Issues**

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No issues to report.

### 13. AOB

**Question: Why is the area around the secret garden fenced off at the moment?**

**Response: There is currently a safety issue of rotting fence posts, and we are in the process of securing them.**

KM asked the Governing Body co-chairs to sign the teachers' annual statement of earnings, which HP and CL signed at this point.

A query was raised regarding teacher pay scale M6A and what it is used for. HP advised we have not previously implemented this and have always focused on M6 instead. HP advised we need to be clear in our Pay Policy that we only go up to M6.

**Action: KM**

**Meeting closed: 8.16pm.**