

**HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY
Minutes of the Resources Committee Meeting
Held on Tuesday 2nd July 2019 at 6.30pm**

Present:	Vanessa Allen (Chair of Resources Committee, VA)
	Julie Fryer (Vice-Chair of Resources Committee, JF)
	Helen Peat (Co-Chair of Governors, HP)
	Rachel Brown (Co-Chair of Governors, RBr)
	Kirsten Marriott (Headteacher, KM)
	Raylene Armstrong (RA)
	Hayley Coulter (HC)
	Clare Lowe (CL)
	Kathryn Miller (Clerk)

1. Welcome, Apologies and Declarations of Interest

Welcome: The Chair welcomed everyone to the meeting.

Apologies of absence: None.

Governors absent: None.

Declarations of interest: None.

**2. Minutes of the last Resources meeting on 07.05.19 (available [here](#))
and matters arising:**

a) Governors also discussed using the list of statutory policies, which HP has, to consider how we should move forward with organising and managing our policy documents. **IN PROGRESS: Governors discussed the need to simplify and provide clarity with the policies. The current list we have of over 100 on our website can be confusing, particularly as part of the staff induction process. A suggestion was made to categorise them into different sections which could be tiered, additionally we could look into storing some on a separate section of the website for staff access with password protection. KM confirmed she will be carrying out a thorough review of the school website over the summer. It was agreed that the Clerk, CL and HP will meet in the Autumn term to look further at how to organise and manage the policies, and will get feedback from KM following her review of the website as part of this.**

Action: Clerk/CL/HP

b) KM confirmed the PDRs have been completed and she will now email VA and the Salary Committee with her recommendations. **COMPLETED: VA confirmed that the Salary Committee has approved the recommendations and Jo Guest (Finance Officer) has now implemented the changes.**

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

c) SY confirmed by email prior to this meeting that the SIC is ready to sign and will bring to the next meeting due to required governors not being present to sign it at this meeting. **PENDING: VA to follow up with SY.**

d) Governors identified it would be helpful to see a wish list of work to carry out, to assist with budgeting and prioritising future works as well as informing the Health and Safety walk rounds. It was agreed that HC will request this from JB to circulate to the Resources Committee; there has previously been a cyclical maintenance schedule showing room by room works completed such as redecoration. **COMPLETED: Item on this agenda.**

e) School Maintenance / Premises Plan - Governors agreed to carry this item forward to the next meeting as information had not been received prior to this meeting and relevant governors were not present. **COMPLETED: Item on this agenda.**

f) Visual poster to illustrate 'how we keep your children safe' - RA confirmed that she, VA and JF are arranging to meet to look further at this. It was agreed to carry this item forward to the next meeting so these governors can report back. **IN PROGRESS: The sub-group of governors advised they have not yet met due to lack of suitable dates for meeting. Governors agreed that it is still a piece of work which would be useful to take forward. Ideas were discussed regarding incorporating this into an annual update from the GB at the start of the academic year to parents/carers. This could promote the role of the GB, to reflect on the previous year, to talk about the focus for the coming year, and in particular to communicate our role in keeping our children safe. We could also include individual photos of governors with a brief introduction, to provide a friendly feel to the GB. RA offered to take this forward and look into it over the summer. RA will report back at the next Resources meeting.**

Action: RA

g) Policy reviews:

Clerk to finalise policies which have now been reviewed and approved by the Committee.

Clerk to clarify two policies with HC.

Policies which are now due for review, to be reviewed by those who agreed to do so, to be approved at the next meeting.

COMPLETED: The Clerk confirmed these have all been completed.

The minutes were signed and approved.

3. Monitor implementation of performance management policy (verbal update)

KM advised that a representative from Judicium recently completed a one day annual support visit which they offer as part of our contract with them. This included half a day providing an HR review and half a day delivering performance management training to all of SLT. We now need to reflect how our performance management process is implemented in relation to our Appraisal policy.

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

KM is proposing to complete all staff reviews in the Autumn term, beginning this September. The process would start with her own HT review and will then cascade down through the staffing structure. This will mean the Teaching Assistant (TA) reviews will take place in October instead of April. In the first instance, the TAs' interim reviews in October will be used to reset their objectives for the following year.

Question: Will it be possible to complete all the performance management at the same time rather than staggered throughout the year?

Response: Yes it has worked well in my previous experience and we feel it will provide greater impact to align this process for all staff. It will particularly motivate those who are already at the top of their payscale as they will be able to see how the targets for their role fit with the rest of the school and the School Development Plan (SDP).

Governors unanimously agreed the change to this process.

It was agreed that the Appraisal policy will need to be amended accordingly and will be brought to the next Resources meeting for approval. It will also be sent to Judicium once finalised, to update their copy on file.

Action: KM

4. Review of the effectiveness of staff CPD over the year and discuss a training strategy for the next year

KM provided an update on the CPD which has been planned or arranged for the next academic year:

- A professional trainer will be leading the first Inset day in September focusing on the growth mindset and the 6Rs. We would like to make this much more prominent around the school.
- Property maintenance course – we will be hosting this and, as part of doing so, we will have 2 free places on the course which will be attended by KM and Jeremy Birkin.
- As part of 'Broader Curriculum', KM advised we have been invited, to which we have agreed, to participate in a Cambridge University project known as 'DIALLS' (Dialogue and Argumentation for Cultural Literacy Learning in Schools). This offers 15 flexible sessions for children in years 1, 4 and 5 and PD sessions for the staff involved – they will pay for the school to provide supply cover as part of this.
- Sarah Symons is leading on 'Good to Great' and KM has found training available from www.cambteach.org.uk entitled 'DOT' (Developing Outstanding Teaching) which will equip her to support other staff.
- ICT training is being arranged for our staff lead.
- Reading training will be arranged as we are focusing on improving our phonics.
- Our new NQT starting in September will be completing further training.

KM advised that the Senior Leadership Team (SLT) maintains a central document which records all CPD including details of the costs, the impact of the training, and how it links in with the SDP.

5. Staff issues including work life balance (verbal update)

This item is minuted confidentially.

CL left the meeting at 7.27pm.

6. School maintenance and premises plan

a. Planned maintenance (compliance) schedule

This document was circulated to all governors prior to the meeting. One

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

outstanding item from this schedule is to locate and display our energy certificate. HC agreed to look into this.

Action: HC

b. Works wish list

This document was circulated to all governors prior to the meeting. A suggestion was made to generate one central document which would prioritise items both on this list as well as compulsory items on the maintenance schedule. Each category could have criteria attached to assist with the planning and budget process.

c. Cyclical maintenance schedule

VA had located an old version of this with details of maintenance and costs which is no longer being used, and it was displayed for governors to see. Governors discussed the usefulness of a document like this going forward.

It was agreed that the Health and Safety Committee will discuss these ideas further at the meeting this Friday, and will report back at the next meeting.

Action: VA

Question: What work is taking place during the summer break?

Response: The front entrance and office is being repainted. We may be relocating the photocopier into the back office if possible (Jeremy Birkin is currently looking into this). We may also replace some of the carpet depending on the costs. A deep clean will also be carried out as well as redoing our display boards. The fence at the front of the school will also be replaced.

7. Resources Committee Terms of Reference and Annual Planner for 2019-20

Annual Planner

VA updated the Planner and it was circulated to governors prior to the meeting. Further changes were discussed and agreed; the Clerk will finalise this and it will be approved at the next meeting of the FGB.

Terms of Reference

The document was circulated to governors prior to the meeting. One of the standing orders was highlighted – ‘Circulate Resources Committee minutes to the Full Governing Body’. It was confirmed that this does not currently happen but governors feel this would be useful so the Clerk will do so from now on.

8. Review statutory committee membership and make any recommendations for consideration at September full GB meeting

The current committee membership document was circulated to all governors prior to the meeting. The following changes were agreed:

- The Chair of the Staff Dismissals and Salary Committee will be changed from SY to JF.
- A note will be added to the Appeals Committee and Pupil Exclusion Panel to explain that appropriate governors will be called on to fulfil these roles as and when necessary.
- It is noted that all governors are able to access training to enable them to support the Pupil Exclusion process, either with Cambridgeshire Governor Services or via online training.

The Clerk will make these changes to the document and it will be approved at the next meeting of the FGB.

Action: Clerk

9. Policy Reviews:

a. Best Value Statement

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

The policy was reviewed by CL and it was circulated to governors prior to the meeting. KM advised that Jo Guest will create a document to record and monitor the renewal of our contracts as and when they are due. The review was approved. Clerk to finalise the document and will update the copy on file and on the website.

Action: Clerk

b. Sponsorship Statement

The policy was reviewed by RA and it was circulated to governors prior to the meeting. It was agreed that a statement will be added regarding the school agreeing to sponsor or partner an event. Clerk to finalise the document and will update the copy on file and on the website.

Action: Clerk

c. Fixed Outdoor Play Equipment

The policy was reviewed by RBr and it was circulated to governors prior to the meeting. 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.

Action: VA

10. AOB

- KM raised issues relating to the Lettings Policy. She has recently discovered that the school is listed on an external website advertising our playing field available to rent, which is unknown to staff and governors. The policy needs to clarify and specify use of specific places, including outside spaces and the kitchen. HC and VA agreed to review this on Friday.
- Action: HC/VA**
- KM sought approval to move forward with ordering the new IT equipment at a cost of £10,000, as approved in the budget, to ensure the equipment is ready to use at the start of next term. ***This proposal was unanimously approved by the Committee.***

Meeting closed: 8.29pm.