

**HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY
Minutes of the Resources Committee Meeting
Held on Tuesday 8th October 2019 at 7.00pm**

Present:	Vanessa Allen (Chair of Resources Committee, VA)
	Raylene Armstrong (Vice-Chair of Resources Committee, RA)
	Helen Peat (Co-Chair of Governors, HP)
	Kirsten Marriott (Headteacher, KM)
	Steve Young (SY)
	Clare Lowe (CL)
	Hayley Coulter (HC)
	Kathryn Miller (Clerk)

1. Welcome, Apologies and Declarations of Interest

Welcome: The Clerk welcomed everyone to the meeting.

Apologies of absence: None.

Governors absent: None.

Declarations of interest: None.

2. Election of Officers

a. Agree term of office for Chair and Vice Chair

Governors unanimously agreed to a one year term of office for both roles.

b. Election of Chair

The Clerk confirmed that one nomination was received prior to the meeting from Vanessa Allen, nominating herself. Governors unanimously approved this nomination.

c. Election of Vice Chair

The Clerk confirmed that no nominations had been received prior to the meeting and offered the opportunity for any nominations at this point. RA nominated herself which was unanimously agreed by governors.

3. Minutes of the last Resources meeting on 02.07.19 (available [here](#))

and matters arising:

a) Organising and managing policies - 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. **TO BE COMPLETED: Clerk/CL/HP will arrange to meet after half term. HC confirmed she has received guidance from Judicium regarding statutory policies which she will email to the Clerk.**

Action: Clerk/CL/HP/HC

b) GB newsletter - RA offered to take this forward and look into it over the summer. RA will report back at the next Resources meeting. **COMPLETED: Item on this agenda.**

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

c) Changes to performance management 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. **COMPLETED: KM has reviewed the policy and it will be discussed under agenda item 10e.**

d) Planned maintenance (compliance) schedule - This document was circulated to all governors prior to the meeting. One outstanding item from this schedule is to locate and display our energy certificate. HC agreed to look into this. **COMPLETED: HC confirmed this is on display.**

e) 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. **COMPLETED: This will be discussed under agenda item 7.**

f) Statutory committee membership - The Clerk will make the agreed changes to the document and it will be approved at the next meeting of the FGB. **COMPLETED.**

g) Best Value Statement and Sponsorship Statement reviews - Clerk to finalise the documents and will update the copy on file and on the website. **COMPLETED.**

h) 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.**

Action: VA

i) 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. **IN PROGRESS: HC confirmed she has looked into the external website advertising our field to rent and it appears to be a generic website listing several schools. It does not publish any further information or booking facility. KM confirmed she is planning to review the Lettings Policy in the near future as various issues still need clarification.**

Question: Do we need to look at including a code of conduct for those letting our premises?

Response: Yes we will be looking further into this.

Governors discussed the various health and safety implications associated with lettings and agreed this will be discussed further at the next Health and Safety Committee meeting.

Question: Are the health and safety issues directly related to the external organisations letting our premises, our responsibility to manage?

Response: No, it is the responsibility of the individual external organisations to manage their own policies and procedures.

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The following discussion is minuted confidentially.

The minutes were signed and approved.

4. Meeting with school's financial advisor on Friday 8th November at 9.30am

- **Governor attendance**

SY, CL, VA and HP confirmed they will be attending this meeting.

- **Matters for consideration – teachers' pay, pension employer contributions and support staff pay scales**

KM advised that our Finance Officer, Jo Guest, is currently making a complaint to the Local Authority (LA) because the job families for the updated support staff pay scales have still not yet been finalised. We have again experienced difficulties with obtaining the updated pay scales because we do not subscribe to EPM; the LA has again only sent them to EPM to circulate to its subscribing schools and therefore a number of schools, including us, miss out on this information.

Question: Are our support staff currently being paid correctly?

Response: Yes they are. The problem lies with the lack of clarity around the top and bottom ends of the pay scales which affects us being able to budget for staff progression.

HP advised that governors will need to review and approve the updated Pay Policy at the next meeting.

Action: VA

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.

Action: Clerk

HC advised that Judicium has sent an update regarding staff holiday entitlement for term time only employed staff which will be discussed at the meeting with our Financial Adviser.

Governors were advised there is also an increase in pension employer contributions from September. Schools have been provided with this additional money based on estimates and they can then apply for more money if necessary.

It was highlighted that we will need information on our future cohort projections before this meeting. HC agreed to request this.

Action: HC

The following discussions are minuted confidentially.

KM reported that the County ICT service has confirmed we have a significant amount of technology in school which will be incompatible with our new operating system in January. The technology sub-group of governors will be meeting as soon as possible to discuss this further. It was highlighted that, looking ahead, we should plan to continually review and budget for purchasing new technology.

Question: Can the mini iPads be updated to avoid us having to replace them all at this point?

Response: No, the ICT service has confirmed the way forward is to replace all technology which will no longer be compatible.

5. Plan for completion of the SFVS (Schools Financial Value Standard) and SIC (Statement of Internal Control)

SFVS is due to be submitted at the end of March 2020. We have previously agreed that we will plan to complete some of it at the half year point. In May 2019, an updated version of SFVS was

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published which we must now use. VA and CL confirmed they will work on it this year and SY will support them and check 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.

Action: VA/CL/SY

SY previously produced the SIC for this current financial year which was handed to VA and HP to sign at this point. SY confirmed he will also complete the next one due in April.

6. Salary Committee – confirm / agree date to meet this half term

CL is now the Chair of the Salary Committee, as agreed at the Full Governing Body meeting. SY confirmed that he will act as Secretary. This Committee needs to meet before 31.10.19 to agree the teaching staff salaries following their performance management reviews. At this point Committee members who were present arranged a date for this meeting.

Governors agreed to adopt the recommended pay scales for teachers – the 2.75% pay increase would be applied to all points on the Main, Upper pay and leadership scales.

7. Health & Safety committee

The date of the next meeting is Thursday 10 October. 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.

Action: VA/KM/HC

8. Safeguarding – Single Central Register (SCR)

- **Feedback from summer term review – completed by RBr**

RBr confirmed by email prior to the meeting that she contacted HC last term to arrange to complete this review. They agreed that, as there had been no changes to the SCR at that point, that she would postpone her review until the Autumn term.

- **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.

Action: VA

It was also highlighted at this point, that 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.

Action: HC/VA

9. GDPR Update

HC confirmed she met with the County's ICT service last week, who provide our support with GDPR compliance, to complete an audit. HC confirmed this went well and explained the outcomes:

- HC will be conducting a covert walk around the school to audit GDPR and will feed back to staff following this.
- All staff will be asked to complete a questionnaire which may identify areas for improvement.
- Plans are in progress to relocate the school photocopier to an area behind the office. This will ensure confidentiality of printed documents as staff will need to access the photocopier via secure door code entry.

Question: Is the school satisfied with the quality of support received from the ICT service regarding GDPR?

Response: Yes we have found them to be very helpful and feel we are getting good value for money.

It was agreed that HC will provide a review of GDPR at a Resources Committee meeting in the Spring term.

Action: HC/VA

10. 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.

Action: Clerk

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.

Action: VA

c. Attendance – It was agreed that HC and KM will review this.

Action: HC/KM

d. Judicium review of HR policies – The Clerk confirmed that she contacted Judicium over the Summer to ask for any updates to our HR policies since the last review was carried out. They confirmed there have not been any further changes.

e. 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.

Action: Clerk/KM

11. Staff Issues (Finance and Resources Related)

No further items to discuss.

12. 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.

Action: RA/ALL

13. AOB

HP advised that we have not received any nominations for our two Parent Governor vacancies during this round of recruitment. Governors are encouraged to speak to any parents or carers who they feel would be suitable for the role.

Meeting closed: 9.05pm.

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