

**HEMINGFORD GREY PRIMARY SCHOOL  
GOVERNING BODY  
Draft Minutes of the Resources Committee Meeting  
Held on Tuesday 22<sup>nd</sup> June 2021 at 6.30pm**

<b>Present:</b>	Vanessa Allen (Chair of Resources Committee, VA)
	Kirsten Marriott (Headteacher, KM)
	Helen Peat (Chair of Governors, HP)
	Ruth Burrows (RBU)
	Darren Walsh (DW)
	Danielle Jones (DJ)
	Clare Birkin (CB)
	Kathryn Miller (Clerk)

**1. Welcome, Apologies and Declarations of Interest**

*Welcome:* The Chair welcomed everyone to the meeting and introduced DW to the committee who is one of our new parent governors.

*Apologies of absence:* Received and accepted from RBr, GM, KJ and RA.

*Governors absent:* None.

*Declarations of interest:* None.

**2. Minutes of the last Resources meeting on 02.03.21 (available [here](#))  
and matters arising:**

a) Critical Incident Plan - PENDING: It was agreed that the LA model policy will be reviewed by the Health and Safety Committee at the next meeting, and the final version will be sent for approval at the next Resources Committee meeting. IN PROGRESS: KM proposed she and DJ review the model policy with RH (due to his Safeguarding role), VA (H&S link governor) plus one other governor. CB volunteered to support with this. The group will feedback at the Summer term meeting. **IN PROGRESS: KM confirmed work has started on reviewing the model policy and tailoring it to the school, to also include the pre-school and educational visits (following DJ's Educational Visits Co-ordinator training, to ensure a plan is in place if an incident should occur whilst out on a trip). The final policy will be ready for the first Resources Committee meeting next term.**

**Action: KM**

b) Governor newsletter – AGREED TO CARRY FORWARD TO NEXT MEETING FOR RA TO UPDATE. IN PROGRESS: RA advised we are aiming to send out the newsletter just before the end of term. HH has helped with some of the editing and formatting. RA asked for one governor to write a piece explaining 'a day in the life of a governor'. VA agreed to do this following her health and safety walk around school. **COMPLETED.**

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

c) Judicium has sent two new model policies for us to consider adopting ('Stress and Mental Health', and 'Parental Bereavement Leave and Pay'). It was felt that it would be better to incorporate 'Stress and Mental Health' into a 'Wellbeing' policy. **AGREED TO CARRY FORWARD TO THE NEXT MEETING:** DJ confirmed she would like to work on this with the Link Governors for Wellbeing; to use the Judicium model policy and ensure elements of the current Stress policy are included, as well as other related areas. The final version will be discussed at the summer term meeting of this Committee. **THIS ITEM WILL BE CARRIED FORWARD TO THE SUMMER TERM MEETING. DJ confirmed the new Wellbeing Policy has been drafted, circulated to governors, and it was discussed at the last meeting of the Curriculum Committee. DJ will be updating it further following governor feedback, and it was agreed it will be sent to this committee for final discussions at the next meeting.**

**Action: DJ**

d) Lone Working Policy - KM advised she would also like to add a document regarding use of key fobs as an appendix. Clerk to finalise and send to KM for adding to the staff handbook.

**COMPLETED.**

e) Seek volunteer to undertake Spring term monitoring of the Single Central Register (SCR) - CB offered to complete this and will contact Hayley Coulter in the school office to arrange a date to complete this towards the end of this term. KM also asked for another governor monitoring visit for the summer term focusing on safer recruitment of playgroup staff. It was agreed that we will agree a volunteer for this at the next meeting. **AGREED:** VA offered to complete the SCR monitoring, as well as a safer recruitment monitoring visit as she will soon be completing her Safer Recruitment training. **COMPLETED: CB completed the Spring term monitoring of the SCR, the report from which will be circulated following this meeting. VA will be completing the Summer term monitoring of the SCR on 09.07.2021 which will also include Safer Recruitment Monitoring.**

f) Lettings Conditions / Policy – seek volunteer(s) to review  
It was agreed that VA and KM will review this at their next Health and Safety meeting. They will ensure the charges are in line with the LA lease agreement, and will include referring to the new LA licensing agreement when enquiries are made for any new regular lettings. **AGREED TO CARRY FORWARD TO THE NEXT MEETING. IN PROGRESS: KM confirmed she has contacted the Local Authority to request a new model policy. She could also use a model policy from The Key if necessary and tailor it to our school.**

**Action: KM**

g) Substance Use and Misuse – **IN PROGRESS:** RBr and RBU confirmed they have begun working on this but it will take some time to complete and will report back at the next meeting. **COMPLETED: Item is on this agenda.**

h) Allegations of abuse against staff in school (last reviewed & approved Feb 2016) - seek volunteer(s) to review. KM to contact the LA for any updates to this policy and will let VA know the outcome. **IN PROGRESS:** Judicium has reviewed our current policy, which now requires a governor to check through. HP agreed to do this. **COMPLETED: Item is on this agenda.**

i) Physical Intervention – to be reviewed by Michelle Parker, SENDco. Review to be brought to the next meeting for approval. IN PROGRESS: the review will be ready for the next meeting.  
**COMPLETED: Item is on this agenda.**

j) Salary Committee to arrange to meet regarding support staff  
The committee will need to meet by the end of the spring term to discuss recommendations made by KM. VA will contact RBU and RH to arrange this meeting. PENDING: Governors to arrange to meet. **COMPLETED.**

k) It was agreed that DM will send KM a format for a 3 year premises plan which the H&S Committee can look at, at the next meeting. **COMPLETED.**

l) **Question:** Do we still use the maintenance plan (including when classrooms were last redecorated / when next due) which the Site Manager regularly updated, and which was previously sent to the Resources Committee for information?

Response: KM to check this with the Site Manager at the H&S meeting.

**COMPLETED: KM advised we have a termly Health, Safety and Premises check which is completed during a walk around school by KM, VA and Jeremy Birkin. The ongoing maintenance is highlighted here. These jobs are then picked up as actions in the minutes. Any longer term jobs, moving forward will be added to the new 3 year premises planning document which we are currently producing.**

m) KM explained that the sound system in the hall needs replacing, as well as our phone system as neither are fit for purpose. Staff are keen for us to move from a 1:3 to 1:2 ratio for iPads, which we may look at as part of the 22/23 budget. We need to carry out a review of technology (what we have and how used) across the school to enable us to decide on budget priorities; it would be helpful for the technology sub-group of governors to meet in the summer term to review the impact on learning, before we make any further financial commitments. **AGREED TO REVIEW THIS AT THE FIRST SPRING TERM RESOURCES COMMITTEE MEETING: KM advised that Apple will be visiting us soon to review our technology and will provide ongoing options which we can discuss at this meeting, and incorporate into our budget planning.**

**Action: KM**

n) Review of effectiveness of services used by the school

KM suggested that the school needs to begin making a list of all the services used, and the GB needs to agree how it will monitor the school in doing this. This item will be discussed further at a later date. **COMPLETED: VA advised that this is also an action point from the SFVS. It was agreed that this can therefore be picked up as part of our ongoing review of the SFVS throughout the year, to provide regular updates.**

o) KM explained we need to add an appendix to the Pay Policy regarding the playgroup. It was agreed it will be brought to the next Full GB meeting for approval. **COMPLETED.**

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

### **3. Committee Matters**

#### **a. Review and agree Resources Committee Terms of Reference**

It was agreed that the Health and Safety Committee will review the 'Premises and Health and Safety' section of the Terms of Reference to determine whether the points are being covered; this will be done at their meeting next term. Under this section it was asked what the '5Cs folder' is; KM will look into. The rest of the Resources Committee Terms of Reference were agreed.

**Action: KM/VA**

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

**b. Review and agree annual planner for 2021-22**

HP and KM recommended that Jo Guest, Finance Officer, should attend the meeting prior to the budget setting Full GB meeting, to provide further information and explanation to the GB. The meeting with our Financial Adviser (Gaynor Pope) will be taking place on 20.04.2022 at 1.30, and it is recommended that a Resources Committee meeting should then take place on 26.04.2022 with Jo Guest attending. A brief Full GB to approve the budget will then take place during the week of 02.05.2022.

Governors agreed to timetable in 6 Resources Committee meetings for 2021-2022, including the one above on 26.04.2022.

**Action: Clerk**

**c. Review and agree spending and virement delegations for 2021-22**

It was asked whether the spending authorisation bands were still suitable and when they were last uplifted. It was agreed that KM will request information regarding spending and virement delegation limits from her Head's cluster, to provide us with benchmarking data. This will be reviewed and spending and virement delegations for 2021-22 agreed and approved at the next meeting. In the meantime the current delegations will be used.

**Action: KM**

**d. Review and agree relevant sections of delegation decision planner - Resources and H&S focus**

A suggestion was made to add to the SFVS section – the SFVS is prepared by the Resources Committee and approved by the Full GB. Governors otherwise approved the document.

**Action: Clerk**

**e. Statutory Committee Membership**

DW offered to replace Rick Howell on the Salary Committee. We also need a replacement for RBr on the Headteacher's Performance Review Panel, as RBr will be stepping down from the GB at the end of this term. It is thought that JJ would also like to step down from this panel, but it was queried whether this would leave a gap in experience and whether this could be delayed to enable a new panel member to join and build knowledge. DM was suggested as an excellent addition to this panel, HP to contact her regarding this. Also to contact JJ about continuing on the panel for a period of time.

**Action: HP**

**4. Budget Monitoring Report May 2021 – monitor performance**

The May 2021 Cost Centres Report, produced by Jo Guest, was circulated prior to the meeting and also screen shared at this point, to show governors what financial information can be made available to them at regular intervals. The latest Budget Monitoring Report (BMR) was also circulated to all governors prior to the meeting. Governors agreed it would be really helpful if Jo could attend to explain the document in more detail.

**Question:** What period of time does this document provide information for?

**Response:** It shows our current spend as at May 2021 against our budget for each of the cost centres.

Governors agreed it would be helpful to continue receiving both documents regularly as part of the future committee meetings, as well as further explanation from Jo. This would enable governors to feel confident in their strategic role of monitoring the impact of it. VA to provide feedback to Jo and arrange attendance at the next meeting she is available to attend.

**Action: VA**

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

## 5. Approval of spending – outdoor equipment

The quotes were circulated to governors prior to the meeting, following Nick Churchill's recent presentation on outdoor learning at a Curriculum Committee meeting. Governors agreed to approve the quote and VA will email Jo Guest to confirm this decision.

**Action: VA**

## 6. Review Premises Plan

### a. Hemingford Grey Primary School Condition Survey Nov 2020 – actions taken

The LA Condition Survey Report has previously been circulated to governors. KM explained the actions in the report are graded according to priority, a number of which are already completed or in progress. There are 3 actions to note which have already been address:

- Recommended replacing the fascia around the top of the school. We received a quote of £28,000 for this. We then sought a quote to carry out repair work instead of replacement, which was significantly less and includes a 10 year guarantee. The LA is happy for us to proceed with this.
- Recommended replacing the artex ceilings across the school as they contain asbestos. After seeking further guidance from the LA, we were advised that we are not required to replace the ceilings as long as we continue with our regular asbestos checks, which we will.
- Recommended resurfacing the school car park – this is an very expensive job that will have no impact on children's learning and so do not agree that this should be a priority for budget spend.

### b. Upcoming summer holiday works and developing a 3-5 year premises maintenance plan – update

KM confirmed that both documents are ongoing and are regularly monitored by the Health and Safety Committee at meetings and walk round visits.

## 7. SFVS (Schools Financial Value Statement) – update and actions

VA and CB both completed training for completing the SFVS and successfully submitted it this year. The final SFVS was circulated prior to the meeting. VA advised we have already completed some of our action points from this, including recruiting new governors with financial backgrounds. We will continue to review these actions, and our progress with them, throughout the year.

## 8. Staff Matters

KM advised we have 2 teachers leaving at the end of this term, and we have successfully recruited 2 new teachers who are joining us in September. We have 1 teacher starting Maternity Leave in September, and arrangements have been made for this post to be covered internally. One of our Teaching Assistants has resigned and we are currently advertising this post internally.

## 9. Early Career Teacher (ECT) and Early Career Framework (replacing NQT)

KM explained that the Newly Qualified Teacher (NQT) status is now being replaced with Early Career Teachers (ECT), supported by the Early Career Framework. We will have 1 ECT starting with us in September and a key difference is that they will now have a 2 year induction period instead of 1 year. Another key change is that they will have a mentor who is separate to their induction assessment tutor, which will be healthy for relationships within school. KM advised governors to refer to the new ECF guidance:

<https://www.gov.uk/government/publications/early-career-framework-reforms-overview/early-career-framework-reforms-overview>)

**Question:** Is there more of a cost to us as the induction period is now 2 years, for the new staff to have time out for training?

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

Response: They will continue to spend 10% out of the classroom in the first year, and 5% in the 2<sup>nd</sup> year for which we are funded.

**Question:** Is there any difference to our responsibility in relation to this, from a GB perspective?

Response: No, the GB will continue to ensure the ECT has support from the school, and we have added a new section to our Induction Policy providing further information regarding this.

## 10. Policy Reviews

### a. Allegation of abuse against staff

The reviewed policy was circulated to governors prior to the meeting. Governors agreed to approve the policy.

### b. Physical Intervention

The reviewed policy was circulated to governors prior to the meeting. Governors agreed to approve the policy.

### c. Data Protection

The policy was circulated to governors prior to the meeting. Governors agreed to approve the continued use of this policy.

### d. Intimate Care

The policy was circulated to governors prior to the meeting. Governors agreed to approve the continued use of this policy.

### e. Smoke Free and Substance Misuse

The policies were circulated to governors prior to the meeting. RBr and RBU reviewed both these policies, as well as our Drugs Policy. RBU explained we are recommending the removal of the Drugs Policy as it is already covered in the PSHE Policies. They have amended the other policies to ensure there is no overlap. One comment was made regarding the reference to Cam Quit in the Smoke Free Policy, which requires updating to the 'Healthy You' service. Governors agreed to approve the policies and agreed to remove the Drugs Policy.

**Action: Clerk**

### **Charging and Remissions Policy:**

KM recommended some amendments to this policy to be effective from September 2021:

It is no longer recommended that pupil premium money is used to support funding for trips, visits and music lesson – it should be focused on improving outcomes in Maths and English. KM therefore recommended that the statement in the opening paragraph which says "For those families in receipt of Free School Meals, residential trips, day trips, after school clubs and music tuition within school from peripatetic teachers will be subsidized by 50%" should be omitted. The sentence in section 6 "Parents of children on FSM will be approached to discuss a reduction in the charge" should also be omitted.

Options for support for families who find it difficult to finance school activities would be available e.g. waiving of charges, accepting payment of a smaller sum, provision of a payment plan.

KM also recommended that the section in the policy about nominal charges for after-school clubs run by members of staff should be removed as after school clubs are largely provided by Hunts Schools Sport Partnership and they charge directly.

The recommended changes were agreed by the committee.

**Action: Clerk**

### **11. Governor Induction**

HP has drafted a new primer of key information for new governors, which was circulated prior to the meeting. CB has made some suggestions by email which HP will incorporate. It is felt that this would all help new governors to grow in their new role, provide them with a focus and confidence in how they can add value. DW commented that he thinks the document is helpful and succinct.

HP will finalise this document and will circulate again to all governors for final comments.

**Action: HP**

### **12. Pre-school Update**

The minutes from the sub-group were circulated prior to this meeting. Governors agreed to add pre-school as a standing item to the Resources Committee meeting agendas. Clerk to amend annual planner. KM explained the reason for proposing to change the minimum age for new children to start to 2 years and 9 months, from 2 years and 6 months as it previously has been. It is more cost effective for us in terms of our staffing ratios, and enables us to focus on children who are 1 or 2 years away from starting school as opposed to some who are 3 years from starting. Governors agreed to support this change.

### **13. Safeguarding**

#### **a. SCR monitoring feedback**

CB completed this monitoring for the Spring term. The report is now available and will be circulated to all governors for information. CB raised one action which the school will follow up on. VA will then follow up on this action at her review of the SCR, as detailed below.

**Action: KM/VA**

#### **b. Safer recruitment monitoring feedback**

VA confirmed she is completing this monitoring, alongside the Summer term monitoring of the SCR, on 09.07.2021.

### **14. AOB**

Governors discussed options for giving thanks to staff at the end of this academic year, as an informal in person event will not be possible again due to the pandemic. Governors agreed to put together an e-card for all staff, capturing messages from governors. The Clerk will co-ordinate this.

**Action: Clerk**

**Meeting closed: 8.26pm.**

**Resources Committee Meeting 22.06.2021  
Action Summary Sheet**

	Action	By Whom
a	<p>Critical Incident Plan - PENDING: It was agreed that the LA model policy will be reviewed by the Health and Safety Committee at the next meeting, and the final version will be sent for approval at the next Resources Committee meeting. IN PROGRESS: KM proposed she and DJ review the model policy with RH (due to his Safeguarding role), VA (H&amp;S link governor) plus one other governor. CB volunteered to support with this. The group will feedback at the Summer term meeting. <b>IN PROGRESS: KM confirmed work has started on reviewing the model policy and tailoring it to the school, to also include the pre-school and educational visits (following DJ's Educational Visits Co-ordinator training, to ensure a plan is in place if an incident should occur whilst out on a trip). The final policy will be ready for the first Resources Committee meeting next term.</b></p>	KM
b	<p><b>DJ confirmed the new Wellbeing Policy has been drafted, circulated to governors, and it was discussed at the last meeting of the Curriculum Committee. DJ will be updating it further following governor feedback, and it was agreed it will be sent to this committee for final discussions at the next meeting.</b></p>	DJ
c	<p>Lettings Conditions / Policy – seek volunteer(s) to review It was agreed that VA and KM will review this at their next Health and Safety meeting. They will ensure the charges are in line with the LA lease agreement, and will include referring to the new LA licensing agreement when enquiries are made for any new regular lettings. <b>AGREED TO CARRY FORWARD TO THE NEXT MEETING. IN PROGRESS: KM confirmed she has contacted the Local Authority to request a new model policy. She could also use a model policy from The Key if necessary and tailor it to our school.</b></p>	KM
d	<p>KM explained that the sound system in the hall needs replacing, as well as our phone system as neither are fit for purpose. Staff are keen for us to move from a 1:3 to 1:2 ratio for iPads, which we may look at as part of the 22/23 budget. We need to carry out a review of technology (what we have and how used) across the school to enable us to decide on budget priorities; it would be helpful for the technology sub-group of governors to meet in the summer term to review the impact on learning, before we make any further financial commitments. <b>AGREED TO REVIEW THIS AT THE FIRST SPRING TERM RESOURCES COMMITTEE MEETING: KM advised that Apple will be visiting us soon to review our technology and will provide ongoing options which we can discuss at this meeting, and incorporate into our budget planning.</b></p>	KM
e	<p><b>Review and agree Resources Committee Terms of Reference</b> It was agreed that the Health and Safety Committee will review the 'Premises and Health and Safety' section of the Terms of Reference to determine whether the points are being covered; this will be done at their meeting next term. Under this section it was asked what the '5Cs folder' is; KM will look into. The rest of the Resources Committee Terms of Reference were agreed.</p>	KM/VA



f	<p>Review and agree annual planner for 2021-22 - HP and KM recommended that Jo Guest, Finance Officer, should attend the meeting prior to the budget setting Full GB meeting, to provide further information and explanation to the GB. The meeting with our Financial Adviser (Gaynor Pope) will be taking place on 20.04.2022 at 1.30, and it is recommended that a Resources Committee meeting should then take place on 26.04.2022 with Jo Guest attending. A brief Full GB to approve the budget will then take place during the week of 02.05.2022.</p> <p>Governors agreed to timetable in 6 Resources Committee meetings for 2021-2022, including the one above on 26.04.2022.</p>	Clerk
g	<p>Review and agree spending and virement delegations for 2021-22 - It was asked whether the spending authorisation bands were still suitable and when they were last uplifted. It was agreed that KM will request information regarding spending and virement delegation limits from her Head's cluster, to provide us with benchmarking data. This will be reviewed and spending and virement delegations for 2021-22 agreed and approved at the next meeting. In the meantime the current delegations will be used.</p>	KM
h	<p>Review and agree relevant sections of delegation decision planner - Resources and H&amp;S focus - A suggestion was made to add to the SFVS section – the SFVS is prepared by the Resources Committee and approved by the Full GB. Governors otherwise approved the document.</p>	Clerk
i	<p><b>Budget Monitoring Report May 2021 – monitoring performance</b></p> <p>The May 2021 Cost Centres Report, produced by Jo Guest, was circulated prior to the meeting to show governors what financial information can be made available to them at regular intervals. The latest Budget Monitoring Report (BMR) was also circulated to all governors prior to the meeting. Governors agreed it would be really helpful if Jo could attend to explain the document in more detail.</p> <p>Governors agreed it would be helpful to continue receiving both documents regularly as part of the future committee meetings, as well as further explanation from Jo. This would enable governors to feel confident in their strategic role of monitoring the impact of it. VA to provide feedback to Jo and arrange attendance at the next meeting she is available to attend.</p>	VA
j	<p><b>Approval of spending – outdoor equipment</b> - The quotes were circulated to governors prior to the meeting, following Nick Churchill's recent presentation on outdoor learning at a Curriculum Committee meeting. Governors agreed to approve the quote and VA will email Jo Guest to confirm this decision.</p>	VA
k	<p>Smoke Free and Substance Misuse - The policies were circulated to governors prior to the meeting. RBr and RBU reviewed both these policies, as well as our Drugs Policy. RBU explained we are recommending the removal of the Drugs Policy as it is already covered in the PSHE Policies. They have amended the other policies to ensure there is no overlap. One comment was made regarding the reference to Cam Quit in the Smoke Free Policy, which requires updating to the 'Healthy You' service. Governors agreed to approve the policies and agreed to remove the Drugs Policy.</p>	Clerk
l	<p><b>Charging and Remissions Policy:</b> KM recommended some amendments to this policy to be effective from September 2021. The recommended changes were agreed by the committee.</p>	Clerk
m	<p><b>Governor Induction</b></p> <p>HP has drafted a new primer of key information for new governors, which was circulated prior to the meeting. CB has made some suggestions by email which HP will incorporate. HP will finalise this document and will circulate again to all governors for final comments.</p>	HP
n	<p>SCR monitoring feedback - CB completed this monitoring for the Spring term. The report is now available and will be circulated to all governors for information. CB raised one action which the school will follow up on. VA will then follow up on this action at her review of the SCR, as detailed below.</p>	VA/KM

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

o	Governors discussed options for giving thanks to staff at the end of this academic year, as an informal in person event will not be possible again due to the pandemic. Governors agreed to put together an e-card for all staff, capturing messages from governors. The Clerk will co-ordinate this. <i>Following the meeting, VA offered to co-ordinate purchasing cakes for staff as a gift from the GB which was agreed by all.</i>	Clerk/VA
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Draft