

**HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY
Minutes of the Resources Committee Meeting
Held on Tuesday 2nd February 2021 at 6.30pm**

Present:	Vanessa Allen (Chair of Resources Committee, VA)
	Kirsten Marriott (Headteacher, KM)
	Helen Peat (Chair of Governors, HP)
	Ruth Burrows (RBu)
	Rachel Brown (RBr)
	Danielle Jones (DJ)
	Clare Birkin (CB)
	Diane Moore (DM)
	Helen Hollebon (HH)
	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 JJ and RA.

Governors absent: None.

Declarations of interest: None.

**2. Minutes of the last Resources meeting on 24.11.2020 (available [here](#))
and matters arising:**

a) It was agreed that later this academic year, a monitoring visit will be arranged by a nominated governor. DEFERRED TO FUTURE MEETING: It was agreed that this will be added to the Resources Committee agenda for the first meeting in the Spring term. **COMPLETED: Item on this agenda.**

b) 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an updated model policy as there are a number of areas in the current version which were felt to be unnecessary and out of date.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. IN PROGRESS: KM confirmed she now has a model policy from the Local Authority (LA) which needs tailoring for our school. KM to finalise and bring to the next meeting for approval. **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.**

Action: KM

c) It was agreed that later this academic year, a monitoring visit will be arranged by a nominated governor. **COMPLETED: As confirmed under item a above.**

d) Governor newsletter – HP agreed to speak to RA about revisiting this and preparing a newsletter which can be added to the school website. IN PROGRESS: RA confirmed the
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newsletter is almost ready to go. We need to add a section about Covid-19, add details of the recent health and safety visit in school, update the governor photos, and add information about our new governors. RA asked each governor to email a photo of themselves to her and she will contact the new governors about the information required. It was agreed that it will be launched in the new year. **AGREED TO CARRY FORWARD TO NEXT MEETING FOR RA TO UPDATE.**

Action: RA

e) Lettings Policy - 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'.

COMPLETED: Item on this agenda.

f) Judicium 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. **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.**

Action: DJ

g) As part of the recent consultation on Schools Funding for 2021-22 maintained schools were asked for their views as to whether they supported the continuation of the current de-delegation arrangement for insurance or for the cover to be provided by the DfE's Risk Protection Arrangement (RPA). Governors discussed the benefits of two options and felt on balance that the preference was to remain with the current de-delegation arrangement for insurance. KM will provide this response to the consultation. **COMPLETED: KM confirmed this was submitted and the outcome of this consultation is that we will be continuing with the current de-delegation arrangements.**

h) Single Central Register - Autumn term review - RBu agreed to complete the next monitoring visit at the end of this term. **COMPLETED: Item on this agenda.**

i) Safer recruitment monitoring, including training – DM agreed to complete this monitoring and will feed back at the next meeting. **COMPLETED: It was agreed this will be discussed as part of the Safeguarding item on this agenda.**

j) KM confirmed our site survey report, which was carried out by the LA, has now been received and does not raise any concerns. KM to circulate to all governors for information. **PENDING: KM to circulate.**

Action: KM

k) Financial benchmarking - it was agreed that this will be added to the Spring term meeting agenda, to review the 2019/20 benchmarking data. VA will circulate these reports to all governors as soon as they are available, to allow time for governors to prepare to discuss further at the meeting and ask any questions to KM beforehand. **AGREED TO CARRY FORWARD TO THE NEXT MEETING: VA confirmed the new data for the 2020-21 financial year is now available**

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

on the DfE website, as of 29.01.21. Clerk to circulate the link for this to the GB so governors can have a look before discussing further at the next meeting.

Action: ALL

l) Policy review - Supporting pupils at school with medical conditions policy

A query was raised regarding the appendices – some do not match up and one regarding consent for Epi pens is missing. KM to finalise and send to Clerk. **PENDING: KM confirmed she has 2 final amendments to make and will then send to the Clerk.**

Action: KM

m) Lone Working Policy - It was identified that the risk assessment as part of this policy needs to be reviewed as the wrist watch is no longer in use due to it not working. The expectation from school is that the policy is followed and no decision has been made to stop using this safety measure. It was agreed that the H&S Committee will review this and ensure all staff are aware of their responsibilities for following the H&S policy. The Resources committee will be updated if any changes to policy are made. **PENDING: The Health and Safety Committee will finalise this at the next meeting.**

Action: KM

n) H&S Policy (with new COVID appendix) - As part of the previous discussion, it was agreed that KM will add a statement to the H&S policy in the controls section to confirm that all staff should sign in using the inventory system when they are in school at any point, including when school is closed. **PENDING: It was agreed that the Health and Safety Committee will finalise this at the next meeting, and will bring to the next Resources Committee meeting for final approval.**

Action: KM

o) Induction Policy (including new NQT section) - Two suggestions were made which were agreed. Clerk to make final changes. **COMPLETED.**

p) Review of HR policies by Judicium policies - Governors agreed it would be useful to have a thorough review which Judicium offer as part of their service contract. HP advised we first need to look further at the option of having a combined leave policy which was prepared earlier this year. The Clerk will also prepare a list of all the policies to include in this review. It was agreed that we will revisit the proposed combined leave policy at the next meeting, and prepare all relevant policies to be sent off at the end of the Summer term. **PENDING: It was agreed that KM and HP will go through the leave policies to sort out the discrepancies and missing option selection that HP identified when amalgamating the policies (since this meeting it was decided to keep the policies separate).**

Action: HP/KM

q) DM confirmed she has now booked onto the Safer Recruitment Training offer by Governor Services on the 15th March and there are still available spaces showing on the booking system. Clerk to remind all governors about this to encourage as many as possible to complete it. **COMPLETED.**

r) RA advised the Skills Audit has identified financial planning as a training need for our GB. RA to identify a suitable course for governors to access. RA also asked for the new governors to complete a Skills Audit, which she will send out to them. RA also confirmed she will share a reminder of useful links for training resources with the GB, as part of her role as Link Governor for GB Training. It was agreed that we also need to revisit the way in which governors record the training they complete to ensure it is kept up to date. **AGREED TO CARRY THIS ITEM FORWARD TO THE NEXT MEETING FOR RA TO UPDATE.**

Action: RA

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

s) See Confidential Minutes regarding item 11. **COMPLETED: KM confirmed we are to continue as we have been doing for now.**

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

3. School organisation for 2020/21 (budget planning) – in particular looking at:

a. Pupil numbers

KM confirmed we currently have 297 children on roll.

b. Staffing requirements

KM explained that it is a legal requirement for us to provide cover for staff PPA time (Planning, Preparation and Assessment) and we have to ensure that those providing this cover remain within the same phase group due to Covid. This also provides continuity, which is very helpful in ensuring some stability for children, particularly for the younger cohorts. KM explained how the school plans to provide this cover.

c. Staffing budget required for next year

This item is minuted confidentially.

4. Staff Matters

a. Work-life balance

The phase leaders are organising weekly staffing rotas to manage teaching in school and the remote learning. We are regularly checking in with staff regarding management of their workload. We have the potential to release TAs to support more teacher time on the rota if necessary. Teachers report they are feeling it is manageable at the moment.

Question: Is there a deadline for when each of the home learning tasks need to be submitted, to give teachers time to mark it without having to check this late on in the day?

Response: Teachers will manage this themselves and will log on to check the work submitted as soon as they are next able to. Being able to use Teams is helping teachers to work more effectively with this too, enabling them to access it at home when this works best for them.

b. HR related matters

None.

d. Staff Attendance

This item is minuted confidentially.

5. Safeguarding

a. Feedback from the end of Autumn term monitoring of the Single Central Register (SCR) undertaken by RBu

The report was circulated to all governors before this meeting. RBu advised she found it useful to use the SCR section of the LA safeguarding monitoring form to guide her through the monitoring process. She felt the SCR was clearly set up and well organised. She witnessed the print out of the document that she used for monitoring purposes being shredded at the end of her visit, due to the confidential nature. As part of her monitoring she looked in detail at a random selection of 2 staff files to ensure what was held matched what was summarised on the SCR.

b. Seek volunteer to undertake Spring term monitoring of the 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.

Action: CB and VA

c. Seek volunteer to undertake Induction Monitoring (of staff and governors)

DM offered to complete this and will report back at the next meeting. Clerk to send relevant information beforehand.

Action: DM

d. Feedback from Autumn term monitoring of Safer Recruitment undertaken by DM

The report was circulated to all governors before the meeting. DM confirmed she used the form provided for guidance, as well as some questions resulting from the recent audit. The summary of her visit stated: "Very good and professional practice observed throughout, and opportunities to improve practice even further were welcomed. The school takes safeguarding practice seriously, and can be proud of their approach towards safer recruitment." She discussed a new clause relating to previous convictions with the office manager, and Hayley provided evidence that this has now been incorporated. They discussed ways to tweak other areas and Hayley has now completed all actions from this. HP requested this form to be used for future monitoring, and completed reports will be saved on the google drive in the relevant folder for future reference.

6. Policy Reviews:

a) 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.

Action: KM/VA

b) Attendance (last reviewed & approved Feb 2020) – for approval

KM confirmed she has completed this review and sent the final copy to the Clerk at this point. KM also advised a new parent friendly attendance leaflet has been produced and will be added to the school website.

c) Substance Use and Misuse – to combine into one the current Drugs Policy, Substance Misuse Policy and Smoke Free Policy, with added reference to vaping. Curriculum elements of the Drugs Policy to be covered by the PSHE Policy. Seek volunteer(s) to review.

RBr and RBU offered to complete this review and will aim to have it ready for the next meeting.

Action: RBr/RBU

d) 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.

Action: KM

e) Physical Intervention – to be reviewed by Michelle Parker, SENDco

Review to be brought to the next meeting for approval.

Action: KM

7. Report from the Health and Safety Committee

The committee has not yet met but will be doing so next week and will report back at the next meeting.

8. 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.

Action: VA

9. SFVS Completion

VA confirmed this needs to be completed by the end of March. It was agreed that VA, HH and CB will arrange to work on this together. VA will send them the relevant information to look through.

Action: VA

10. AOB

- KM advised that we have changed banks which was a decision made by the LA, from Barclays to NatWest.
- KM reminded all governors to only use their school email address when emailing about school governance matters.

Meeting closed: 7.50pm.