

**HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY
Minutes of the Resources Committee Meeting
Held on Tuesday 4th February 2020 at 6.30pm**

Present:	Vanessa Allen (Chair of Resources Committee, VA)
	Kirsten Marriott (Headteacher, KM)
	Helen Peat (Co-Chair of Governors, HP)
	Ruth Burrows (RBU)
	Steve Young (SY)
	Rachel Brown (RBr)
	Kirsty Gow (KG)
	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, GM, RH, MH, HC, CL and RA.

Governors absent: None.

Declarations of interest: None.

**2. Minutes of the last Resources meeting on 03.12.19 (available [here](#))
and matters arising:**

a) 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. **COMPLETED: Item on this agenda.**

b) Governor Newsletter - 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. **COMPLETED: Item on this agenda.**

c) 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 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. **IN PROGRESS: Friday 28th February 1.30-2.30 has been identified as a suitable date and RBU and VA have confirmed they can attend. It would be useful for one more governor to attend if possible.**

d) Monitoring safer recruitment - 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. **COMPLETED.**

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e) Review of the Single Central Register (SCR) - 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. **COMPLETED: KG volunteered to complete this and will arrange a date to meet with VA this term.**

Action: KG

f) **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.

COMPLETED: The planned maintenance checklist document was circulated to governors prior to this meeting, which includes details of testing covering the whole school site.

Question: Does Jeremy keep a record of the testing when it is completed?

Response: We will check this with him at the next Health and Safety Committee meeting.

Action: VA

g) **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 if they have any plans that we could support. CL agreed to do this and will feed back to HC and KM. IN PROGRESS: CL has confirmed she will draft this letter to the Parish Council this week.

Action: CL

h) Organising and managing policies - 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 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 to discuss further and will feedback at the next meeting. **IN PROGRESS: HP and CL will be meeting this Friday to look further at this and will report back to governors.**

Action: HP/CL

i) Governors also discussed looking into how to store non statutory policies which staff may need to access, at a secure location. KM will speak to Rochelle Butler about contacting the ICT Service for further advice about this and how to set it up. **COMPLETED: KM advised she has found out we do not need to create a separate secure section of the website.**

j) 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. **COMPLETED: item on this agenda.**

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. **PENDING: we are still awaiting this information.**

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. **COMPLETED: item on this agenda.**

- d) **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. **COMPLETED: governors agreed to approve this policy which was circulated to all governors prior to the meeting.**
- e) **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. **IN PROGRESS: KM will send to the Clerk for circulation when it is finalised.**

Action: KM

The minutes were signed and approved.

3. School organisation for 2020-2021 – in particular looking at:

a. Pupil numbers

A document was displayed at this point detailing primary forecasts. KM confirmed there are 291 currently on roll and our admission applications for starting in the Foundation Stage this September are currently as follows:

- 37 x 1st preference, 13 x 2nd preference and 8 x 3rd place applications

Potential interest in the school has been positive and we are confident we will receive more applications.

b. Staffing requirements

We will be requiring 11 FTE (Full Time Equivalent) teachers for 2020-2021 and we are currently looking at our TA requirements. **The following discussion is minuted confidentially.**

c. Staffing budget required for next year

Different budget scenarios are currently in the process of being costed up by KM and Jo Guest (Finance Administrator) using the Orovia system. This will feed into our budget building process with support from Rob Cottle, our Financial Adviser.

4. Staffing

a. Work-life balance

Two members of the Senior Leadership Team (SLT) recently spent an afternoon looking at what kind of feedback makes the most difference to children's progress.

They used pupil voice as well as feedback from teachers. Teachers can spend a lot of time marking work with written feedback; pupils prefer repeated verbal feedback. One

key area to develop further is the use of Seesaw which is really powerful for feedback, reducing the amount of time teachers spend on marking, and helping pupils make progress.

b. HR-related staff Issues

This item is minuted confidentially.

5. Safeguarding

a. Date for the spring term monitoring of the SCR (Single Central Register)

VA and KG confirmed they will arrange a date to complete this monitoring and will feed back at a future meeting of this Committee.

6. Monitoring induction (staff and governors) – volunteer required

It was agreed that this activity would also incorporate looking at the induction of NQTs (Newly Qualified Teachers) and drafting a section on this to be included in our Induction Policy. KG agreed to do this and will arrange to meet with HC.

Action: KG

KG left the meeting at this point.

7. Policy reviews:

a) Attendance Policy

This has been reviewed by KM and HC and was circulated to governors prior to the meeting. Governors agreed to approve this subject to a few final changes which HP will email to KM. Final version to be sent to the Clerk.

Action: HP/KM/HC

KM advised she will be producing a key points leaflet regarding attendance and behaviour, for parents and carers, to publish on our website.

b) Lettings conditions, incorporating lettings charges - review date Feb 2020

The charges are due to be revised to take effect from this September, since the last increase was made two years ago. Governors discussed the need to consider identifying different charges for different areas of the school, including the kitchen and the outside spaces. The new charges were discussed and agreed by governors and the Clerk will send the new figures to the school's Finance Officer. Governors agreed to review the rest of the Lettings Policy at the next Committee meeting.

Action: Clerk/VA

c) Data Retention schedule - review date Feb 2020

It was agreed that this item will be carried forward to the next meeting and HP/KM will look at this before then.

Action: HP/KM

d) Procedures for releasing children at the end of the school day - review date Feb 2020

HP and KM confirmed they will review this at their meeting on Friday and will report back to governors.

Action: HP/KM

e) Critical Incident Plan - review date Jan 2020

The revised plan was circulated to governors prior to the meeting. 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.

Action: KM/HC

f) Touch Policy

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KM has drafted this policy which was circulated to governors prior to the meeting.
APPROVED: Governors agreed to adopt this document.

8. GDPR review – progress and actions

KM confirmed that the school photocopier will be moved to a secure location behind the office during February half term. HC has previously explained this was an action as part of our GDPR compliance. It was agreed that this item will be carried forward to the next meeting for HC to provide an update.

Action: HC

9. Health and Safety Committee – feedback from meeting held on 16th January 2020

The minutes from this meeting were circulated prior to this meeting, as well as the action sheet, the Planned Maintenance document, and the School Health & Safety Inspection Checklist.

Question: How have we checked and recorded that our fire alarm is audible?

Response: This has been checked and a record is made after each drill. It was agreed that these records would be checked during the next School Inspection walk and checks noted on the form.

Action: VA

10. School Resources Update

Part of this item is minuted confidentially.

- Pay date for staff - rather than staff being paid on the last working day of each month (which results in long, and sometimes short, periods between pay dates), Judicium has advised that we can nominate a date (i.e. 25th of each month) for staff to be paid. This would avoid the inconsistent periods between pay that we currently have. Payroll can use any nominated date. It was agreed that staff would be paid on the 24th of each month.
- Budget planning – Our Finance Administrator and KM are doing lots of work on budget planning. For 2020-21, they will 'reinvent' the curriculum area introducing some new budgets for subject areas and phases and also make some budgets redundant (they will be redistributed among the phases/subjects). For 2020-21 they will ensure we have budgets for the following phases and subjects. The phase and subject leaders will be responsible for managing their own small budgets which is an important leadership skill, which we do not currently offer the opportunity for.

Phases

Foundation Stage

Key Stage 1

Lower Key Stage 2

Upper Key Stage 2

Subjects

English, Maths, Science, History, Geography, Design Technology, Art, Music, Food Technology, PE/Sport, SEN, Phonics, PHSE, RE, Languages

We will be redistributing the following budgets among those detailed above:

Exercise Books, Classroom Consumables, KS1 Learning Zone, KS1 Books, KS2 Books, Foundation Stage

- Aspens - Aspens census lunch was a success with the uptake at 94%. They have recruited a new cook. In a follow up meeting, our stance was that whilst there have been

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big improvements, they must be sustained for the summer. KM has met with Aspens and it was agreed that it would be reasonable for price increases to parents to be held off until September. Currently we are both at some loss – there is still some clawback – about £1700 for us. They will also be at a loss without an increase in what they receive per meal. Our Finance Administrator broke down their own targets (meals per day) and gave some figures back which will need some actions. KS1 and KS2 FSM (Free School Meals) both hit 78/80 on their uptake targets (i.e. their target was met on 78 days out of 80). UFSM (Universal Free School Meals) only hit the target on census day (overall 1/80) and KS2 paid hit 6/80, so these will remain target areas and we have some summer term plans to increase take up of school meals in these groups.

History of meal price increases:

£2.15	16/07/14 – 03/09/15	1 academic year
£2.20	04/09/15 – 02/01/18	2 academic years plus 1 term
£2.30	03/01/18 – present	2 academic years

- LAC (Looked After Children) funding - we now have to apply for LAC funding. We have to evidence the use and impact of the funding. We have been successful in securing £750 per pupil this term.
- Technology - this term should solidify our plans moving forward with our Technology plan and ensure we are ready to include costings into the budget build this year. KM has met with the ICT service to discuss infrastructure, our Support Agreement and a merge to Office 365. Whilst we still need a server within school to support the transition, we are aiming to be server-free in a couple of years.

KM has also been working with KRCS (an Apple Solution expert for education). We are meeting with experts from their technology and education departments to develop a plan for ensuring that the implementation of i-pads across school supports both the National Curriculum Computing curriculum and the pedagogic approach of the school for teaching and learning using Apple Classroom. This meeting is called a Planning Essentials meeting and will take place on 14th February.

- Support Staff holiday pay - following a court ruling which highlighted holiday pay for support staff to be revised, our Finance Administrator has been actively seeking clarification of the decision and financial implications of this moving forward. We are awaiting confirmation.

RBr left the meeting at this point.

11. Check Salary Committee agreed to meet re: support staff

KM will email her recommendations to the Salary Committee after the February half term, and the Salary Committee members will then confirm their response to this. The agreed changes will be implemented at the start of the summer term.

Question: What will happen if we still don't have the information on the pay scales at this point?

Response: We will discuss this with Rob Cottle at our next meeting with him on 17th March, if we have still not received this information by then.

12. SFVS (Schools Financial Value Statement) completion - progress update

VA confirmed that she and CL will be arranging to meet to complete a first draft for SY to then check through. SY asked for the draft to be ready by the 17th March to allow enough time for this process to be completed.

Action: VA/CL

13. Governor newsletter – update

RA confirmed she will send governors the draft newsletter later today so it can then be finalised and sent out to parents and carers. It was suggested that it could be sent out after the Champions of Change have met Governors (on 28.02.20) so that pupil voice was present in the newsletter.

Action: RA/HP

14. AOB

No items.

Meeting closed: 8.44pm.