

**NEW BEWERLEY PRIMARY SCHOOL GOVERNING BODY MEETING
RESOURCES COMMITTEE**

Minutes of the meeting held on Thursday 28 January 2016 at 4.30pm

PRESENT: Heather Phillips (Chair) Gary German (Headteacher)
Abbey Lemboye Andrew Jarrold
Stacey Logan

IN ATTENDANCE: Julie Hunter, Clerk, Governor Support Service
Ann Simpson (Associate Member)
Steve Dyson (Caretaker) (for item 3 only)
Lucy Knight (visiting new governor)
Simon Gray (visiting new governor)

	ACTION
1.00 APOLOGIES There were no apologies for absence.	
2.00 MINUTES OF THE LAST MEETING AND ANY MATTERS ARISING	
2.01 Resolved: <ul style="list-style-type: none">• that the minutes of the meeting held on Thursday 22 October 2015 at 4pm were agreed as a correct record and that the Chair be authorised to sign.	
2.02 Matters Arising From the meeting on 22 October 2015 <ul style="list-style-type: none">• <u>Fire Safety</u> (minute 4.02.1 refers) This item is timetabled on today's agenda.• <u>Maintenance Timetable</u> (minute 4.03 refers) This item is timetabled on today's agenda.• <u>Virements</u> (minute 6.05 refers) There were no virements. The budget allocation has been signed by the Chair.	
3.00 MONITORING AND EVALUATION OF THE SCHOOL DEVELOPMENT PLAN PRIORITIES AND IMPACT OF STRATEGIES USED	
3.01 <u>Feedback from meeting new employees</u> <ul style="list-style-type: none">• Induction and mentoring arrangements are in place.• Evaluation of the school improvement plan is ongoing.• All 3 new members of staff are making good progress.	
3.02 <u>Performance management</u> <ul style="list-style-type: none">• Financial standards are timetabled on today's agenda.• Pupil premium item is deferred until the next meeting.• The governing body has grown in number and demonstrates a wide variety of skills. There is a wide range of training available	

for governors.

- Safeguarding – key actions have been met and there is a comprehensive safeguarding induction process in place.

3.03 Building report

- It was proposed that school premises will become a no smoking site from Monday 1 February 2016, this includes vaping (electronic cigarettes). This was accepted and passed. Any complaints regarding smoking will be directed to the staff member involved by the Head Teacher. It was suggested that “no smoking” signage be posted around the site.
- There have been minor problems with the school gates. Repair and maintenance are ongoing. It was advised that a cover for the “red button” be sought to prevent it being pressed in error. A Simpson to liaise with the supplier of the gates to resolve these issues.
- The lighting in the building has been changed from bulbs to LEDs. These last longer and are more energy efficient saving approximately £200pa per classroom.
- A sensory room was built during the Christmas holidays. The company Portakabin did the work for free and the room is a valuable asset to the school.

A
Simpson

3.04 Fire management plan

- The fire management plan has been written.
- All staff will become fire wardens
- Teachers are responsible for evacuating children from the building in the event of a fire.
- All other staff members will “sweep” the building.
- Fire training is scheduled for Wednesday 3 February 2016.
- The Head Teacher and A Simpson will have fire extinguisher training.
- All Resource provision children have a PEEP in place with all staff having completed SEEQs.
- There is a radio system in place in order for staff in the rainbow room to communicate with the caretaker in the event of a fire. If appropriate the children in the resource provision will stay inside the rainbow room. This has been approved by the fire authority.
- Termly fire drills both during and after school time.
- Assembly point 1 is the playground.
- Assembly point 2 is in the Library in the One Stop Centre.
- All classrooms have fire doors exiting into the playground.

4.00 **SCHOOLS FINANCIAL VALUES STANDARD (SFVS) TO BE COMPLETED BY 31 MARCH 2016** (*Term of reference 2.06*)

A Simpson has sent this document to governors and will send to new governors. There are not many changes to make to last year’s SFVS however feedback is welcomed. This will be reviewed 3 times a year, once per term.

A
Simpson

4.01 Governors’ financial competency matrix

A Simpson will send the matrix out to governors prior to March. All

A
Simpson/

governors to complete and return to A Simpson as soon as possible.

Governors

4.02 Benchmarking data (Term of reference 2.16)

Data has been compiled and was presented showing the comparison between New Bewerley and the other COGS schools. Suppliers are both private and council contracts. A Simpson and S Dyson are liaising with contractors to obtain quotes for goods and services. Higher cost items in comparison to the other schools include:

- Insurance Premiums. A Simpson to investigate costs.
- Rates. These include the children's centre. A Simpson to investigate and feedback at the next meeting.
- Cleaning Services. The costs shown are not a true reflection as recording began mid-year.

**A
Simpson/
S Dyson**

**A
Simpson**

4.03 Data on value for money including consideration of collaboration on the employment of staff and joint purchases

The report was presented to the committee and it was proposed that a five year lease for ICT equipment and ongoing ICT training be purchased as the current lease is up for renewal. The cost of this would be £14,000 and it was agreed to put this to the governing body for approval.

5.00 Budget

5.01 Audit of the school fund accounts (to be returned to the LA finance officer)(Term of Reference 2.15)

N Rhodes has the school fund accounts for auditing.

5.02 Screens – Clevertouch x 16

See item 4.03 above.

5.03 All leases

See item 4.03 above.

5.04 ICT purchases

See item 4.03 above.

5.05 PWP approval £12500

New Bewerley, in partnership with other COGS schools are working on a writing scheme to support children's early learning. There will be three training days over two years including support meetings and provision of resources. It was agreed to put this to the governing body for approval.

6.00 Policies

6.01 To review

- Safer Working Practice

Staff are trained every 3 years. The statutory guidance will be dovetailed with the Child Protection in Education guidance. The

policy was accepted and approved by the committee.

- Severe weather policy/Clearing snow and ice risk assessment
This policy has been written and a risk assessment completed. The policy was accepted and approved by the committee.
- Audit from the annual inspection of premises and grounds
This has not yet been completed, however, the Head Teacher and relevant staff assess the building and grounds on a regular basis. Building maintenance is a priority in the future school plan. A Jarrold was invited to complete an audit of the premises and grounds and feed back at the next meeting.

A Jarrold

6.02 To review, approve and implement

- Premises Management Policy Review frequency: refer to links (*Term of reference 5.03*)
Reviewed, approved and implemented. A Jarrold to refer to this document before auditing the building and premises.
- To review and implement the statutory procedures for dealing with allegations of abuse against staff – Review frequency: Free to determine (*Term of reference 3.05*)
The Head reported that this policy no longer exists since it now forms part of the Keeping Children Safe in Education (KCSE) document. Therefore, there was no need to approve this policy since the KCSE guidelines are adhered to at all times.
- Sickness absence management policy (non-statutory)
This policy is not due for review until Summer 2017.

A Jarrold

6.03 To review and implement

- Capability of Staff Policy Review frequency: governing body free to determine (*Term of reference 3.14*)
There are no updates to the current policy. Reviewed and approved.

6.04 To review sections of the H&S policy

- Building work contracts on school premises – PG302
Guidance reviewed and accepted.
- Swimming pool safety – PG511
Deferred until next meeting.
- Work Experience – PG512
Deferred until next meeting.
- Use of laptop computers – PG210
Guidance reviewed and accepted.
- Height & ladders – PG207 & PG209
Guidance reviewed and accepted

7.00 STAFFING

7.01 Consideration of any staffing changes

No changes. Item to be deferred to FGB meeting.

7.02 Deputy Headteacher

It was proposed that a Deputy Head Teacher be recruited. The committee agreed that this should be put to the governing body for approval on 7 March 2016.

7.03 Joint Staffing COGS

- The COGS schools propose to formalise the link between them with a learning partnership.
- It was proposed that a joint site manager be recruited with the cost shared between three schools.
- Four Children were given notice on their lease, however further discussion resulted in an amended agreement enabling them to continue working together with school. The room will be owned and maintained solely by school and Four Children will have use of it between 3.15pm and 6pm alongside the school run after school club. This arrangement will be reviewed on an ongoing basis.

7.04 Ensure that a central record of recruitment and vetting checks is kept and updated and include in their Register whether a staffing checks were made with regard to prohibition orders or interim prohibition orders – Review frequency: live document covering staff currently employed(Term of reference 3.12)

Reviewed and accepted.

7.05 Ensure that the school complies with statutory guidance on Disqualification by Association(Term of reference 3.13)

Reviewed and accepted. There will be a safeguarding audit in March.

8.00 PAY REVIEW COMMITTEE REPORT

Mid-year monitoring on performance management .

This item was deferred to the next meeting as the School Improvement Advisor was due to visit the school to observe lessons in February 2016.

9.00 ANY OTHER URGENT BUSINESS

There was no other urgent business to report.

10.00 DATE OF NEXT MEETING

The date of the next meeting was changed from 9 May 2016 to Thursday 5 May 2016 at 4.30pm.