

## THE BEECHES PRIMARY SCHOOL

### MINUTES OF THE RESOURCES COMMITTEE HELD ON THURSDAY 19<sup>TH</sup> OCTOBER 2017 AT 6.15PM

**Present:** Tim Smith (Headteacher), Helen Marsden (HM), Adrian Holdstock (AH) - Chair, Humaira Bhabha (HB)

**Apologies:** Bill Peasley

**Absent:** Mohammed Jamil (MJ), Sadia Kauser (SK)

**In attendance:**

Lucia Hawes (Clerk)

Neil Burford (Finance Manager)

Item	Issue	Action
<b>1</b>	<b>Welcome and Apologies</b>	
1.1	There was an apology from Bill Peasley. Governors accepted this apology.	
<b>2</b>	<b>Declaration of Interest</b>	
2.1	Adrian Holdstock, recorded his employment as vicar of St Mark's Church, which received payment from the school for staff car parking spaces.	
<b>3</b>	<b>Appoint Chair of Resources Committee</b>	
3.1	Adrian Holdstock was elected as Chair of the Resources Committee.	
<b>4</b>	<b>Review Terms of Reference for Resources Committee</b>	
4.1	The terms of reference were circulated prior to the meeting and the Committee agreed them with no changes.	
<b>5</b>	<b>Agree Minutes of the Previous Meeting (12th July 17)</b>	
5.1	The minutes were agreed as a true and accurate record of the meeting and signed as such by the Chair.	
<b>6</b>	<b>Matters Arising from the minutes</b>	
6.1	Item 4.2 - The Deputy Headteacher reported that the Education Health Care Plan (EHCP) is finally in place now that the child is in Year 6.	
6.2	Item 4.3 – Lease arrangements for access road and part of school carpark - AH had sent a letter to Brian Howard at the Local Authority who then came to school to investigate. No further contact or correspondence yet received. <b>Action: Update on progress with rental arrangements for school carpark to be an agenda item for the next meeting.</b>	Clerk / AH
6.3	Item 8.6 – Asset management plan to include removal of remaining asbestos – The asset management plan, including the removal of asbestos, was sent to governors prior to the meeting. The Finance Manager said that the asbestos in the rear soffits was reviewed and the school was advised by Amey that it was in good condition so is not deemed as needing removal. Amey said they will try and investigate the area above the staff room windows upon the re-inspection survey. The condition of the remaining asbestos will be reviewed annually.	
<b>7</b>	<b>Finance Report</b>	
7.1	<u>Quarter end financial position</u> 7.1.1 The Finance Manager referred to the Ledger Code Level Detailed Budget Report for the month ended 30th September 2017, and accompanying narrative finance report, copies of which had been circulated. The E1 – BVC Groups Only report to 30th September had also been circulated (this shows actual spend to date versus current budget).  7.1.2 The Finance Manager reported that:	

	<ul style="list-style-type: none"> <li>- Income from catering has increased this academic year. The Cook is reporting a higher number of meals taken since census day;</li> <li>- There has been a significant increase in SEND funding by £15,397. A governor asked if the increase is balanced off in the expenditure. The Finance Manager advised that it is as they have employed more Teaching Assistants to conduct one to one work;</li> <li>- The school is behind on tuck shop income but the Deputy Headteacher advised that the tuck shop will get back on track;</li> <li>- A saving has been made since going with Think IT;</li> <li>- The BPS report assumes a certain degree of staff promotion. There has been a slight increase on staff cost expenditure due to performance related pay;</li> <li>- The school is paying the off the loan that the Council gave for the Tandem printer;</li> <li>- There has a big increase for sports premium funding.</li> </ul> <p>7.1.3 A printing cost comparison was circulated to governors prior to the meeting to determine the saving made since the implementation of Maths No Problem. The Finance Manager said that savings had been made via training and subscription. Governors requested that the savings continue to be monitored.</p> <p>7.1.4 The Headteacher said that the school (and other feeder schools) is involved in a SSIF bid that the TDA Trust is submitting for a grant for maths development programmes. If the bid is successful, it is intended that the school will be reimbursed for Maths No Problem set up and training costs.</p>	
7.2	<p><u>Financial decisions requiring committee approval</u></p> <p>7.2.1 The Committee ratified the BPS Ledger Code Level Detailed Budget Report for the month ended 30th September 2017. The Chair signed a copy of the BPS on behalf of the Committee.</p> <p>7.2.2 The Headteacher advised that the current Employee Assistance Programme (EAP) that the school buys into via the Local Authority (LA) expires at end of November. The Headteacher said that he would like to continue to demonstrate a duty of care to employees so he proposed that the school joins with other schools to make a group purchase for the EAP with alternative provider, Education Support Partnership. In response to a governor question, the Headteacher advised that the EAP has been beneficial to staff and the school has been able to monitor the quantity of usage. A governor asked if the new EAP provider is quality assured and was advised that they are and the school has used them before. In response to a governor question, the Headteacher said that they had looked at alternative providers but the quality wasn't as good and also joining with other schools will reduce the cost. After consideration, the Committee accepted the Headteacher's proposal to buy into the EAP via Education Support Partnership for a period of three years.</p>	
<b>8</b>	<b>Pupil premium and Sports Premium</b>	
8.1	<p>The Pupil Premium and Sports Premium Action plans for 2016-17 and 2017-18 were circulated prior to the meeting. The Headteacher talked about the plans for pupil premium expenditure which were detailed in the report. The Headteacher said that the action plans would be reviewed at the end of the year to show the impact that the spending has had.</p> <p>The Headteacher said that he is organising CPD for teachers to improve their PE skills and will improve the range of sports that children have access to. The CPD will give teachers the chance to observe good practice via watching the</p>	

	<p>sports coaches teach PE. The Headteacher added that some children have been trained to be ambassadors for sports. <b>A governor asked if holiday clubs are successful</b> and was advised by the Finance Manager that they are usually well subscribed to but this summer wasn't so good. However the clubs in the half terms have been well attended.</p> <p>The Headteacher added that children in the school with disabilities have been signed up with Vivacity who provides activities specifically for those with disabilities.</p> <p>Governors thanked the Headteacher for the reports.</p>	
<b>9</b>	<b>Premises Projects and Asset Management Plan</b>	
9.1	<p>Both the premises report and the asset management plan were circulated prior to the meeting.</p> <p>The asbestos was discussed in item 6.3.</p> <p>Lightning Conductors – After the annual maintenance and service it was revealed that the current protection covering the kitchen roof is in need of repair. The rest of the school does not have lightning protection and as such the solar panels installed summer 2015 have not been bonded to earth as there is no protection in their vicinity. The repairs from the maintenance report would still not bring it in line with British Standards. This issue had been raised with the LA. They had shown signs of looking into the matter, but during a meeting with Brian Howard on the 12<sup>th</sup> September this issue was raised again to prompt progress. The LA is now to investigate and produce a design and proposed costed solution for Brian Howard to review and approve. A Lightning Protection company, B.L.L. Associates Ltd, attended the school on 21st September to carry out a survey and to produce a design and quotations for the LA's approval.</p>	
9.2	<p><u>Asset Management Plan</u> The Finance Manager said that this had been updated to include the summer works. Governors suggested keeping the asbestos on the plan as the condition needs reviewing every year. The last governor health and safety walk was over a year ago so it was agreed that governors will conduct another walk early next year. <b>Action: AH and Finance Manager to set a date for the Health and Safety walk.</b></p> <p>The Headteacher said that the school building is at full capacity and there is no space for a library, music or art. The Headteacher is looking to purchase a double decker bus to accommodate a library as this maybe cheaper than having a temporary building. The Headteacher is going to have a look at other schools' library buses to get some idea. <b>Action: Headteacher to present a proposal at the next Full Governing Body meeting.</b></p>	<p>AH/NB</p> <p>Head</p>
<b>10</b>	<b>Health and Safety Report</b>	
10.1	The Health and Safety report was circulated prior to the meeting and the Finance Manager gave a verbal report. Governors were happy that school is on top of all checks and are carrying them out regularly.	
<b>11</b>	<b>Staffing Report</b>	
11.1	<p>The Headteacher gave a verbal staffing report:</p> <ul style="list-style-type: none"> <li>- A Family Support Worker will be recruited as the current one is supplied to the school via an agency. It will save money employing someone directly and there has been huge interest already;</li> <li>- An experienced teacher (maths expert) has been recruited through an agency for two days a week which enable release for Will Fisk to tutor Year 6;</li> <li>- Temporary Teaching Assistants have been recruited;</li> </ul>	

	<p>It was noted that the Family Support Worker post and the temporary Teaching Assistant posts are included in the budget but the two days a week teacher is not.</p> <p>The Headteacher said that the staffing situation is stable and performance appraisals have been conducted. He also mentioned that Academy schools are enticing good teachers by offering a larger salary than LA schools so he will be mindful of this.</p>	
<b>12</b>	<b>Review of Policies</b>	
12.1	<p><u>Pay Policy</u> The policy was sent to governors prior to the meeting. An amendment was suggested on annex E, i.e. remove the line that says 'The minimum and maximum of the pay range may be increased by 2% for 2017'.</p> <p>The Committee agreed to adopt this policy subject to the amendment.</p>	
12.2	<p><u>Policy for Management of Finance</u> The policy was circulated prior to the meeting.</p> <p><b>A governor queried when the last IT audit took place.</b> The Headteacher said that an audit, commissioned by the LA, took place about four or five years ago. Governors thought that maybe it is time for another one. <b>Action: Headteacher to obtain advice from the LA regarding an IT audit.</b></p> <p>The Committee agreed to adopt the policy with the exclusion of changes to section 4 (The Finance Manager will write a revised process for dinner money and re-submit the policy).</p>	Head
<b>13</b>	<b>Schools Financial Value Standard (SFVS)</b>	
13.1	The SFVS for 2016-17 was circulated along with the questions for this year's SFVS. <b>Action: Bill Peasley (Chair of Governors) to complete the SFVS.</b>	BP
<b>14</b>	<b>Any Other Business</b>	
14.1	<p><u>Recruitment and selection policy</u> The policy had been updated using the EPM model policy and was circulated prior to the meeting. The application forms and letters had been changed to be in line with the policy and were also sent to governors prior to the meeting.</p> <p>Governors suggested an amendment to Item 2.1 and agreed to remove item 2.2.</p> <p>The committee agreed to adopt the policy subject the amendments above.</p>	
14.2	AH gave an update on the scout proposal. There is a slight delay in launching the scout group due to lack capacity from the Scout Association's volunteers. They hope to launch in the new Year.	
<b>15</b>	<b>Confirm Date of Next Meeting</b>	
15.1	22nd January 2018.	

The meeting finished at 8.05pm.

Agreed as true and accurate record of the meeting.

Signed: .....  
**Chair of the Resources Committee**

Date: .....