



**MINUTES OF THE RESOURCE COMMITTEE  
(OF THE GOVERNING BODY)  
HELD ON TUESDAY 10 OCTOBER 2017 AT 1730 HOURS**

PRESENT: N Briggs, A Jarvis (Chair), A Lomas, L Radcliffe, R Rehman, H Rush, A Watkinson

IN ATTENDANCE: S Spencer (Associate), T Wright (clerk)

APOLOGIES: R Butterfield, M Hayes, V Khanna

**1. APOLOGIES**

Noted above.

**2. DECLARATION OF INTEREST**

There were no declarations of interest.

**3. APPOINTMENT OF COMMITTEE CHAIR**

A Jarvis was nominated to continue as Chair.

Proposer: A Lomas. Seconder: A Watkinson

**4. MINUTES OF PREVIOUS MEETING (4 JULY 2017)**

Received: Document RC01/17-18

The minutes were accepted as a true and accurate record of events.

**5. MATTERS ARISING (NOT COVERED ON AGENDA)**

5.1 [Item 3.2.4] Notional SEN spending emailed by S Spencer – action completed

5.2 [Item 5.3] Single central record checks. R Butterfield is completing regular record checks.

5.3 [Item 5.5] Create Safeguarding Action Plan – action completed

5.4 [Item 5.10] Child Protection training. This has been booked in School for 7 November and all Governors have been invited to attend.

5.5 [Item 5.20] S Spencer was unable to contact Jenny Whitehead so S Ellis has been booked to undertake training.

5.6 [Item 5.21.4] LAC policy now signed off and on School website.

## 6. CORRESPONDENCE

- 6.1 A resignation letter from S Spencer, Business Manager, was received. Formal appreciation was expressed to S Spencer for her valuable contribution to the School over the years, she will be greatly missed. N Briggs, L Radcliffe, S Spencer and A Jarvis will meet on 11 October to discuss transitional arrangements. N Briggs has already met with A Redding.

## 7. RESOURCES COMMITTEE REMIT

Received: Document RC02/17-18

Remit agreed with no amendments and signed off by the Chair of Governors.

## 8. SAFEGUARDING

- 8.1 A full discussion regarding safeguarding took place at the last FGB meeting. Current progress against the plan is good.
- 8.2 S Spencer reported that planning permission for the fencing is still pending and the person dealing with the request is off sick.
- 8.3 S Spencer reported the fire stop was re-assessed on 9 October when it was concluded more work was required. S Spencer has requested a breakdown of costs and is hopeful this can be part-funded by the LA. S Spencer will chase up next week if she has had no response.
- 8.4 Fire doors are on order.
- 8.5 R Butterfield, S Spencer and N Briggs undertook a site walk on 21 September as part of safeguarding review obligations.
- 8.6 A Lomas reported on a number of red areas. These were discussed and progress noted.
- 8.7 Report to Governors on fire drills: Three fire drills have taken place in the first half-term including one at 3.40pm. These were reported to have gone well.  
**Action: Add date of fire drills to plan**
- 8.8 Regular programme of site walks: It was reported this had been undertaken by R Butterfield and the report was awaited.  
**Action: Change to amber until report received**
- 8.9 Play leaders have been trained and are in place.  
**Action: Change to green**
- 8.10 The process for playground buddies has been started but no year 6 pupils have applied. It is scheduled to be part of assembly on 11 October.
- 8.11 KCSIE; some Governor forms outstanding.  
**Action: A Jarvis/H Rush/V Khanna**
- 8.12 Ensure the School site is secure.  
**Action: Details of gate to be added to the plan**
- 8.13 Serious incidents; these are now recorded on CPOMS which R Butterfield is checking regularly.  
**Action: Change to green for September and add next term's check date**

- 8.14 Prevent Training; ongoing. R Rehman mentioned he may be able to get someone to conduct training.
- 8.15 Pupil Premium Strategy Document is on the agenda to discuss. A Jarvis is scheduled to meet with L Radcliffe next week.
- 8.16 On-line safety for staff and pupils. Assemblies have been completed for KS1 and KS2. E-safety information has been sent to parents. This information is now included as part of induction for new staff and families.

**Action: Change to green**

- 8.17 Children keeping themselves safe; ongoing.
- 8.18 Safety displays and in books; ongoing.
- 8.19 Governor training on school trips and residential. There is some training planned by the Local Authority for 20 November.
- 8.20 Governors to check process regarding school trips/residential; ongoing.

## **9. BUILDING AND PREMISES UPDATE**

### **9.1 Salix Lighting Scheme**

- 9.1.1 This has been tendered. Approximate timescale is between February and Easter. Cost is less than £30k and funding would be via a grant.

### **9.2 Hall Floor**

- 9.2.1 Discussion took place regarding whether it would be appropriate to use the PE grant for this as there are insufficient capital monies to fund it.
- 9.2.2 The PE grant has almost doubled this year due to the sugar tax with the School expecting to receive approximately £18k as opposed to the previous £9.7k. It was confirmed that Schools have only recently been informed of this rise and that money needs to be spent in the current year.
- 9.2.3 In previous years, the PE grant has been used for such things as sports events, replacement resources, release time and play leader training.
- 9.2.4 S Spencer noted that the hall floor is a health and safety risk.
- 9.2.5 A Lomas asked if this was part of the new build. S Spencer clarified that a wall was taken down which has left holes in the floor. L Radcliffe further clarified this was not part of the build cost. It was expected there would be money left following the build but this money has now been re-channelled into the fencing and fire stop.
- 9.2.6 The PE funding guidance was referred to which states that funds should be used for making improvements now for children coming to school in future years. The guidance on what you should not spend the money on was also referred to.
- 9.2.7 L Radcliffe asked how the School would otherwise spend the full grant. She felt it might be difficult to spend all the money on out of school or lunchtime activities. A meeting is scheduled to take place with Denise on 11 October to discuss her proposals.
- 9.2.8 A Lomas suggested employing a PE play leader. A Watkinson reported Crossflatts had recently employed a fixed term PE apprentice.

- 9.2.9 A Jarvis feels the hall floor should be considered as part of a list of spending needs which are put in priority order. S Spencer confirmed the Capital Plan was tabled at the last Resource Committee. **Action: S Spencer to email to A Jarvis**
- 9.2.10 It was confirmed there is only one provider for the hall floor who had previously indicated they may be able to complete the work over the Christmas break. The School would need to inform the supplier by half-term however this time may no longer be available.
- 9.2.11 A Lomas enquired as to what other Schools were spending their money on. S Spencer and A Watkinson felt this was probably undecided due to the very recent notice of the increase in funds.
- 9.2.12 A Watkinson suggested enquiring with the LA PE funding auditor (internal audit) as to whether this would be an acceptable use of funds by saying this would provide a better area for PE. It was confirmed that currently only two thirds of the hall space was used. A Jarvis suggested contacting the DfE.  
**Action: S Spencer to email DfE and specifically request clarification as to whether the PE Grant could be used to renovate the hall floor.**
- 9.2.13 A Jarvis and N Briggs would feel more comfortable if this spend was supported by the DfE. In addition, assurances would need to be given that Denise could fulfil the rest of the requirements through the remaining funds.

### 9.3 New build

- 9.3.1 Snagging is ongoing.
- 9.3.2 Final balance on snagging amounts to just under £12k.

## 10. FINANCE

Received: Document RC03/17-18

- 10.1 S Spencer provided the 2017-18 budget monitoring document.
- 10.2 The School has received reduced funding in pupil premium and SEN funding.
- 10.3 S Spencer, L Towers and L Radcliffe have revised the figures as the original budget showed a deficit.
- 10.4 Development and training has been reduced.
- 10.5 Grounds Maintenance has been reduced.
- 10.6 Rates have increased due to the new size of the building.
- 10.7 Actual spend to date on agency costs is £55k, this has been due to sickness absence. The School are predicting to spend a further £5k but this will be dependent upon further sickness absence rates.
- 10.8 Premises staff costs are as a result of the new build and continued snagging. Most of the cost is overtime for the site manager.
- 10.9 Revenue has reduced but actual spend is at £12k.
- 10.10 The After School Club generates approximately £9k per annum. The club is full and has a waiting list so it is anticipated this will continue.

- 10.11 Total surplus is £13k which is being propped up by the After School Club.
- 10.12 A Jarvis expressed concern about the agency costs and felt it would be useful to see short-term absences from September to March for the last couple of years and what cover was provided for these.
- 10.13 Q: A Lomas: *"Is there a pattern to staff absence and are there any staff on formal monitoring?"* S Spencer confirms she undertakes all return to work meetings and monitors staff absence on a monthly basis. No staff are on formal monitoring. Occupational Health have been involved with one member of staff but the School are unable to take any action due to a medical condition. Adjustments have been put in place where appropriate.
- 10.14 S Spencer reported that the amount of supply will increase the cost of the insurance. The School is unable to insure for year 4 due to absence as a result of a recurring illness.
- 10.15 Sickness in year 1 was reported as a major issue last year. A Lomas commented that this can be correlated with outcomes at School.
- 10.16 S Spencer reported some potential saving on her salary when making a replacement. This will be further discussed on 11 October.
- 10.17 Q: A Jarvis: *"What is the LA's position on deficit budgets?"* S Spencer clarified the School has never had a deficit budget but that if you are able to prove everything possible has been done, the LA are accepting deficit budgets more, especially in light of recent funding reductions.
- 10.18 The budget was signed off by the Chair.
- 10.19 Q: A Watkinson: *"Are there any teachers that could increment more than one point?"* S Spencer and L Radcliffe confirmed not.

## **11. HR UPDATE**

- 11.1 Reception interviews are due to take place on 12 October with four strong candidates.
- 11.2 S Spencer's resignation was confirmed.

## **12. PERFORMANCE MANAGEMENT**

- 12.1 L Radcliffe confirmed that all performance management for last year has been completed. The ones for this year have been completed with the exception of herself. N Briggs has had a conversation with R Lait about how this might be managed.
- 12.2 A Jarvis enquired what process was used. L Radcliffe clarified this was similar to last year but the pro-forma was tweaked. UPS staff this year had a third target which had to be measurable and for the whole School. TLRs and Assistant Heads had an extra target. N Briggs confirmed these had been shared with himself and R Lait. N Briggs reported the process was well organised and thorough.
- 12.3 L Radcliffe made the point that the School has well paid staff but this does not show in the School's performance, she has made sure staff are aware of this.

### **13. HEALTH AND SAFETY UPDATE**

- 13.1 Fire drill update provided.
- 13.2 The barrier at the front of school requires fixing and has been reported as a priority due to this being a health and safety risk.

### **14. DISADVANTAGED CHILDREN (PUPIL PREMIUM) AND SPORTS FUNDING**

- 14.1 A Jarvis is scheduled to meet with L Radcliffe next week and they will report back to the next meeting.
- 14.2 N Briggs asked if A Jarvis could review the previous pupil premium report.

**Action: A Jarvis**

### **15. POLICY REVIEW**

- 15.1 Appraisal Policy
  - 15.1.1 PACT HR document received.
  - 15.1.2 Policy agreed.
- 15.2 Charges and Remissions Policy
  - 15.2.1 This was tabled at the previous meeting and amendments suggested.
  - 15.2.2 A Jarvis suggested changes to the aim and provided some alternative wording.
  - 15.2.3 Reference to lettings policy should be added.
  - 15.2.4 N Briggs was unclear on responsibilities. S Spencer clarified that cases are reviewed on an individual basis, eg: payment plans, pupil premium.
  - 15.2.5 It was suggested that the Remissions section contain a more generic statement in relation to benefits to replace the current list.

**Action: S Spencer to amend**

- 15.3 E-safety policy
  - L Radcliffe requested that this be deferred to the next meeting as the author of the document was undertaking some training which may result in a change to the document. All agreed.
- 15.4 Pupil Premium Policy
  - 15.4.1 There was some discussion around the use of the new wording; Disadvantaged Children. It was agreed this should not feature in the title of the policy. It was agreed this could be re-named as Policy for Pupil Premium Funding.
  - 15.4.2 There was discussion around the wording 'narrowing the gap'. L Radcliffe thought this was not called 'the difference'. It was agreed to use 'close the gap'. This should be added to the policy in terms of the principles and aims at the beginning of the document.

**Action: S Spencer to amend**

- 15.5 Evac/Invac/Lockdown Policy
  - 15.5.1 S Spencer is still awaiting comments on the Evac/Invac/Lockdown Policy which was circulated in April 2017. It was clarified this required some thought around a suitable lockdown alarm.

- 15.5.2 There had been a previous suggestion of using flashing lights however this would not be suitable for some of the VI children who have no sight. It was confirmed that at least two of the current VI children with no sight could at times be alone around School.
- 15.5.3 Current alarms in school include the fire alarm, an air horn for invacuation and a whistle for a bomb scare.
- 15.5.4 It was suggested the School could adopt flashing lights for the majority and have individual arrangements for VI pupils. S Spencer has not yet costed up for flashing lights.
- 15.5.5 There was a question around what Hanson and other VI schools do for lockdown. A Lomas to investigate. **Action: A Lomas**
- 15.6 A Lomas commented that all the policies look different and suggested there was an agreed house font style and size. S Spencer explained the reason for the differences in that the policies have different authors. N Briggs proposed Arial 12. All agreed.

## 16. ANY OTHER BUSINESS

### 16.1 First Aid Incidents

Received: S Spencer tabled First Aid Incident Annual Analysis

- 16.1.1 S Spencer has been analysing first aid incidents since 2013 at the request of Governors following a Freedom of Information (Fol) request by a parent. At the end of each month S Spencer records and analyses accidental and inflicted incidents and presents the collated data to Governors annually. S Spencer reported this is a time-consuming task which is undertaken outside of her normal working day.
- 16.1.2 The data showed a marked reduction in first aid incidents, particularly inflicted incidents. There was nothing else significant of note.
- 16.1.3 A Jarvis asked what would happen if this analysis was not produced. L Radcliffe reported that procedures were tightened up as a result of the Fol request and having the records are useful.
- 16.1.4 *Q: A Jarvis "What happens if there is an incident?"* S Spencer clarified that any time a child receives first aid it is recorded. Anything more serious follows LA policy.
- 16.1.5 A Jarvis questioned the learning process or added value provided by producing the document and whether this was creating unnecessary administration.
- 16.1.6 The Governors agreed producing this document did not seem a reasonable and effective use of time. It was agreed to continue the good practice of recording the incidents but the data will not require collection and analysis.
- 16.1.7 It was agreed the tabled document could be used as part of the safeguarding documentation.

**17. DATE OF NEXT MEETING – 21 November 2017 at 1730 hours**

There being no other business, the meeting closed at 1930 hours