



Fen Ditton C. P. School

**Minutes of the Meeting of the Resources Committee of the Governing Body**  
**Monday 18<sup>th</sup> September at 6.15pm**  
Version Final

Present;

Rob King	Co-opted Governor
Stuart Wood	Co-opted Governor
Bryn Garrod	Co-opted Governor (Chair)
Claire Hawkins	Clerk
Mark Askew	Headteacher

Supporting Documentation:

- [1] Wishlist of Capital Projects
- [2] Governor Induction Policy
- [3] Staffing Deployment 2017/18
- [4] Safeguarding and Child Protection Policy
- [5] EPM Model Pay Policy

### **1. Meeting Attendance**

Tom Barden was absent.

### **2. Register of Pecuniary Interests**

No interests were declared for the meeting.

### **3. Election of Chair/Vice Chair**

Chair: Bryn Garrod was nominated by Stuart Wood and seconded by Mark Askew.

Vice Chair: Stuart Wood was nominated by Bryn Garrod and seconded by Mark Askew.

Both were unopposed, and therefore both accepted.

### **4. Minutes from Resources meeting held on 12<sup>th</sup> June 2017**

The minutes were agreed as a true record of the meeting and signed by BG.

## 5. Matters Arising

Item 5.1 Off budget reporting of some income/expenditure. SW has not yet spoken to Caroline Wright regarding why some income/expenditure is dealt with 'off-budget', with only the net figures appearing on the final budget. He will raise this at their next meeting in November.  
**ACTION SW**

Item 5.2 EPC digital display. RK reported that a small digital display showing energy created and used would cost £200. Teachers would be able to bring up the display data to class computers and whiteboards through wifi, creating a useful classroom display. Governors discussed the possibility of the PTFA funding this. Clerk will contact the PTFA committee to check.  
**ACTION CLERK**

Item 5.3 Asset register/wish list/capital expenditure. MA reported that he has an asset register template which needs populating. He has not met with TB regarding this yet. Anglian Learning (AL) have also requested information on the school's assets. MA has produced a wishlist of capital projects [supporting document 1].

This list was informed partly by the recently received condition report from PCM. The report highlighted the need for external paint work and wood treatment. MA is awaiting quotes for this work, and estimates a cost of £5k. Governors agreed this expense; if the quotes return a higher amount, this could be signed off at Full Governors meeting in October.

MA reported one other area for concern highlighted by the PCM survey was cracking brickwork in the chimney, which could be costly to investigate further.

*A governor asked how many items on the wish list for this year MA expected to secure?*

MA replied that most of the figures on the list are very rough estimates, but he hoped to get to some of the 'beneficial' section. Resurfacing the trim trail area is a huge expense, but is becoming more necessary by the day.

Governors resolved to move forward with essential work on painting/wood treatment, and to further discuss finance for capital projects at the next meeting. **Carry forward capital projects**

*A governor asked if the interactive white boards discussed at a previous meeting were now being purchased, as they are now an item on the beneficial list, rather than essential?*

Governor discussed if this expense was in the current school budget, and if so the money should be spent. If not, this should be raised at the meeting in November. **ACTION MA**

MA raised the idea of a more prominent school sign projecting onto the grass verge, governors discussed if permission for this would be required from the Council. RK agreed to investigate this.  
**ACTION RK**

Item 5.4 The Governor Induction Policy has been tidied up by the clerk. [supporting document 2]. SW emailed financial details on fraud and theft for the policy today. These will be added and the policy brought to Full Governors.

## 6. BCR Review

The half-year outturn will be seen at the next Resources meeting. MA reported that the budget is on track. English and Maths budgets are the two areas that are currently underspent. With the new academic year now upon us, this money will be utilised very soon. MA will be meeting with AR and FM to ensure they are aware of their budget and encourage them to invest in teaching and learning resources. He has also asked Sarah Hinton to regularly produce a balance sheet for staff who have some budget responsibilities.

Regarding the EYFS canopy, MA has had advice from a builder that closing the gap between the canopy and the building would be costly, and perhaps not necessary. MA will check back with the teaching staff to clarify how big an issue the gap is, and come to the next meeting with decision on this work.

**ACTION MA**

## 7. Travel Plan Update

MA reported that the bike shed roof extension covering the grassed area was completed in the summer holidays. He counted 30 bicycles and 6 scooters in there on Monday 11th September. Alice Parker is the school's travel plan coordinator but as you can appreciate setting up her class takes priority at this time of the year.

Need to ensure cycle training is booked for this year and review what needs to be put in place for the silver award. RK reported that gaining a Silver Award takes a lot of work. Evidence of changing habits must be shown, as well as work on the travel plan being incorporated into the school curriculum.

Road improvements outside the school have been delayed again to Summer 2018, and governors felt that lots of work around the travel plan after these improvements could gain the school a Silver award.

## 8. Staffing Update and Staff CPD Update

MA circulated a staffing deployment document [supporting document 3]. He reported that two midday supervisors have resigned, and it remains very difficult to fill these roles.

*A governor asked if the resignations were based on the work or environment being too challenging?*

MA replied no, staff were moving to jobs offering more hours, and no issues had been reported to him.

*A governor asked how the new arrangement of staff responsible for computing will work?*

MA reported that Sally Prosser and Helen Ingham will take responsibility for computing teaching while Angie Nicholls will deal with the school website and any technical issues. The aim is to see the computing curriculum more integrated into classroom teaching.

*A governor asked if CJ's non-teaching role had changed, as she now has a 50% teaching responsibility?*

MA confirmed that CJ does not have responsibility for a class, but will provide 'intervention' teaching to Reception and Y1, and provide PPA cover. The aim being to target gaps in learning as early as possible, while also cutting down on supply teaching costs.

*A governor asked if this will leave enough time for CJ to fulfil her SENCO role, and support MA in his role?*

MA replied yes, without class responsibility she will have time for her other roles.

Governors discussed the timetabling of some other local schools who finish after lunch on Fridays, and all staff take PPA time on Friday afternoons.

Other staff training includes INSET delivered by MA and CJ (school priorities, expectations, behaviour strategies and timetables), a clinical psychologist will deliver training to all staff next week, two TAs are booked onto behaviour management training, CJ will travel to Yorkshire for White Rose Maths training, and an English adviser will support Fergal this month.

MA is considering introducing the Thrive approach to support mental health and well-being for pupils. Initial training cost £650 for an induction for all staff. Then £1200 per school coordinator (would possibly need 2) – training done across a year. Governors discussed the possibility of sharing the cost and training with other schools in AL further down the line, but continuing with induction training now.

MA and CJ will also visit three primary schools in three school MAT in London, including an outstanding school.

## **9. Health and Safety Update**

MA reported that child protection files have gone to pupil's new schools, and he is updating CP files for new starters. MA has completed the annual safeguarding report for governors, which is now done online and he is awaiting the report back. E-Safety will be an area that we need to further improve this year and will probably be noted in the report. Governors asked that the data from this report be shared at Full Governors, in order to assess any trends. **ACTION MA**

Teacher emergency first aid training is booked for November

Staff will be required to read and sign to say that they have understood the school's safeguarding documents.

Governor safeguarding reading records are still missing some signatures. Clerk will chase up. **ACTION CLERK**

## **10. Academisation Update**

The consultation letter went out on 12<sup>th</sup> September, with a consultation event on 28<sup>th</sup> September for parents and staff.

This morning, our application to the DfE to become an academy was accepted. There have been some delays over the Summer.

*A governor asked if there should be a governor presence at the next finance meeting with AL?*

MA will clarify the agenda of the next meeting, see if governors can attend, and be in touch with SW and TB. **ACTION MA**

## **11. Policies**

11.1 Safeguarding and Child Protection Policy [supporting document 4] This is an updated policy from the LA. Governors noted that some information must be added to the policy to personalise it for this school. Clerk will add this, and bring to Full Governors for ratifying.

**ACTION CLERK**

11.2 Pay Policy [supporting document 5] This is an annually updated model policy. Concerns over some of the content were raised, in particular the vagueness of pay increase levels.

Governors decided to defer policy to the Pay Review Committee (SW,VB,CR), and bring to Full Governors in October, with further clarity on the policy. **ACTION Pay Review Committee**

## **12. AOB**

MA reported that the soak away replaced in the car park, and the mobile classrooms and toilets have been repainted. Lockers have been ordered for the cloakroom area of the mobile and then this area will be painted to complete this project.

**There being no other business, the meeting closed at 7.45pm**

**The next meeting of the Resources Committee is on November 6th 2017**