

**HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY
Minutes of the Resources Committee Meeting
Held on Tuesday 8th May 2018 at 6.30pm**

Present:	Helen Peat (Co-Chair of Governors, HP)
	Rachel Brown (Co-Chair of Governors, RBr)
	Kate Fox (KF)
	Vanessa Allen (VA, Chair)
	Hayley Coulter (HC)
	Bill Brownlie (BB)
	Raylene Armstrong (RA)
	Andi Caddy (AC)
	Kathryn Miller (Clerk)

1. Welcome, Apologies and Declarations of Interest

Welcome: The Chair welcomed everyone to the meeting.

Apologies of absence: Apologies received and accepted from JF and TM.

Governors absent: None.

Declarations of interest: KF explained that she has been given a gift by a member of staff as a thank you gesture. As she is unsure of the value, she asked governors to confirm what action she should take. Governors agreed KF should complete the Record of Gifts and Hospitality form, which is appended to the Gifts and Hospitality policy.

Action: KF

**2. Minutes of the last Resources meeting on 20.03.18 (available to view online at:
http://www.hemingfordgrey.cambs.sch.uk/website/resources_committee/162721)
and matters arising:**

a) After Aspens left the meeting, governors agreed more information on catering services charges for other schools would be useful before making any further decisions. HP will research this and will bring to the next FGB meeting. It was also agreed that KF will ask Aspens if it would agree to purchase a polytunnel for us. **IN PROGRESS: KF advised Aspens has confirmed the pricing in the contract proposal is for the first year only. KF has agreed with them that we will proceed with the contract initially for the first year. We will review it with them at Easter, to agree how to proceed for the remainder of the contract. KF explained Aspens now have kitchen staff on core hours with an additional member of staff to supervise, to increase efficiency. KF has discussed with Aspens that the core hours may need to be adjusted in the future. KF has suggested sending the supervisor to visit a school she is aware of in Rutland to observe best practice which would hopefully be helpful to us.**

Signed.....Date.....

b) Action for KF from confidential minutes (item 2) – KF is awaiting further updates.

COMPLETED: KF confirmed the matter has now been resolved. The relevant documentation is being held securely and monies have been received.

c) Review of Lettings Charges - Clerk to email the revised rates to Jo Guest so she can amend the lettings letters accordingly. **COMPLETED. VA has also confirmed to Jo to proceed with sending out the letters with the revised charges.**

d) H&S Update:

Question: Is the fire alarm testing done on an annual basis? (It is showing as a 6 monthly check on the Planned Maintenance checklist)

Response: Yes it is done every 6 months. BB to ask Jeremy to amend this. **COMPLETED.**

e) Re-decorating the playgroup - agreed to review this matter at the next Resources Committee meeting. **COMPLETED: it has been confirmed that playgroup is responsible for the re-decorating.**

f) H&S Update: KF advised that HC is currently finalising a summer plan projection and will ask her to send this to SY once complete to submit with the SFVS. **PENDING: HC will send the plan to SY to be added to the SFVS file.**

Action: HC

g) GDPR Asset Management Register - It was agreed that the Clerk will email HC to ask for an additional item to be added to the register relating to holding governors' confidential data. An amendment was also made to section 10 – Clerk to email this to HC. **COMPLETED.**

h) Policy reviews – Fixed Outdoor Play Equipment (BB), Health and Safety (BB), Business Continuity Plan (SY). To complete for the next meeting. **COMPLETED: on this agenda.**

The minutes were signed and approved.

3. Review of Spending and Virement Delegations

The current delegations document was circulated to governors prior to the meeting. The limits were discussed and governors agreed they should remain the same for this year. Clerk to change 'F&P' to Resources and update copy on file.

Action: Clerk

4. Agree premises plan and capital spend for coming year

KF confirmed our capital fund is approximately £6000 and will be spent on technology related items. Maintenance plans, which will be funded from our revenue, currently include redecorating the hall and doors in the summer. We are also looking to replace carpet and blinds in the Key Stage 1 area and Jeremy will be repairing decking. No other plans anticipated at present.

Signed.....Date.....

5. Health and Safety Report

Documents from the last meeting of the Health and Safety Committee were circulated to governors prior to the meeting. Wooden equipment in the Key Stage 1 area has been discussed; it will be inspected by an external company as part of routine maintenance checks and we will take advice from them. We are currently fundraising towards developing this outdoor area.

KF reported that a Critical Incident drill was conducted last week which went very well. Governors discussed the importance of practising different drills to highlight procedures for non-teaching staff as well as teachers and children.

Question: when do we practice the drill which involves taking all children off site?

Response: we do the evacuation off site on an annual basis, early in the Autumn term.

KF advised there was another bomb hoax email received overnight. We dealt with this quickly and efficiently according to procedure. We are continually ensuring we are vigilant and keep the site tidy as much as possible, including keeping the area clear in front of the school.

Astroturf – BB explained we are waiting to receive dates of when the company who installed it for us will come out to review the job. It is still unsatisfactory 6 months on with no improvement.

6. GDPR update and discussion – including draft privacy notices – pupils and staff

KF confirmed she attended a cluster meeting recently with the ICT service to discuss GDPR progress. HC and Jo Guest will be attending a meeting with our ICT Adviser on 23.05.18 to discuss progress and queries and HC will also be completing training soon. Our ICT Adviser will be completing half day reviews with each school to support us with GDPR.

Question: Is timing an issue to ensure our compliance with GDPR from the day it officially comes into effect?

Response: We are following advice and guidance from the Local Authority and are confident we are making good progress so far towards full compliance.

RA explained about a useful DofE online tutorial she has been made aware of which we may find useful. Clerk to circulate details of this with these minutes.

Action: Clerk

Question: Will all our staff receive GDPR training?

Response: This will be looked at in due course, it is likely to be done as a cluster.

Draft privacy notices for staff and pupils were circulated to governors prior to the meeting.

Question: Do we have to specify how long we are holding the information?

Response: We have a retention schedule which details this and it will be appended to the privacy notices.

7. Staff Issues

Recruitment

KF confirmed the teacher vacancy has been re-advertised, interviews for this will be later this month.

Inset Day

KF advised that staff felt the decision to hold an Inset day last Friday worked well.

8. Policy reviews

a. Fixed outdoor play equipment

BB reviewed this with Jeremy Birkin and it was circulated to governors prior to the meeting. They decided it was not necessary to make any changes at this point. Governors agreed to adopt it until the next review date.

Question: Does Jeremy use the form appended to the policy?

Response: Yes it should be completed by Jeremy on his regular inspections.

BB agreed to clarify this with Jeremy to ensure the form is completed each time, including nil responses, and reported back to the Health and Safety Committee.

Action: BB

b. Health and Safety

BB reviewed this with Jeremy Birkin and it was circulated to governors prior to the meeting. They decided it was not necessary to make any changes at this point. Governors agreed to adopt it until the next review date.

c. Best Value Statement

RBr agreed to review this for the next meeting.

Action: RBr

d. Incident reporting

HC agreed to review this for the next meeting.

Action: HC

e. Lone working

KF and HC agreed to review this with Jeremy for the next meeting.

Action: KF/HC

f. Protocol for locking / unlocking doors

KF and HC agreed to review this with Jeremy for the next meeting.

Action: KF/HC

Clerk confirmed she has not yet received the final Critical Incident Plan which SY was working on at the last meeting. HC will check to see if a final copy has been added to the SFVS file and Clerk to follow up with SY to ensure it is available for the next Resources Committee meeting.

Action: SY/HC/Clerk

9. AOB

JC requested appending the Safer Recruitment Checklist to the Safer Employment Policy. HC will send the updated checklist to the clerk who will append to the policy and update copy on file and on the website.

Action: Clerk

Meeting closed: 7.38pm.

Signed.....Date.....