

**HEMINGFORD GREY PRIMARY SCHOOL**  
**GOVERNING BODY**  
**Final Minutes of the Resources Committee Meeting**  
**Held via Teams on Tuesday 23 January 2022 at 6.30pm**

**Present:**

Kirsten Marriott (Headteacher, KM)  
Danielle Jones (Deputy headteacher DJ)  
Vanessa Allen (Chair VM)  
Kristi Johnson (Deputy Chair KJ)  
Helen Peat (Chair of Governors)  
Claire Birkin (CB)

**1. Welcome, Apologies and Declarations of Interest**

*Welcome:* The Chair welcomed everyone to the meeting

*Apologies of absence:* No apologies were received

*Governors absent:* None.

*Declarations of interest:* None.

**2. Minutes of the last Resources meeting on 23 November 2021 and matters arising:**

**a) Technology Review-** KM confirmed that she has now met with the ICT service at the Local authority and they are currently putting together a long term plan for us. This includes a plan and costings for the next three years including devices, infrastructure and cloud hosting. **Completed - on the Agenda**

**b) Appraisal Policy –** VA was due to speak to a cross section of staff about the appraisal policy. **VA confirmed that she had not been into school due to the ongoing Covid 19 challenges. It was agreed that VA would complete this monitoring week commencing 21 March, after the mid-year reviews have been completed. Purpose of the visit is to monitor the implementation of the Appraisal Policy. VA would be able to pick a random number of staff from the staff register on that dat. – FEEDBACK TO CARRY FORWARD UNTIL AFTER SCHOOL VISIT**

**c) Annual Check of Recruitment Documents – Completed - CB has done this as part of her SCR monitoring visit and is on the Agenda to be discussed**

**d) Monitoring the SCR –** The autumn term monitoring report to be undertaken – **Completed and on today's Agenda for discussion**

**e) Schools financial benchmarking – Completed - this has been reviewed by VA and KJ and is on today's agenda**

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

f) Pre school Assistant recruitment – VA agreed to help with interviews **Completed - VA/KM confirmed that this has taken place and the position is now fulfilled.**

g) Support staff affected by pay freeze or does this only apply to teaching staff **The support staff pay award April 2021 has still not been agreed. The current offer is 1.75% but unions are balloting members for strike action. £8k had been put aside in the budget as noted in the BMR. It is currently unknown whether or not there will be a 21/22 award.**

h) Pay policy was approved subject the addition of the current support staff pay scales. **Completed – the currently pay scales are shown in the policy. These will need updating once agreement has been reached for the support staff.**

i) Approved policies – KM agreed to ensure the finalised word documents of these policies are in the relevant folders on Teams. HP agreed to update the Policy review schedule **Completed HP/KM confirmed that they had been working on this list of policies and this was included on the today's agenda**

j) HP agreed to look at other tasks undertaken by the clerk to see whether they could be split across different governors to split the workload and ensure essential tasks are still undertaken until a new clerk was recruited **Completed - HP confirmed that this was done at the last FGB meeting**

***The minutes were approved and will be signed at the earliest opportunity.***

### **3. Safeguarding – monitoring safer recruitment/safeguarding– feedback from Autumn term monitoring**

CB presented her findings from her safeguarding monitoring visit. CB shared the framework document which records her visits per term with a section for each area of the visit. CB reported that KM had shared evidence of all areas that are required to be reviewed. The key points arising:

- i. Safer Recruitment – CB queried whether we had sufficient Governors who have the 'Safer Recruitment' training. It was confirmed that there was always at least 1 member of staff involved in the process who is 'safer recruitment' trained. The only exception to this was when recruiting a HT when it was essential that at least one Governor had the relevant training HP confirmed that she was trained but she felt there was a need to have several Governors with a good understanding of safer recruitment practices. IT WAS AGREED that CB and KJ be booked on the NSPCC Safer Recruitment module by KM.

**Action: KM, CB and KJ**

- ii. Peer to Peer and Sexual Abuse training – The review questions used to measure the knowledge and understanding of staff and Governors suggested that this was an area where knowledge was developing as this has recently become a focus following the Ofsted Enquiry. Further training has been delivered and this will be followed up with further review questions to measure the impact of this.

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- iii. KSCIE Full document – CB noted that each Governor should read the full report every September, but this is not recorded on SCR. It was agreed all Governors to read this by 28 February 2022 and to confirm to HC on completion for recording on the SCR. CB will liaise with HC to send this request by email to all Governors.

**Action: CB/ALL**

- iv. Lessons learned – KM noted that the next visit should include a note on the overview of how these points of have been followed up and document the lessons learned, so progress can be seen.

#### **4. Safeguarding – Monitoring single central register**

CB followed up on points raised by VA in previous term. CB reviewed the training record of the staff and pre-school staff until March 2022, any missing training has already been booked.

CB will complete the Summer Term SCR monitoring. Feedback will be provided at the July meeting on this and the Summer term safeguarding monitoring visit / meeting with KM.

**Action CB**

#### **5. Tech Review**

A report showing a three-year plan for technology was circulated prior to the meeting. This has been produced by KM following a meeting with the LA ICT service. This aims to have a sustainable model going forwards with a shift to more use of cloud technologies and a smaller server on site. Leasing of equipment makes it easier to keep the technology up to date.

KM is waiting for the quotes from the ICT Service for the plans presented ready to budget set. This proposal is about the infrastructure and maintaining the staff equipment for teaching, planning and assessment. There are options for the future if we want to develop use of Teams for our older pupils.

KM will also meet with KRCS, who provide and manage our i-pads. Reallocation of i-pads across the school means that the UKS2 pupils work on a 2:1 ration of pupils to i-pads. The LKS2 work on 3:1 and KS1 have i-pads available in their provision. As we purchased 30 i-pads prior to the lease, it makes sense to trade these in and increase our lease to keep our provision up to date. We have a number of bespoke CPD sessions booked with Apple to ensure their use is supporting staff in teaching and pupils in learning.

KM to feedback once ICT confirms budget

**Action: KM**

#### **6. Schools Financial Benchmarking 2020/21**

VA reported that the schools financial benchmarking data had been released and that she had been reviewing the statistics and comparisons. The results shown on the self-assessment dashboard were discussed and areas where HGPS values were significantly different to other similar schools were looked at in more detail. This did not result in any areas of particular concern. It is not, however,

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always clear where the data has been pulled from. VA and KJ to research into where some of statistics are derived from and get a clear definition of some of the key areas

- Pupil to adult ratio – what is the definition of an adult in the school?
- What counts as the cost of finance in school?

**Action: VA/KJ**

## **7. School Organisation**

- a. Pupil Numbers – the current forecast of pupil numbers for the next few years were displayed. This does not predict a significant change from the current numbers.
- b. Based on the above – staffing requirements are predicted to stay the same which means the staffing budget next year will be similar to this year – subject to any increments and uplifts.

## **8. HR-related Staff matters**

KM reported there were no matters arising. All vacancies now filled with the recent recruitment of a general TA in KS1 and a 1:1 TA.

## **9. Staff Work-Life balance**

KM and DJ reported that the level of covid-19 infections was particularly high in school at present, causing significant pressures on all staff and having an impact on the delivery of education. The delivery of education was currently disjointed due to high numbers of pupil absences, this being added to high levels of staff absences. Many of the teaching staff have been doubling up with duties over lunch and break times. It is hoped that this will ease over the coming weeks.

## **10. Preschool update – financial matters**

The month 9 BMR had been uploaded to the Resources Teams Channel, the reserves of the preschool were forecasted to be positive. This was as a result of the school receiving additional funds of £3k in relation to some of the staff apprenticeships schemes which was not expected. A further £3k will be issued once the apprenticeships have been completed.

## **11. Feedback from Governor recruitment sub-group**

KJ reported that HG had drafted a role description, KJ was in the process of pulling together list of organisations/places for the advert to be placed. KM confirmed no further applications have been received from the clerk position. CB suggested that the vacancy be highlighted as being a paid position. Further work to be undertaken by the sub-group in relation to governor vacancies and clerk vacancy.

**Action: KJ/VA/HG**

## **12 Policy Reviews**

KM reported that Judicium had initially undertaken their review of the personnel policies and had risk assessed the policies into Tiers (Red, Yellow and Green), KM suggested that each term a tier be reviewed with Tier 1 first; KM to liaise with Judicium to determine whether this was viable.

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Judicium had provided templates for policies that needed updating, KM had created a control spreadsheet. From KM's sheet, all items highlighted green have been updated to be HGPS specific and ready for approval - these are:

Anti-Harassment & bullying  
Appraisal  
Code of conduct  
Elective Surgery  
Equal opportunities and diversity  
Flexible working  
Transgender and other gender equality policy  
Gifts and hospitality  
Annual Leave  
Maternity leave and pay  
Sickness absence and sick pay  
Time off for dependents  
Time off to train

These policies were approved by the committee.

The policies in yellow needed further work and with an update by KM at the next meeting, including:

Fertility treatment – *this needs further discussion KM to provide at the next meeting*

Managing Sickness, Managing Sickness (long term) and managing sickness (short term) -*some amendments to be made for approval (inclusion of flow chart)*

Share parental leave (adoption) and shared paternity leave (birth) *to be considered for next meeting*

**Action: KM**

VA noted that there were a further number of other policies to also be reviewed

- a. First Aid – this would be reviewed by KM along with all policies related to medical needs, so in future they get reviewed together and consistency between them is ensured.

**Action: KM**

- b. Health & safety *to be reviewed at next H & S meeting – then for February approval*

- c. Guide to information available – publication of information - *HP confirmed this is related to GDPR, so could be reviewed by the school's lead on this HC. The document is produced by the ICO. KM agreed to discuss the review of this with HC*

**Action: KM**

### **13. Salary Committee - support staff**

KM reported that the information will be ready from 1 March onwards, and KM required feedback from 14 March 2022. VA will arrange a meeting for the salary committee at the appropriate time.

**Action: VA**

### **14. Review impact on Meeting**

The committee discussed the key points arising from the meeting;

- a. Developing robust procedures to ensure Governors have complied with their safeguarding requirements.
- b. Financial benchmarking – ensure sound financial management of the school.
- c. Understanding the impact on staff and pupils of the ongoing covid pandemic – learning and well-being.

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

- d. Robust framework for policy reviews.

## 15. AOB

KM confirmed that a replacement governor was required for the Headteachers Review Panel. On consideration of this with HP, KJ was invited to join the panel. KJ accepted

HP reminded VA that there were a number of Resources minutes at the school to be signed.

**Action: VA**

The meeting ended at 8.30 pm

	<b>Action</b>	<b>By whom</b>
<b>a</b>	Appraisal policy monitoring – complete Spring term, report back summer term.	<b>VA</b>
<b>b</b>	Roles affected by pay freeze – update committee when further information available.	<b>KM</b>
<b>c</b>	CB and KJ be booked on the NSPCC Safer Recruitment module by KM.	<b>CB,KJ, KM</b>
<b>d</b>	All Governors to read KCSIE by 28 February 2022 and confirm to HC on completion, for recording on the SCR. CB will liaise with HC to send this request by email to all Governors.	<b>CB, ALL</b>
<b>e</b>	Complete summer term SCR monitoring and safeguarding monitoring visit and report back during the July Resources meeting.	<b>CB</b>
<b>f</b>	Tech review – report back when further information available from ICT service about budget needed to implement plans.	<b>KM</b>
<b>g</b>	Further delve into benchmarking – understanding pupil to adult ratios figures and what is included in the cost of finance.	<b>VA, KJ</b>
<b>h</b>	Further action by the sub-group in relation to governor vacancies and clerk vacancy.	<b>VS, KJ, HG</b>
<b>i</b>	Personnel policy review by Judicium – complete updates on outstanding policies ready for approval by Committee at the next meeting.	<b>KM</b>
<b>j</b>	Review First Aid policy – to be looked alongside the other medical policies, for all to be reviewed at the same time, to ensure consistency.	<b>KM</b>
<b>k</b>	Health and safety policy – to go to H&S Committee for review.	<b>VA, KM</b>
<b>l</b>	Guide to information available – discuss review with HC	<b>KM</b>
<b>m</b>	Arrange date for the Salary Committee to meet re: support staff – between 1 and 14 March.	<b>VA</b>
<b>n</b>	Resources minutes in school office – to be signed.	<b>VA</b>

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