

Hemingford Grey Primary School Governing Body
Minutes of the Resources Committee held in the spare classroom on
Tuesday 3rd July 2018 at 6.30pm

Present:

Vanessa Allen (VA, Chair)
Julie Fryer (JF, Vice Chair)
Kate Fox (KF)
Helen Peat (HP, Co-Chair of Governors)
Rachel Brown (RB, Co-Chair of Governors)
Hayley Coulter (HC, Clerk)
Bill Brownlie (BB)
Raylene Armstrong (RA)
Steve Young (SY)

Welcome and apologies for absence, declarations of interest

Welcome: The Chair welcomed everybody to the meeting

Apologies for absence: Received and accepted from TMcM. AC absent from meeting.

Declarations of interest: None

1. Minutes of the last Resources meeting on 08.05.18 and matters arising

- a) **Recording of Gifts and Hospitality form for a gift received which KF received from a member of staff/parent.** KF completed the Record of Gifts and Hospitality form and it is on KF's personnel file
- b) **Summer Projection plan to be sent to SY**
HC sent this to SY. SY will look and let HC know if he hasn't got it and HC will send again.
- c) **Spending and Virement Delegations document – F&P to be amended to Resources and update copy on file.** Clerk to check this has been done.
- d) **Details of DfE online tutorial recommended by RA to be circulated to Governors.** Done
- e) **Clarification that Jeremy Birkin uses the form appended to the Fixed Outdoor Play equipment policy when conducting inspections.** Yes, Jeremy does that.
- f) **Value Statement Policy Review.** On Agenda
- g) **Incident Reporting Policy Review.** On Agenda
- h) **Lone Working Policy Review** On Agenda
- i) **Protocol for Locking/Unlocking doors Policy Review** On Agenda
- j) **Critical Incident Plan uploaded to SFVS by SY.** Done
- k) **Critical Incident Plan which SY has been working on to be provided for the next Resources meeting.** It was agreed that the BCP and flood plan will be appended to the Critical Incident Plan.
- l) **Append the Safer Recruitment Checklist to the Safer Employment Policy.** HC to do.

Signed Date.....

2. Monitor implementation of performance management policy

All support staff had performance management in the spring term and any salary increases were recommended to the Salary Committee which came into effect on 1st April. Teacher's performance management includes lesson observation and scrutiny of children's work. An extensive report is then put together with outcome data which will then be reviewed to see if targets are being met. This report is feedback to teachers in a meeting. A generic objective across the school is assessing foundation subjects. Teachers also nominate their own target unless there is a performance issue identified from observations. At the end of the term, recommendations will be made to the Salary Committee.

3. Review of the effectiveness of staff CPD over the year and discuss a training strategy for next year

training strategy for the next year

training strategy for the next year

KF explained that the strategy is to look at outcomes from the Year 6 SATs results, continued performance management and look at the outcomes from Ofsted. On the first two INSET days in the Autumn term, staff will review the curriculum, the 'Big Questions' and how meaningful progress is set up across each Key Stage. There will be three sessions on dyslexia and how provision can be enhanced.

4. Staff issues including work life balance

Three items were minuted confidentially.

Appointments: Herdeep Ward has been appointed as Leah Robertson goes onto maternity leave and Herdeep has been into school on swap over day.

Sarah Hampton has been appointed to cover the maternity of Eleni Griffiths. Two very strong Teaching Assistants have been appointed for Years 5 and 6. There is one more Teaching Assistant appointment to make.

Headteacher Recruitment update: The Co-Chairs of Governors met with KF and JC today and talked with Ann Housden last week and concluded that a third recruitment attempt would take place in September. A governor suggested that the recruitment panel could perhaps attend Headteacher conferences and whilst KF agreed this was a great idea, unfortunately there are no platforms like this. It was suggested by Governors that recruitment agencies could be appointed although there would be cost implications. HP suggested putting a message on the Knowledge Hub asking other Governing Bodies how they recruit Headteachers. It was also suggested that Twitter could have educational platforms. HC will ask SAsk to research this for the school.

5. GDPR update and next steps

HC reported the work she has been doing for the school to become GDPR compliant. Policies to look at include the School Workforce Policy, Freedom of Information List, Security Breach Policy (which can be tailored to HGPS as a stand alone policy), Electronic Communication – Staff – Esafety and AUP Policy, Personal Information and Record Keeping policy and the Data Protection Policy.

Signed Date.....

HC will amend all of these policies where necessary and compile them into one GDPR folder which can be referred to if needed. HC will contact Huntingdon Primary School to see what they have. A query was raised as to whether Statutory Sick Pay records should be kept for 6 years instead of 3. HC will ask Judicium.

Action HC

6. Report from the Health and Safety Committee – last meeting 18.06.18

A Governor asked about the condition of the fence at the front of the school and whether it needs to be addressed. KF will ask JB to get some quotes which could be planned into next year's budget maybe. SY to email JB with a contact. Thanks was given to Bill Brownlie for his valued contribution to the Health and Safety Committee.

Action KF/SY

7. Resources Committee Terms of Reference and annual planner for 2018/19

The dates need to be changed on the annual planner. GDPR update and Salary Committee Meeting for teachers to be added to the first meeting of the Autumn term. F&P to be added to the second meeting of the year to discuss new software which the LA are introducing 'Making Tax Digital' for VAT returns.

8. Review statutory committee membership and make any recommendations for consideration at September full GB meeting

Replace TMcM with VA to Monitor the BCR and completion of SFVS.

Remove BB where necessary.

RBu would like to step down from HT Performance Review and it was agreed that we would keep this vacancy open for the time being until we recruit in September for a co-opted Governor.

RA to be added to Staff Dismissal and Salary Committees

RH to be added to the Appeals Committee

Remove Best Value from Link Governor Roles

9. Policy reviews

- a. Best Value Statement – Remove the National Literacy Strategy highlighted in yellow Procedures in yellow to be kept. **Action**

HC

- b. Incident reporting HC done
- c. Lone working and Protocol for locking/unlocking doors -KF done and sent to KM

KF explained that Judicium should look at policies over the summer holidays and would follow this up to see if they have been reviewed

Action

KF

Signed Date.....

10. AOB

KF reported that three cars have been hit recently in the staff car park. Skools Out have asked parents not to use the staff car park and KF said that the school will continue to remind parents to be honest if they accidentally damage somebody's car. It was agreed that a message would be sent to parents to remind parents to drive with care if using the staff car park and if further damage to cars happens, the Governors will consider alternative measures for car park use for Skools Out and Dance.

An update was given regarding the staff night hosted by the Governors.

Action HC

Meeting closed at 8:15pm

Signed Date.....