

**HEMINGFORD GREY PRIMARY SCHOOL  
GOVERNING BODY  
Minutes of the Resources Committee Meeting  
Held on Tuesday 5<sup>th</sup> February 2019 at 6.30pm**

<b>Present:</b>	Helen Peat (Co-Chair of Governors, HP)
	Rachel Brown (Co-Chair of Governors, RBr)
	Kirsten Marriott (Headteacher, KM)
	Vanessa Allen (VA, Chair)
	Julie Fryer (JF, Vice-Chair)
	Hayley Coulter (HC)
	Raylene Armstrong (RA)
	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 Mark Burke (MB).

*Governors absent:* None.

*Declarations of interest:* None.

**2. Minutes of the last Resources meeting on 27.11.18 (available to view online at:**

**[http://www.hemingfordgrey.cambs.sch.uk/website/resources\\_committee/162721](http://www.hemingfordgrey.cambs.sch.uk/website/resources_committee/162721))**

**and matters arising:**

a) At the next meeting Governors will agree which Governors will monitor safer recruitment; they will look at one vacancy from the Autumn term and one from the Spring term. HC to forward VA information as to who is safer recruitment trained and the expiry dates of this training.

**COMPLETED: It was agreed that JF will monitor safer recruitment this term. HP has a proforma which she has previously used for this and will send it to HC to review before sending on to JF to use. VA confirmed there are 6 people who have completed safer recruitment training. It was reported that JC is satisfied this is a sufficient number to ensure appropriate cover throughout the school. It was noted that the new Deputy Head will need to complete this training when they start in post, if they haven't already completed it.**

**Action: JF/HP/HC**

b) RA to feedback on work undertaken relating to her role as Link Governor for Training at the next FGB meeting. **COMPLETED: RA reported back on progress to governors at the last Full GB meeting. She will finalise the document she has drafted and send to the Clerk to circulate and file.**

**Action: RA**

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c) HP and RBr have reviewed the Google Drive and will update new documents and policies with the assistance of HC. **COMPLETED: HP confirmed she has updated all relevant documents except policies relating to GDPR. This will be discussed under agenda item 7.**

d) 2019-20 School Funding Arrangements – VA will complete the online consultation, giving the above agreed response on behalf of the whole Governing Body. **COMPLETED: This has been completed and submitted, and no response has been received as yet.**

The minutes were signed and approved.

### **3. Staffing Organisation for 2019-20 – Verbal Update**

The following discussion is minuted confidentially.

### **4. Staff-Work Life Balance / Staff Issues**

KM confirmed that no staff issues have been raised to her during her time in post so far. She will be issuing staff surveys in the next two weeks which will then be monitored and reviewed in order to measure staff well-being, particularly whilst staffing changes are taking place.

The 'Workload Reduction Toolkit' update presentation was displayed at this point for governors to learn about. This is available to download from the Cambridgeshire School Governance Services Knowledge Hub. KM would like to speak separately with RA to benefit from her knowledge and experience of working in change management.

KM explained she is aware of some aspects of staff workload which are particularly time consuming and would like to explore ways to improve this including implementing new IT systems. She is very mindful that such change can cause anxiety for staff and reassured the Committee that this would be very carefully planned change, ensuring staff receive necessary training to support them. It was agreed that this will be discussed at a future meeting of this Committee in July. The Clerk will circulate the Workload Reduction Toolkit to all governors.

**Action: VA/Clerk**

### **5. Safeguarding – Feedback from Autumn term monitoring of the Single Central Register (SCR)**

JF and RA provided feedback from the monitoring they carried out of the SCR last term. They explained that neither of them had completed this before and that they were very impressed with the amount of detail contained in it. They are satisfied that it is all up to date and as it should be.

They discussed with HC about ways to inform parents of this document so they are aware of how much work goes into safeguarding their children. Governors discussed the idea of producing a visual poster to illustrate 'how we keep your children safe' as a whole school community. KM feels this would fit in well with raising awareness among the parent body of the duty of care we have regarding attendance, and how this is part of the wider role of safeguarding all families too. Governors agreed it would be beneficial to circulate this document routinely at the start of each academic year, and could eventually be included in the school prospectus. They agreed it should be a very visual document and not too heavy with information, to encourage parents and carers to

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

engage with it. It was agreed that KM will identify existing documents which could be adapted for this. RA and JF will draft some key points for the document and HC will send them a blank template of the SCR as a reminder of the different information captured within it.

**Action: KM/JF/RA/HC**

It was agreed that VA will conduct the SCR review this half term and RBr next half term. They will contact HC to arrange a mutually convenient date to do so.

**Action: VA/RBr**

HP advised that Section 128 checks now need to be completed for all governors. HC agreed to complete this.

**Action: HC**

## **6. Monitor Induction (Staff and Governors)**

It was agreed that VA will complete this by arranging to speak with a cross section of new staff and governors.

**Action: VA**

## **7. Policy Reviews**

### **a. Feedback from Judicium's annual review of HR policies**

VA explained that Judicium has sent us a number of policies with their advised changes and updates for us to consider, ensuring they continue to be in line with local and national guidance. VA has looked through them all and, at this point, each one was displayed for governors to discuss and agree amendments:

- *Capability Procedure – HP to check conflicting guidance with Chris Meddle at the Local Authority.*

**Action: HP**

- *Code of Conduct – changes were approved. Clerk to finalise and update on google drive and website.*

**Action: Clerk**

- *Disciplinary – changes approved. Clerk to finalise and update on google drive and website.*

**Action: Clerk**

- *Grievance – changes approved. Clerk to finalise and update on google drive and website.*

**Action: Clerk**

- *Parental Leave – changes approved. Clerk to finalise and update on google drive and website.*

**Action: Clerk**

- *Sickness Absence and Sick Pay – it was agreed that the Clerk will circulate this to the Committee to review and it will be discussed at the next meeting.*

**Action: Clerk/ALL**

- *Redundancy – changes approved. Clerk to finalise and update on google drive and website.*

**Action: Clerk**

- *Managing Sickness Absence – it was agreed that the Clerk will send this to HC and KM to review for the next Resources Committee meeting.*

**Action: Clerk/HC/KM**

### **b. Policies for review – allocate reviewers**

- I. Protocol for staff whose children attend the school** - JC to review.
  - II. Privacy information for staff** - HC to review.
  - III. Personal Information and Record Keeping** - HC to review.
- Clerk will send them the word version of each policy.

**Action: Clerk/JC/HC**

**Retention Schedule** – HC has requested guidance regarding the retention period for Governing Body documents. Judicium has advised holding them for 2 years and the Local Authority has sent a document with different and longer timescales. HC is also currently looking into updating our Data Protection Policy as we need it to include Subject Access Request issues and Judicium’s model policy does not cover this. HC to prepare updates for this policy for the next Resources Committee meeting.

**Action: HC**

**IV. Equality Duty Objectives** – RBU to review for the next meeting. Clerk to send her the word version of this document.

**Action: Clerk/RBU**

**c. For information: updated Car Park Guidelines and accompanying Risk Assessment**

These documents were circulated to Committee members prior to this meeting. Governors discussed the documents and it was agreed that HC will make changes to both and will then send to the Clerk to update copy on file.

**Action: HC**

**d. GDPR Policy Issues**

HC confirmed she is attending training next week with the Cambridgeshire County Council ICT service which we currently contract to provide our GDPR services and support. HC needs more guidance from this service regarding policies which fall under the GDPR remit. The ICT service now has a new DPO (Data Protection Officer) in post which may help with this matter.

**8. Review Lettings Conditions and Charges**

Governors discussed the lettings charges and agreed changes to make to the policy document. The Clerk will finalise this and update copy on file and add to the school website.

**Action: Clerk**

**9. Finance**

**a. Check Salary Committee has planned to meet re: Support Staff**

KM advised that support staff currently have interim PDRs and that their new PDRs will be agreed during the next half term. HP advised that the Salary Committee should then meet to review and agree the PDRs towards the end of this term. This process should also include the Clerk role. It was agreed that VA will co-ordinate this process.

**Action: VA/Salary Committee**

**b. Completing 2019 SFVS (Schools Financial Value Statement)**

As SY was not able to provide an update at this meeting, it was agreed that VA will contact him to confirm progress in completing this. It was suggested that SY and the SFVS could be involved in the bite size training from governors which RA is co-ordinating to take place at a future Resources Committee meeting after Easter.

**10. AOB**

No items.

**Meeting closed: 8.32pm.**

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