

**HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY
Draft Minutes of the Resources Committee Meeting
Held on Tuesday 19th October 2021 at 6.30pm**

Present:	Vanessa Allen (Chair of Resources Committee, VA)
	Kirsten Marriott (Headteacher, KM)
	Helen Peat (Co-Chair of Governors, HP)
	Kristi Johnson (KJ)
	Clare Birkin (from item 5)
	Danielle Jones (DJ)
	Rochelle Butcher (Observing)
	Kathryn Miller (Clerk)

1. Welcome, Apologies and Declarations of Interest

Welcome: The Clerk welcomed everyone to the meeting. Rochelle was introduced and will be minuting all governor meetings from now on until a new Clerk is recruited.

Apologies of absence: Received and accepted from RA and HG.

Governors absent: None.

Declarations of interest: None.

2. Election of Officers

a) Agree term of office for Chair and Vice-Chair

1 year term agreed for both roles.

b) Election of Chair

The Clerk received one nomination from VA nominating herself. This was unanimously AGREED.

c) Election of Vice-Chair

The Clerk confirmed no nominations were received. KJ was proposed as Vice-Chair – AGREED.

The Clerk handed over the meeting to VA to continue as Chair.

3. Minutes of the last Resources meeting on 22.06.2021 (available [here](#)) and matters arising:

a) Critical Incident Plan – **IN PROGRESS: KM advised the latest update from the Local Authority was published last week. This will be discussed at the next Health and Safety Committee and the plan will be brought to the next Resources Committee meeting for approval.**

Action: KM

b) DJ confirmed the new Wellbeing Policy has been drafted, circulated to governors, and it was

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discussed at the last meeting of the Curriculum Committee. DJ will be updating it further following governor feedback, and it was agreed it will be sent to this committee for final discussions at the next meeting. **COMPLETED: item is on this agenda.**

c) Lettings Conditions/Policy – **COMPLETED: item is on this agenda.**

d) KM explained that the sound system in the hall needs replacing, as well as our phone system as neither are fit for purpose. Staff are keen for us to move from a 1:3 to 1:2 ratio for iPads, which we may look at as part of the 22/23 budget. We need to carry out a review of technology (what we have and how used) across the school to enable us to decide on budget priorities; it would be helpful for the technology sub-group of governors to meet in the summer term to review the impact on learning, before we make any further financial commitments. **AGREED TO REVIEW THIS AT THE FIRST SPRING TERM RESOURCES COMMITTEE MEETING:** KM advised that Apple will be visiting us soon to review our technology and will provide ongoing options which we can discuss at this meeting, and incorporate into our budget planning. **CARRY FORWARD TO THE NEXT MEETING: KM confirmed she has now met with the ICT service at the Local Authority and they are currently putting together a long term plan for us. KM will report on this at the next meeting.**

Action: KM

e) It was agreed that the Health and Safety Committee will review the 'Premises and Health and Safety' section of the Terms of Reference to determine whether the points are being covered; this will be done at their meeting next term. Under this section it was asked what the '5Cs folder' is; KM will look into. **COMPLETED: KM confirmed the 5Cs folder relates to a folder which is used by any contractors which we have on site, to check for their compliance.**

f) Review and agree annual planner for 2021-22 - HP and KM recommended that Jo Guest, Finance Officer, should attend the meeting prior to the budget setting Full GB meeting, to provide further information and explanation to the GB. The meeting with our Financial Adviser (Gaynor Pope) will be taking place on 20.04.2022 at 1.30, and it is recommended that a Resources Committee meeting should then take place on 26.04.2022 with Jo Guest attending. A brief Full GB to approve the budget will then take place during the week of 02.05.2022. Governors agreed to timetable in 6 Resources Committee meetings for 2021-2022, including the one above on 26.04.2022. **COMPLETED.**

g) Review and agree spending and virement delegations for 2021-22 - It was asked whether the spending authorisation bands were still suitable and when they were last uplifted. It was agreed that KM will request information regarding spending and virement delegation limits from her Head's cluster, to provide us with benchmarking data. This will be reviewed and spending and virement delegations for 2021-22 agreed and approved at the next meeting. In the meantime the current delegations will be used. **PENDING: KM confirmed she spoke with her cluster Heads who agreed with these limits. Our Financial Adviser has suggested using our budget as a guide for setting these limits as virements are only for any unplanned expenditure, and if all**

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planned expenditure is already agreed in the budget then it won't need to be approved by the committee. It was agreed that KM will ask Jo Guest to clarify the wording in the virement description and will add this to the document for future clarity.

Action: KM

h) Review and agree relevant sections of delegation decision planner - Resources and H&S focus - A suggestion was made to add to the SFVS section – the SFVS is prepared by the Resources Committee and approved by the Full GB. Governors otherwise approved the document. **COMPLETED.**

i) The latest Budget Monitoring Report (BMR) was also circulated to all governors prior to the meeting. Governors agreed it would be really helpful if Jo could attend to explain the document in more detail. Governors agreed it would be helpful to continue receiving both documents regularly as part of the future committee meetings, as well as further explanation from Jo. This would enable governors to feel confident in their strategic role of monitoring the impact of it. VA to provide feedback to Jo and arrange attendance at the next meeting she is available to attend.

COMPLETED: VA advised that the latest BMR is now available from Jo Guest and she will share it in the Resources channel on Teams. The monitoring section of the SDP details points in the year at which it would be useful for Jo to attend governor meetings. Jo will continue sharing reports with the GB on Teams and VA will facilitate this.

j) **Approval of spending – outdoor equipment** - The quotes were circulated to governors prior to the meeting, following Nick Churchill's recent presentation on outdoor learning at a Curriculum Committee meeting. Governors agreed to approve the quote and VA will email Jo Guest to confirm this decision. **COMPLETED.**

k) **Smoke Free, Substance Misuse and Drugs** - Governors agreed to approve the policies and agreed to remove the Drugs Policy. **COMPLETED.**

l) **Charging and Remissions Policy:** KM recommended some amendments to this policy to be effective from September 2021. The recommended changes were agreed by the committee. **COMPLETED.**

m) **Governor Induction** - HP has drafted a new primer of key information for new governors, which was circulated prior to the meeting. CB has made some suggestions by email which HP will incorporate. HP will finalise this document and will circulate again to all governors for final comments. **COMPLETED: HP is regularly updating this.**

n) **SCR monitoring feedback** - CB completed this monitoring for the Spring term. The report is now available and will be circulated to all governors for information. CB raised one action which the school will follow up on. VA will then follow up on this action at her review of the SCR. **IN PROGRESS: VA advised she was unable to complete the Summer term monitoring due to the bubble closures at the end of last term. VA has rearranged her visit for later this week. Governors discussed the GB role in monitoring the SCR as it was highlighted that NGA guidance suggests it is more of a strategic view, and not physically auditing the document. It was agreed that CB will email Tina Hubbard, our LA Governance Adviser, to find out what the local advice is regarding this.**

Action: CB

o) Governors discussed options for giving thanks to staff at the end of this academic year, as an informal in person event will not be possible again due to the pandemic. Governors agreed to put together an e-card for all staff, capturing messages from governors. The Clerk will co-ordinate this. *Following the meeting, VA offered to co-ordinate purchasing cakes for staff as a gift from the GB which was agreed by all.* **COMPLETED.**

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

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

4. Health and Safety

VA advised she completed a Health and Safety inspection walk round the school in the summer term. Another walk is planned for this Friday. The Health and Safety Committee will be meeting on the 4th November and members will report back at the next Resources Committee.

Action: VA

KM advised that the school is continuing to follow government guidance relating to the continually changing Covid situation.

5. Monitor Premises Plan

KM advised that the following actions have been completed over the summer holiday:

- Soffits and fascias have all been painted
- Painting, floor and door replacement
- A repair was identified during the summer holiday and, due to the current supply issues, we were unable to obtain the part until very recently which meant that the kitchen was operating without gas since the start of term. The catering company managed to provide one hot meal each day during this time. The gas was back on again just before census day which meant we could offer more hot options and increase demand for this.

Question: Do we have any other significant maintenance/repair work planned for this financial year?

Response: Work which was previously agreed to improve the sound system in the hall, the phone system, and the development of the outside area, is currently underway.

CB joined the meeting at this point.

6. HR Related Staff Matters

The following discussion is minuted confidentially.

7. Review of staff attendance for the previous school year

Governors discussed what exactly the GB needs to know in terms of staff attendance, in order to provide governors with the correct information to fulfil their strategic role.

Covid related absence is significant for all schools over the past 18 months. KM reported that 12 members of staff had 7 or more days of absence last year, which doesn't include absence related to covid. There is a range of reasons for this staff absence, both mental and physical. KM and DJ reported that they feel as though staff are able to be more open now about their reasons for absence. Staff are supported by sometimes making a referral to occupational health, referring them to the employee support helpline, and all staff are now offered a back to work meeting for every absence.

Question: Do we have a mental health first aider in school?

Response: Yes DJ and Michelle Parker have completed this training. Rochelle Butcher will also be completing a 1 day mental health champion training so that she can provide support with identifying early signs.

KM explained that we are prioritising mental health by offering support and implementing strategies to minimise any impact of absence on school. DJ explained that we will be analysing data following the back to work interviews for all absence from September 2021, to help us identify any trends and assess the effectiveness of our approach to this.

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

It was identified that there is currently no guidance in our Staff Absence Policy relating to Headteacher absence. HP has drafted additional information to add to this, which she will send to KM for her consideration, and the amended policy will be brought to the next Resources Committee meeting for approval.

Action: HP/KM

8. EHCP budget amendment – proposal for consideration and approval

The following discussion is minuted confidentially.

9. Pre-school update

The current financial position is as we expected it to be. Whilst fees were increased for the start of the year, at week 7 of the half term, we are yet to see the impact of this. Income is largely challenged by staffing on-costs, which we were aware of at budget setting.

The previous charity, Hemingford Grey Playgroup (Charity Number 292929) has now received confirmation from the Early Years Alliance's with approval to transfer their assets to the new charity, Friends of Hemingford Grey Pre-school (Charity number 28688). This transfer has taken place and the cash asset of approx. £4,000 sits in the new bank account. As a school, we will put a spending proposal together to the committee of Friends of Hemingford Grey Pre-school (Charity number 28688) to purchase resources for use and benefit of the children attending Hemingford Grey Pre-school.

Numbers of pupils are increasing, places are reserved for spring term 2022 and places are being advertised.

Question: Are we planning to continue to use the charity after the funds have been used?

Response: We could either continue to hold future fundraising income in the charity account we have had to create, for use in the future for potential fundraising activities, or we could close the account and hold the funds in school accounts.

Question: Could Skools Out be expanded into other areas of the school to provide more space and capacity?

Response: Skools Out is an external provider, who have a licence agreement with us. We do not hold information about their numbers and they have not requested additional space to expand. If they did, we do not have additional space for them to use, as the school hall is used for after school clubs. The wraparound care we offer is to Pre-school and Foundation Stage children only. Skools Out is offered to years 1-6.

Question: Did we receive any feedback from parents/carers following our fee increase?

Response: No we did not.

We are aware that for the future, we could look to increase fees further, accounting for children who also receive a light snack when they are attending. KM has prepared a Pre-school fees policy which was displayed at this point for approval.

APPROVED

10. GDPR Update

Hayley Coulter, Office Manager, has been updating all GDPR related documents and is also completing further CPD relating to it. KM is satisfied that we are compliant.

11. Salary Committee – confirm meeting date this half term

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

The Salary Committee met yesterday, which comprised of VA, DW, JJ, plus KM attending in an advisory capacity.

It was identified that our Appraisal Policy now needs reviewing. KM will look at this and will provide the GB with evidence to show that there is a robust process and policy in place.

Action: KM

Governors discussed where to store the Salary Committee minutes from previous meetings securely on Teams. It was agreed that HP will create a secure channel on Teams which can only be accessed by the Chairs of the GB and the Chair of the Salary Committee.

Action: HP

12. Policy reviews:

a) Admissions

This has been reviewed and was circulated to governors prior to the meeting.
APPROVED.

b) Lettings

KM has drafted a Premises Hire Policy to replace the Lettings Policy, using a model document from the Key. Governors agreed to approve the policy subject to the final amendments. AGREED.

Question: Does this policy relate only to one off hire rather than regular lettings? If so, this needs to be made clearer within the document.

Response: Yes it is, we will clarify this and also remove appendix 2 before adding it to our website.

Action: KM

c) Supporting pupils at school with a medical condition

It was agreed that KM will review this for the next meeting.

Action: KM

d) Attendance

It was agreed that KM will review this for the next meeting.

Action: KM

e) Pay

The following updates were identified:

- Payscale need updating for this year
- Teaching staff paycales have been frozen for this year, but we need to account for the impact of the additional bank holiday we have this year.

Action: KM

f) Managing Wellbeing

Approved.

KM added an update to the Induction Policy - NQTs are changing to ECTs (Early Career Teacher), however we would still have an obligation to support existing NQTs with completing their training, therefore it is proposed that we have 3 separate policies for Induction, NQTs and ECTs. KM to bring these for approval at the next meeting.

Action: KM

13. Date and attendance at the upcoming meeting with the school's Financial Adviser

The meeting with Gaynor Pope, our Financial Adviser, will be taking place on Tuesday 30th November at 2.30pm. The meeting is open to any governors who would like to attend. It will be confirmed nearer the time whether this meeting will be in person or virtual. VA, HP and KJ confirmed they will attend. Governors to contact KM directly if they would like to attend.

Action: ALL

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

14. Feedback from the 2022/23 Schools Funding Budget Briefings

VA and HP both attended this briefing and provided an overview of areas discussed. The key areas for the school to look into are the energy rates and insurance arrangements. The budget consultation ends at 5pm this Friday.

Question: Will we be providing any feedback as part of this consultation?

Response: It is difficult for us to provide feedback when we are not affected by any of the proposed changes at this time, so we will not do so this year.

15. AOB

- KM explained she is planning to meet with the GB and Committee Chairs to discuss and agree the safeguarding focus for future meetings throughout this year, based on the safeguarding wheel diagram which has previously been shared with governors. The outcome of this will be added to the annual planner as well as the relevant Terms of Reference documents.

Action: KM

- KM asked all governors to check the Strategic Development Plan for the monitoring schedule, and to action any items relating to their link governor role.

Action: ALL

- **Question:** Has there been any interest in re-establishing a PTA?

Response: Yes there was interest just before Covid, and we would like to return to this as soon as we feel this is feasible after the pandemic. We have been gauging interest from new parents with children joining the school, at their visits into school recently.

Meeting closed: 8.30pm

Action summary:

	Action	By whom
a	Critical Incident Plan – IN PROGRESS: KM advised the latest update from the Local Authority was published last week. This will be discussed at the next Health and Safety Committee and the plan will be brought to the next Resources Committee meeting for approval.	KM
b	Technology review - CARRY FORWARD TO THE NEXT MEETING: KM confirmed she has now met with the ICT service at the Local Authority and they are currently putting together a long term plan for us. KM will report on this at the next meeting.	KM
c	Review and agree spending and virement delegations for 2021-22 - It was agreed that KM will ask Jo Guest to clarify the wording in the virement description and will add this to the document for future clarity.	KM
d	SCR monitoring - Governors discussed the GB role in monitoring the SCR as it was highlighted that NGA guidance suggests it is more of a strategic view, and not physically auditing the document. It was agreed that CB will email Tina Hubbard, our LA Governance Adviser, to find out what the local advice is regarding this.	CB

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e	Health and Safety - The Health and Safety Committee will be meeting on the 4 th November and members will report back at the next Resources Committee.	VA
f	It was identified that there is currently no guidance in our Staff Absence Policy relating to Headteacher absence. HP has drafted additional information to add to this, which she will send to KM for her consideration, and the amended policy will be brought to the next Resources Committee meeting for approval.	HP/KM
g	KM has prepared a Pre-school fees policy which was displayed at this point. Governors are encouraged to read through this on Teams following the meeting.	ALL
h	It was identified that our Appraisal Policy now needs reviewing. KM will look at this and will provide the GB with evidence to show that there is a robust process and policy in place.	KM
i	Governors discussed where to store the Salary Committee minutes from previous meetings securely on Teams. It was agreed that HP will create a secure channel on Teams which can only be accessed by the Chairs of the GB and the Chair of the Salary Committee.	HP
j	<p>POLICY REVIEWS:</p> <p>Lettings - KM has drafted a Premises Hire Policy to replace the Lettings Policy. Governors agreed to approve the policy subject to the final amendments.</p> <p>Supporting pupils at school with a medical condition</p> <p>Attendance</p> <p>Pay The following updates were identified:</p> <ul style="list-style-type: none"> • Pyscales need updating for this year • Teaching staff pyscales have been frozen for this year, but we need to account for the impact of the additional bank holiday we have this year. <p>Induction It is proposed that we have 3 separate policies for Induction, NQTs and ECTs. KM to bring these for approval at the next meeting.</p>	KM
k	The meeting with Gaynor Pope, our Financial Adviser, will be taking place on Tuesday 30 th November at 2.30pm. The meeting is open to any governors who would like to attend. It will be confirmed nearer the time whether this meeting will be in person or virtual. VA, HP and KJ confirmed they will attend. Governors to contact KM directly if they would like to attend.	ALL
l	KM explained she is planning to meet with the GB and Committee Chairs to discuss and agree the safeguarding focus for future meetings throughout this year, based on the safeguarding wheel diagram which has previously been shared with governors. The outcome of this will be added to the annual planner as well as the relevant Terms of Reference documents.	KM
m	KM asked all governors to check the Strategic Development Plan for the monitoring schedule, and to action any items relating to their link governor role.	ALL