

**HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY
Final Minutes of the Resources Committee Meeting
Held on Tuesday 23rd November 2021 at 6.30pm**

Present:	Vanessa Allen (Chair of Resources Committee, VA)
	Kirsten Marriott (Headteacher, KM)
	Helen Peat (Co-Chair of Governors, HP)
	Clare Birkin (from item 2)

1. Welcome, Apologies and Declarations of Interest

Welcome: The Chair welcomed everyone to the meeting. As RB was unable to attend the meeting to take minutes, HP took notes for the minutes

Apologies of absence: Received and accepted from KJ, HG, DJ and RA

Governors absent: None.

Declarations of interest: None.

2. Minutes of the last Resources meeting on 19.10.2021 and matters arising:

	Action
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. Completed: item is on this agenda
b	Technology review - CARRY FORWARD TO THE SPRING TERM 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. This includes a plan and costings for the next three years including devices, infrastructure and cloud hosting. KM will report on this at the next meeting. Action VA/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. In progress: The committee agreed to increase the spending and virement delegations as follows: Headteacher – up to £3000 Headteacher and chair of Resources Committee - £3000-£5000 Resources Committee – over £5000 These delegations only apply to any proposed spend that is not included on the approved budget. Wording for the Virement description is outstanding Action: KM/Jo Guest
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. Completed – advice from the LA is that termly checks should be carried out. This to:

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

	To provide reassurance that the necessary checks are being carried out To reinforce the importance of the document for the school staff who are responsible for creating and maintaining the record.
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. Completed: item is on this agenda
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. Completed: item is on this agenda
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. Completed
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. Completed: item is on this agenda
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. Completed
j	<p>POLICY REVIEWS:</p> <p>Lettings Premises Hire Policy 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. Completed</p> <p>Supporting pupils at school with a medical condition It was agreed that KM will review this for the next meeting. Completed: item is on this agenda</p> <p>Attendance It was agreed that KM will review this for the next meeting. Completed: item is on this agenda</p> <p>Pay The following updates were identified:</p> <ul style="list-style-type: none"> • Payscales 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. <p>Completed: item is on this agenda</p>
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. Completed – invite has been sent out and several governors have confirmed they will attend.
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. Completed

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. Completed - all monitoring activities for the autumn term have been completed or are scheduled
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The minutes were approved with the addition of adding CB to the attendee list and will be signed at the earliest opportunity.

3. Report from the Health & Safety Committee

Minutes from the Health and Safety meeting on the 4th November and School Workplace Safety inspection checklists from 28/7/21 and 22/10/21 were circulated with the agenda. VA, the H&S link governor did not raise any issues of concern.

4. Monitor implementation of the Appraisal Policy

KM gave a comprehensive presentation which explained the revisions that have been made to the school appraisal policy and how the policy has been implemented. This demonstrated how staff objectives contribute to the School's plans for raising standards and improving the education provided to pupils and how staff performance is assessed in a holistic way (using book scrutiny, pupil voice, data analysis, planning reviews, short observations of classroom practice etc.). Staff each have a performance profile that they use to collate evidence across the year that will be used as part of their appraisal and can also be a useful source of evidence when applying for other jobs, or for example when applying to move to the Upper Pay Scale. All staff have a whole school target around a shared area of responsibility and linked to the Strategic Development Plan, a second one related to an area of direct responsibility and a third one related to professional development that is proposed by the staff member and has to be beneficial to the school as well as the individual. As part of the appraisal process, each target is evaluated as achieved or not and any evidence within the Staff Performance Profile is viewed. A discussion takes place around the staff member's performance within their role and any additional evidence provided. Where appropriate pay recommendations are made to the salary committee, where pay scales and opportunities are open.

Question: have all staff had an appraisal? Response: Yes.

Question: What training have line managers received to help them appraise staff effectively?

Response: Judicium, the school's personnel provider came into school to provide training for all line managers.

Governors then discussed what other evidence was required to enable the GB to be confident that a robust, supportive and effective appraisal policy was in place. It was agreed that VA would talk to a couple of members of staff about the appraisal policy and their experience of it when next in school.

Action: VA

It was also noted that the clerk's appraisal had not been undertaken in the same way in the past and along the same timescale as support staff. It was agreed that when a new clerk was appointed the appraisal process would be brought into line with the rest of the school staff.

5. Monitor safer recruitment – discussion on best way to complete the monitoring

It was agreed that elements of safer recruitment could be monitored as part of the termly checks on the SCR – particularly whether all of the relevant checks and documentation had been completed. In addition, Governors are involved with the recruitment process which enables them to see in practise whether safer recruitment guidelines are being followed. For example, questions related to gaps in applicant's employment, on safeguarding and the Prevent duty. There will be an annual check of recruitment documents. CB agreed to do this as part of her autumn term monitoring of the SCR

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

Action: CB**6. Monitoring Single Central Register**

The report from the delayed summer term check of the SCR by VA was circulated with the agenda. During the visit VA followed up on actions identified by the last monitoring visit, checked the SCR for staff joining school since 1/4/21, including a sample of pre-school staff who became HGPS employees on 1/4/2021 and asked a series of questions taken from CCC document "Single Central Record monitoring, based on Safeguarding Review document". All bar one of the actions from last time had been completed, the outstanding one will be checked during the next monitoring visit. The monitoring did not raise any concerning issues with a few actions identified related to training that was overdue and evidence that all pre-school staff had read the Safeguarding and Child Protection Policy. The autumn term monitoring will be undertaken in a similar way by CB, when these actions will be checked.

Action: CB**7. Finance matters:**

Governors were reminded about the meeting with Schools Financial Advisor 30/11/21 at 2.30pm. A Teams invite for this has been sent.

The Schools Financial Benchmarking data (<https://schools-financial-benchmarking.service.gov.uk/>) provided by – gov.uk. The data for 2020/21 had not been published in time for this meeting. The benchmarking will be carried forward to the next agenda.

Action: VA**8. HR Related Staff Matters**

A teacher has been appointed for Reception following a resignation.

A KS1 TA is retiring, so the role has been advertised and an appointment made.

Two posts for 1:1 TAs have also been recruited for recently. The KS2 one has been appointed and the KS1 TA will be re-advertised. Temporary staffing changes have been made to ensure children get the support they need.

A pre-school assistant is also being recruited for. VA agreed to help with interviews.

Action: VA

KM informed the committee that the school's policy on leave in relation to time off for dependents was out of step with other local schools. The school's policy allows one day off per year paid, with additional leave being unpaid. Other local schools allow three days of paid leave per year. This could potentially create retention issues and the estimated cost of moving from 1 to 3 days of paid leave is minimal. **The committee approved** a change in the policy allowing 3 days paid leave for care of dependants. This change in policy would be back-dated to September to ensure the change could be applied fairly to all staff.

The following discussion is minuted confidentially.

9. Staff work-life balance

Staff work-load has been exceptionally high for the last 20 months. To support staff there is now a staff club in place which includes socially distanced activities such as table tennis. One to one meetings are offered to provide support and there are now two members of staff trained as Adult Mental Health First Aiders and a member of the support staff is a trained Adult Mental Health Champion.

10. Pre-school update

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It was reported that numbers of children at pre-school are increasing. The pre-school update has been a standing item on the Resources agenda whilst the school took over its management. It was discussed that going forwards updates need to be aligned to the relevant meetings when there is new information to report and monitor. The Resources committee need to monitor the income and expenditure to ensure that the pre-school is self-financing. Updates will therefore be aligned to the relevant financial reporting when the finances for the pre-school are shown separately to those of the school.

11. Policy reviews:

The following policies were reviewed and circulated to governors prior to the meeting:

- a. Critical Incident Policy – **approved**
- b. Staff Absence – additional wording has been added related to the procedure for the HT to follow when absent - **approved**
- c. Appraisal – **approved**
- d. Supporting pupils at school with Medical Conditions – **approved**
- e. Pay Policy – the 2% pay increase that had been included in the budget for teaching staff has now been removed due to the current pay freeze. Support staff pay is still under review so the amount put aside for teacher pay increases is now being held in a budget line in case there are backdated support staff increases.

Question: are support staff affected by the pay freeze or does this only apply to teaching staff? Response: KM unsure of the answer. The question will be put to the school's financial advisor.

Action: KM

KM has confirmed with Judicium that no changes are needed within the policy related to the additional bank holiday next year.

The policy **was approved** subject to the addition of the current support staff pay scales. KM will ask HC to do this

Action KM

- f. Attendance – **approved**
- g. Induction Policy, NQT policy, ECT Policy – **approved** subject to a minor amendment to cross reference the ECT policy in the Induction policy.

KM agreed to ensure the finalised version of the Word documents of these policies and a pdf version are in the relevant folders on Teams and put relevant policies on the school website. HP agreed to update the Policy review schedule.

Action KM/HP

13. Interim Clerking arrangements - discussion

The clerk's role has been readvertised but we have not had any applicants. In the meantime Rochelle Butcher has agreed to take minutes and is being paid overtime for this. It was agreed that the role would be readvertised in January and would in the meantime remain as a vacancy on the school website with the closing date updated to January. 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 can be recruited.

Action: HP

Cambridgeshire Governor Services has been contacted to see whether we could subscribe to the Camclerks service. They also trying to recruit new clerks at the moment and do not have the capacity to take on new schools. They will advise us if this situation changes.

15. AOB

None

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

Meeting closed: 8.40pm

Action summary:

	Action	By whom
a	Technology review - CARRY FORWARD TO THE SPRING TERM 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. This includes a plan and costings for the next three years including devices, infrastructure and cloud hosting. KM will report on this at the next meeting.	VA/KM
b	It was agreed that VA would talk to a couple of members of staff about the appraisal policy and their experience of it when next in school.	VA
c	There will be an annual check of recruitment documents. CB agreed to do this as part of her autumn term monitoring of the SCR	CB
d	Monitoring the SCR: The autumn term monitoring will be undertaken in a similar way that outlined in the report written by VA. Issues raised in the previous report will be checked.	CB
e	Schools Financial benchmarking will be carried forward to the next agenda.	VA
f	A pre-school assistant is also being recruited for. VA agreed to help with interviews.	VA
g	Are support staff affected by the pay freeze or does this only apply to teaching staff? KM unsure of the answer. The question will be put to the school's financial advisor.	KM
h	Pay policy was approved subject to the addition of the current support staff pay scales. KM will ask HC to do this	KM/HC
i	Approved policies - KM agreed to ensure the finalised version of the Word documents of these policies and a pdf version are in the relevant folders on Teams and put relevant policies on the school website. HP agreed to update the Policy review schedule.	KM/HP
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 can be recruited.	HP

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