

**Hemingford Grey Primary School  
Governing Body  
Minutes of the Resources Meeting  
Held on Tuesday 16th October 2018 at 6:30pm**

**Present:** Vanessa Allen (VA)  
Julie Fryer (JF)  
Kate Fox (KF)  
Helen Peat (HP)  
Hayley Coulter (HC)  
Tony McMahon (TMcM)  
Raylene Armstrong (RA)  
Steve Young (SY)

**1. Welcome and apologies for absence, declarations of interest**

No apologies were received in advance of the meeting as all members were present. There were no declarations of interest.

**2. Election of Chair and Vice Chair**

VA and JF agreed to stand as Chair and Vice Chair respectively. This was agreed and as such both Governors were elected to these posts. The term of office was agreed of one year.

**3. Minutes of the last meeting and matters arising**

All Governors agreed with the minutes. Following on from an action to send a message to parents to remind parents to drive with care if using the staff car park, a discussion took place about concerns that children are still cycling in the car parks. A suggestion was put to the committee to erect signs stating that cycling in the car parks is not allowed. A further suggestion was offered that the children could design a poster which the committee members agreed could be effective whilst involving the children. KF will give JC a remit to plan a 'Safer Cycling' poster campaign to include not just the car parks but the pathway to school too.

**Action KF**

**4. Attendance at meeting with school's financial advisor on 19<sup>th</sup> October**

The meeting hasn't taken place yet and some Governors will be attending. The outcome of the meeting will be reported at the next meeting.

**5. Review Premises plan for the year**

This was looked at at the recent Health and Safety meeting and there were no concerns. Jeremy Birkin monitors the plan to ensure the school is compliant and has recently attended a Site Manager training day to facilitate this monitoring. KF reported that the Chef employed by Aspens came to her with a request for a new dishwasher to assist with the day to day running of the kitchen especially when there are staff absences. KF has received a quote of over £5000 for the dishwasher although the cooker will need to be replaced in the near future. A quote for the cooker has also been received of £3716. KF proposed that the school

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buys the cooker but puts purchasing the dishwasher on hold. The committee members agreed with this proposal.

#### **6. Premises Issues – Gas Meter**

KF reported that it has emerged that unbeknown to the school, in 2011 a new gas meter was installed but not assigned to a gas company. Meter readings have been taken and ESPO who ensure the school gets the best value for utilities has been contacted. A gas bill was received in August for £400 comprising of a standing charge of £9 per day. The other two meters are charged at only £1 a day. ESPO suggested that the school does not query the bill otherwise it could be backdated to 2011. Jo Guest, the school's Finance Administrator has calculated an additional £9000 to the already budgeted £3500 could be needed.

Question: Is gas being supplied to just the school?

Answer: The £400 bill is not going to be paid until further investigations have taken place and confirmation that we are receiving the best price. 2011 doesn't coincide with building work to the extension so it is not possible for the meter to be assigned to playgroup, for example.

KF also reported that EasyClean, who are contracted to clean the school, have been under appointing staff by half an hour per week as to what the school has been paying.

Reimbursement is being sought. KF reported that the quality of the cleaning over the summer was not good but an additional 10 hours was undertaken over the summer holidays. Since appointing EasyClean, KF reported that it has been much easier to manage the cleaning of the school and the hours that the cleaners are working are tracked.

#### **7. Report from Health and Safety Committee**

The Health and Safety Committee split into two groups to look at Risk Assessments and were amended where necessary. VA and Jeremy Birkin looked around the school for trip hazards, exposed tree roots etc and Jeremy is working on some actions which the H&S Committee will look at when they next meet.

#### **8. Teachers Pay – LA Recommendations**

HP reported that the LA have recommended that teachers paid on the main pay scale should receive a pay increase of 3.5%, teachers on the upper scale to receive a 2% increase and teachers on the leadership scale a 1.5% increase. HP said that what happens in the interim isn't published and therefore it is difficult to know how much this is going to cost the school and what impact it is going to have. KF asked how the school could find out this information. HP said that she presumes Rob Cottle, the School's Financial Advisor will know how much will come in from the Government and what the difference will be. KF said she will ask Rob in advance of the Finance meeting this week if he can work out what the difference will be between what has been planned and what will be paid if the increases are agreed and what the shortfall will be. A decision can be made at the Finance meeting if there are enough Governors there and any agreed increases will be backdated to September 1<sup>st</sup> 2018.

#### **9. Salary Committee – confirm to meet this half term**

The Committee met this evening. KF will send recommendations to Judicium and a report will be on the next Resources Meeting agenda.

**Action VA**

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## 10. GDPR Update

HC reported that GDPR and the school's commitment to Data Protection is ongoing. The Photography consent form has been revised to include additional items such as medical cards and certificates. The form was emailed to parents and parents wanting to give consent to all areas could do so via their SIMS Agora account. Any parent who did not give consent to any part, returned the form to the office. Only a handful of parents have not responded and these children cannot have their photograph included in anything within school.

## 11. Policy Reviews

Admissions Policy - HC has reviewed and recommended a few changes: To add in the In Year transfer process as well as two spelling mistakes amending referred and then and changing 2018 to 2019 in the section which described when appeals will be heard. HC to amend and add to website

**Action HC**

Attendance Policy - HC has reviewed and recommended that in the Parent's Responsibilities section a sentence is added to state that if a child arrives after 9:15am this will result in a 'U' code which also constitutes as an unauthorised absence. HC to amend and add to website.

**Action HC**

First Aid Policy – HC and JC to update the training section and bring to the next meeting  
Dinner Money Debt – HC has looked at this and will circulate proposed amendments to discuss at the next meeting.

Car Park Guidelines – HC to send to KF

Judicium Review of policies – KF to follow up with Judicium

Pay Policy - The pay policy itself did not need any changes but the pay scales in the appendix need updating with the latest pay scales - this will be done following agreement of the new scales at the budget meeting with Rob Cottle. An update of the budget meeting will be added to the next meeting's agenda

**Action VA**

## 12. Staff Issues

The first and second items were minuted confidentially.

Kathryn Miller is looking to return to her role of Clerk to the Governors after Christmas. A reminder that JC asked for Governors to let him know if they could attend the Quality Mark assessment day.

KF reported that the company who manufacture school uniform for the school have asked for the school to agree to a contract with a 9 month notice period. KF has asked the

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company for a notice period of 6 months instead. All committee members were in agreement of this.

**Meeting Closed at 8:00pm**

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