

Hemingford Grey Primary School
Governing Body
Minutes of the Resources Committee Meeting
Held on Tuesday 27th November 2018 at 6:30pm

Present: Vanessa Allen (VA) and chaired the meeting
Julie Fryer (JF)
Hayley Coulter (HC) and acting Clerk
Mark Burke (MB)
Raylene Armstrong (RA)
Steve Young (SY)
Rachel Brown (RBr) (Co-Chair of Governors)

1. Welcome and apologies for absence, declarations of interest

Apologies were received and accepted from Kate Fox and Helen Peat. Apologies were received the following day by email from Tony McMahon. There were no declarations of interest.

2. Minutes of the last meeting and matters arising

All Governors agreed with the minutes.

Actions from the last meeting:

- a) Jonathan Clarke has provided a Safer Cycling campaign for all classes to make a poster with a deadline of January 25th to encourage children to think about safer cycling, not cycling in the school car parks and travelling to and from school. Jonathan will feedback at the next meeting after the deadline. Jonathan will be working with House and Vice Captains to do some roadside observations.
- b) The Salary Committee's report went to the Full Governing Body meeting and the salary recommendations were sent to Judicium.
- c) Policy reviews were on the agenda.

3. Monitor Safer Recruitment

There was a discussion about monitoring safer recruitment and whether Governors should look at it before the end of term or once Kirsten Marriott starts in January. It was decided that the Single Central Register would be monitored before the Christmas holidays and recruitment would be monitored in the new year. RA and JF agreed to look at the Single Central Register and will let HC know when they will come into school to do this. RA and JF will provide a brief summary at the next meeting. At the next meeting Governors will agree which Governors will monitor safer recruitment; they will look at one vacancy from the Autumn 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.

Action RA/JF/HC

4. Discuss Governor Training, priorities for the year and focus for in-house course

Question: Has RA (Link Governor for training) had a chance to look at which Governors have had training and in what?

Answer: RA reported that she is working on it and looking at where the training gaps are. SY

Signed Date

explained that the Governors may find the dates and venue of Finance training courses to be inconvenient, but one of the best ways to gain insight into school finance is for Governors to attend Rob Cottle's budget meetings (three times a year in school). Rob's meetings allow Governors to learn more about the financial structure within the school. RA said that she would feedback her findings at the next Full GB meeting.

Action RA

5. Policies

HP has reviewed the Admissions Policy and HC has reviewed the Attendance Policy which have been approved. HC and JC suggested to the Committee members that the training section within the First Aid policy should be removed as it changes all the time as to which staff members are trained, at what level and the expiry date of their training. It was suggested that this information could be requested from the school office for anybody who may want to have it. The committee members agreed to this suggestion. The Dinner Money Debt Policy will be carried forward to the next meeting when HC will bring any recommended changes. KF has reviewed the Car Park Guidelines and has followed up with Judicium who have confirmed that there are no changes to their policies. HP and RBr have reviewed the Google Drive and will update new documents and policies with the assistance of HC

Action HC/RBr/HP

6. Staff Attendance

HC read out a report provided by KF in advance of the meeting. In summary, staff attendance for 2017-18 remains very high at 97.14%. All staff work incredibly hard and know the SLT are there to help them if they are finding things tough. The well-being document circulated during the Spring term 2018 outlined the support available to staff. There have been some challenging situations within school this term. Team spirit is next to none in these circumstances.

7. Staff Work-Life Balance/Staff Issues

One Governor commented on how lucky we are to have such high staff attendance and this is testament to the School's ongoing commitment to staff wellbeing at all times.

8. 2019-20 School Funding Arrangements – consultation

Governors discussed at length the above consultation document from Cambridgeshire County Council that was circulated in advance of the meeting. Governors considered what agreement to the recommendations within the document would mean for the school financially, the wider impact on students with high needs across the county and the pros and cons of the consultation recommendations. In conclusion the Governors supported the recommendations within the consultation document, and whilst Governors did not want to see funding cuts, they felt it necessary to support the LA in its attempts to deal with budget pressures. Governors were also concerned about the County wide impact on high needs children by not agreeing with the recommendations. VA will complete the online consultation, giving the above agreed response on behalf of the whole Governing Body.

Action VA

9. Schools Workforce Comparative Statistics

A document was circulated in advance of the meeting comparing school workforce statistics of Hemingford Grey and four other schools within the County with similar pupil and FSM numbers. A discussion took place looking at the workforce statistics of Hemingford Grey Primary School and the other schools and the Governors felt there were no glaring discrepancies between the schools. The Governors compared the statistics in a balanced manner and didn't feel the need to investigate anything relating to school workforce at Hemingford Grey further. The Governors linked when looking at staff work/life balance that this can be seen in lower staff sickness within the school.

10. AOB

The Governors were invited to the last assembly of the year for Kate Fox on Wednesday 19th December with coffee and cake in the staff room afterwards. Governors were reminded that the Christmas lunch takes place on Friday 7th December and that they are invited to contribute an item for the staff/governor Christmas hamper.

Meeting Closed at 7:45pm