

**HEMINGFORD GREY PRIMARY SCHOOL
GOVERNING BODY
Draft Minutes of the Resources Committee Meeting
Held on Tuesday 7th May 2019 at 6.30pm**

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| Present: | Rachel Brown (Co-Chair of Governors and Chair of this meeting, RBr) |
| | Kirsten Marriott (Headteacher, KM) |
| | Clare Lowe (CL) |
| | Raylene Armstrong (RA) |
| | Danielle Jones (DJ, Deputy Headteacher, observing this meeting) |
| | Kathryn Miller (Clerk) |

1. Welcome, Apologies and Declarations of Interest

Welcome: The Committee Chair and Committee Vice Chair had both given apologies. RBr offered to chair the meeting and this was agreed by the other committee members present. The Chair welcomed everyone to the meeting. KM introduced DJ, new Deputy Headteacher, who will be observing this meeting.

Apologies of absence: Received and accepted from HP, VA, HC, JF, SY.

Governors absent: None.

Declarations of interest: None.

2. Minutes of the last Resources meeting on 26.03.19 (available to view online at: http://www.hemingfordgrey.cambs.sch.uk/website/resources_committee/162721) and matters arising:

a) Taking forward the idea of producing a visual poster to illustrate 'how we keep your children safe'. **CARRY FORWARD TO THE NEXT MEETING: agreed under item 8.**

b) Review of the Single Central Register. **COMPLETED: RBr will be completing this before the end of the summer term and will contact HC to arrange a convenient date. RA agreed to carry out the next review in the Autumn term with CL assisting to learn more about the process.**

c) Monitor Induction (Staff and Governors) - VA will write up her report from this with suggestions and will send to KM/HP/RBr for final approval. **CARRY FORWARD TO NEXT MEETING: VA was not present to provide an update.**

d) Judicium's review of HR policies. **COMPLETED: The Clerk has updated all policies kept on file and on the website, with the exception of 'Managing Sickness Absence' which is on the agenda for this meeting. KM commented that some of the content in the 'Leave' policies need to be clarified as to where it originates from; she has found the 'Time off for Dependants' policy specifies a period of leave which differs from other schools, in her experience. Governors also discussed using the list of statutory policies, which HP has, to consider how we should move forward with organising and managing our policy documents. Clerk to contact HP about this.**

Action: Clerk/HP

e) Equality Duty Objectives. **COMPLETED: Item on the agenda for this meeting.**

f) Salary Committee meeting re: Support Staff. KM will be reviewing PDRs after Easter and will then email recommendations to VA and the Salary Committee for their approval. It was

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

highlighted that each member of the Salary Committee must respond by email stating whether or not they approve the recommended pay increases. **IN PROGRESS: KM confirmed the PDRs have been completed and she will now email VA and the Salary Committee with her recommendations.**

Action: KM

g) SY will scan and circulate the SIC and VA/HP/RBr will sign it at the next Resources Committee meeting. **PENDING: SY confirmed by email prior to this meeting that the SIC is ready to sign and will bring to the next meeting due to required governors not being present to sign it at this meeting.**

Action: SY

h) It was agreed that the cash handling procedure should be reviewed and formalised during the Autumn term, linking with the start of the work on the 2019/20 SFVS and meeting with Rob Cottle; it can then be submitted with our SFVS file. **COMPLETED: Committee Chair notified and will be discussed at a meeting in the Autumn term 2019.**

i) Governors agreed that there are many questions about interpreting the data to help us going forward. From what we have seen in the analysis, there are no areas of concern for us. Governors to send specific questions to the Clerk to collate and send to Rob one week before the budget meeting. **COMPLETED: HP emailed her comments and feedback was provided to Rob.**

j) Governors were advised that Jeremy Birkin (JB) has a planned maintenance checklist which includes scheduling for regular testing and inspections. This document will be circulated at the next Resources Committee meeting. **COMPLETED: Item on the agenda for this meeting.**

k) KM to proceed with replacing the school fence based on the original quote received before Christmas. **COMPLETED: KM confirmed the work will be taking place during the summer holiday.**

l) Governors identified it would be helpful to see a wish list of work to carry out, to assist with budgeting and prioritising future works as well as informing the Health and Safety walk rounds. It was agreed that HC will request this from JB to circulate to the Resources Committee; there has previously been a cyclical maintenance schedule showing room by room works completed such as redecoration. **CARRY FORWARD TO NEXT MEETING.**

Action: VA/HC

m) Governors discussed the need to review the list of services used by the school with relevant costing information. As a Governing Body we need to agree how to carry out this review. It was decided that VA will ask Jo Guest, School Finance Officer, for a list of services with the cost against each one after Easter. It will be circulated to the Resources Committee and discussed at the next meeting. **COMPLETED: Item on this agenda.**

n) Policy reviews. **COMPLETED.**

o) Policies due for review – reviewers allocated and will be sent relevant policies to review for the next Resources meeting. **COMPLETED: Policy reviews on this agenda.**

p) Staff-Governor End of Year Social - KM will email HP and RBr with a suitable date for this, ideally during the last week of term. **COMPLETED: A date has now been agreed at the Full GB meeting.**

The minutes were signed and approved.

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3. Review of Spending and Virement Delegations

The Clerk updated the date of the document and it was circulated to the Committee prior to this meeting. **AGREED.**

4. School Maintenance / Premises Plan

Governors agreed to carry this item forward to the next meeting as information had not been received prior to this meeting and relevant governors were not present.

Action: VA

5. Health and Safety Update

The minutes from the last meeting of the Health and Safety Committee were circulated to governors prior to this meeting, along with the School Workplace Safety Inspection Checklist.

Question: How often is this inspection checklist completed or reviewed?

Response: Full school inspection annually, but it can be done by taking a different part of the school each term.

Question: Does EasiClean carry out a deep clean?

Response: They have recently done one but this is an ongoing issue. We are currently owed lots of hours due to the staff turnover. We had no supervisor for a while and now there is a new one in post. We need to consider how to move forward with the cleaning contract as it has caused problems and created more work for Jeremy. We could look at another option of employing cleaning staff directly, however we realise we would also be looking to recruit from the same local area.

Question: What will we do in terms of reviewing this contract for the future?

Response: KM explained she feels she needs to have more experience of working with the current company first to allow her to properly assess the situation. She will ensure she has regular review meetings with them and is banking the extra hours we are owed from them.

6. Review of the effectiveness of services used by the school

KM has spoken to Jo Guest regarding this and Jo has suggested we first need to clarify what we plan to do with this information. It is a big, time consuming piece of work and review of some services will not be meaningful as contracts have only recently been entered into or are not due for renewal for some time, including ICT, cleaning, catering and SIMS Capita. Jo has sent a summary document to KM listing all the services illustrating this, and there are also several much smaller contracts which do not have much potential in terms of saving us money i.e. sanitary disposal.

Question: Do we need to have a schedule of when contracts are due to be reviewed/renewed to help us with future budgetary planning?

Response: This could be a longer term action which KM could do on an ongoing basis. Contract renewals could be brought to governors as and when necessary so they can be discussed and governors can be allocated to assist with researching new options. Governors were in agreement with this as a suitable longer term arrangement.

7. Staff matters

This item is minuted confidentially.

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

8. Visual poster to illustrate 'how we keep your children safe'

RA confirmed that she, VA and JF are arranging to meet to look further at this. It was agreed to carry this item forward to the next meeting so these governors can report back.

Action: RA/JF/VA

9. Policy Reviews:

a. Managing sickness absence policy (HC/KM) – for approval

Clerk will clarify with HC where changes have been made to this policy and will advise at the next meeting.

Action: Clerk

b. Supporting pupils at school with medical conditions (MP/Clerk) – for approval

The reviewed policy was agreed. Clerk to finalise and update on file and on the school website.

Action: Clerk

c. Intimate care (MP/Clerk) – for approval

The reviewed policy was agreed. Clerk to finalise and update on file and on the school website.

Action: Clerk

d. In year fair access protocol (HC) – for approval

Clerk to check with HC to see if this can be reviewed.

Action: Clerk

e. Guide to Information Available - Publication of Information (HC) – for approval

Clerk to check with HC for this review.

Action: Clerk

f. Equality Policy (RBU/Clerk) – for approval

This was circulated to governors prior to the meeting. Governors agreed to remove appendix 2 and remove reference to it within the policy. Clerk to finalise and update copy on file and on the school website.

Action: Clerk

g. Best Value Statement (review date July 2019) – assign reviewer

CL agreed to review for the next meeting.

Action: CL

h. Sponsorship Statement (review date May 2019) – assign reviewer

RA agreed to review this for the next meeting.

Action: RA

i. Fixed outdoor play equipment (review date April 2019) – assign reviewer

RBr agreed to review this for the next meeting.

Action: RBr

j. Health and Safety (review date April 2019) – assign reviewer

Governors agreed this will be reviewed by the Health and Safety Committee at the next meeting.

Action: Health and Safety Committee members

10. AOB

No items.

Meeting closed: 7.54pm.

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