** MEETING oF The Resources committee on February 15th 2022 at 8.30am in the school**

*“We are a community with a lifelong passion for learning.”*

**Present:** Hilary Priest (HP), Head, Mike Waterson (MW), Ian Stewart (IS), Rob Hill (RH)

**In attendance**: Debbie Horton (Clerk)

**Minutes**

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| **1** | **Welcome & apologies for absence**  There were none. |
| **2** | **Attendance & declaration of interest**  The governors signed the attendance form.  There was no declaration of interest. |
| **3** | **Minutes of the last meeting 29.6.21**  Done at FGB meeting on 16.11.21 |
| **4** | **Chair of committee**  Rob Hill self-nominated and was elected Chair for a year. |
| **5**  **5.1**  **5.2** | **2021-22 budget**  The governors received the FRS and a report from the Business Manager.  The budget is healthy, with little change and a good-sized carry-forward.  **Q: How is the Covid grant being spent?**  **A: The gap in Maths is being addressed by a tutor who is employed for 3 sessions a week in Years 5/6. It’s having a big impact. There are still gaps in writing, however.**  **Q: IS noted an underspend in training.**  **A: There is, nevertheless a lot is being spent on training. Much of it is online, which is cheaper than face-to face training.**  **Q: RH noted a loss of £25, 000, mostly in catering.**  **A: This is a result of lockdowns and school closures. This cost centre should return to breaking even now the school is functioning normally. The school is currently trying to make the menus more appealing to children as there has been a post-Covid increase in packed lunches.**  **Plans for the surplus:**   * £12. 000 has been spent on books and more spending here is planned. * RH suggested that more should be put into the maintenance cost centre, as the new building is now over 5 years old. An increase from £6000, to £10, 000 was suggested. This will be put to Sandie Lovell, the Business Manager. * It was noted that energy bills will increase significantly. * Sandie Lovell was thanked for her tight control of the budget.   **2022-23 budget**  The new budget is being worked on but is not ready for the governors yet.  HP reported that income will be less than last year, as a high number of children with SEND funding will be leaving this year.  SL will be invited to the next Resources Meeting.  **Bought-in services 2022-23**   * This will be formally agreed at the next meeting. No changes are planned, but prices will rise.   **The committee agreed the FRS and the Chair signed the coversheet.** |
| **6** | **Covid risk assessment**  New risk assessment RA100 v2.8 – to monitor.  The Head reported that this hasn’t been updated, because the school hasn’t changed its Covid measures recently. The Key Stages have stayed in their bubbles, and Covid cleaning is still taking place. The only planned change is that the younger children will come out of school 5 minutes later at 3.10pm.  **Q: RH asked if school assemblies will return.**  **A: Not at the moment, children like digital assemblies and they work. The school may not return to weekly assemblies, but they will be re-introduced at less frequent intervals. This is still being planned.**  **Q: IS asked if the bubble system is still working.**  **A: It is, cases are confined to classrooms, though interlinks with families have caused spreading between bubbles.** |
| **7** | **SFVS**   * The governors had read the draft SFVS and went through each point. * Point 19 – The SLT plan to discuss these items. The benchmarking will take place this month. * All other points were checked and the SFVS was agreed. * The Clerk reported that the governor skills matrix is complete and up-to-date, but will confirm that this is sufficient for the SFVS with Sandie Lovell.   **ACTION: Check financial skills matrix status - Clerk** |
| **8** | **Staff and Head well-being**  Q cards for example questions [here](https://app.governorhub.com/document/61e7e675db3717b586960179/view) and [here](https://app.governorhub.com/document/61e7e675814bc4e5f7407ccd/view).  The Head is very aware of the importance of a work/life balance, and so long as the work gets done, staff have flexibility, and can leave at around 4pm to have some family time. This is working well.  **Q: MW noted that there were a lot of pressures on staff at the moment, and asked if the support service that the school has bought into is being used and working well.**  **A: The Educational Support Services are being used, and may be being used more than the Head is aware of. In her experience, it is very useful and supportive.**  **Q: IS asked if the staff are managing missing so much in school given the isolation requirements.**  **A: It is frustrating for them sometimes, but they are well supported.**  HP reported that the TAs are providing cover for staff absences, if they are able to, but this is a lot to ask given their salaries.  **Q: RH asked if there was a problem retaining TAs.**  **A: No, though agency staff are being used to fill three vacancies, which is expensive.**  **Q: MW asked if staff had transitioned well into teams.**  **A: Yes, this had meant that both expertise and support could be shared.**  One of the consequences of the pandemic has been more requests for part-time work. The school is currently at capacity for part-time working, so a number of requests have been refused. They have all been informed that they could ask for a governor review of this decision. |
| **9** | **Governor visits**   * Plan for term – so far, curriculum videos have been sent out to governors and on April 4th 2022, staff and governors will meet to discuss the curriculum. Learning walks and conversations with children will start again in the summer term; this is included in the summer term SIP as an action. The script for the 90 minute Ofsted call had recently been sent to governors. * Health and Safety and Facilities – A facilities walk is scheduled after half-term. The most recent walk was in January 2022. The main issues include the boiler, the windows (under discussion with DCC), the removal of trees, (ownership under discussion with neighbours), and some painting needs to be done. The music sheds are in a state of disrepair and the school would like to replace them with buildings. There are still leaks and the introduction of a secondary front door for safeguarding reasons is still in the pipeline. * There was a break-in into Simon’s cabin, which was reported to the police. There was no damage. |
| **10** | **Governor training**   * Feedback from training undertaken. MW went to a governors’ briefing. It was focussed on the curriculum. * The clerk noted that governors hadn’t been on much training recently, and at the very least, lead governors should ensure that they were up-to-date in their areas. HP asked for safeguarding training to be prioritised. IS would like safeguarding training, as he has recently volunteered to be deputy safeguarding governor. * The clerk flagged up that the equality is an area in need of attention. HP said that recent applications to join the school council showed that this is something the children want to talk about as well. |
| **11** | **Policies for review**   * [Complaints procedure](https://app.governorhub.com/document/62027bc28768c6c7bcbd1f2d/view) * [Lettings](https://app.governorhub.com/document/61a7e7e6e3ff3a3cca24c2c1/view) * [Governor allowances](https://app.governorhub.com/document/61a7e64de76066bf8526bfa8/view) * [Emergency Management and Business Continuity plan](https://app.governorhub.com/document/61a7e8f8b64a515302527737/view) * MW had produced a personalised complaints procedure for the school. * IS pointed out that the Covid content in the Emergency Management Plan would need to be removed at some point. The plan had been sent to the Safeguarding Audit team, but no reply had been received yet. * All policies were reviewed and accepted. |
| **12** | **Business brought forward by the Chair**  **Q:** IS wondered if the school could provide a digital way to pay for school trips, which are currently paid for with cash or by cheque.  **A**: It would be very expensive, and all monies are currently paid through a DCC account, so their policy needs to be followed. HP will look into it however. |
| **13** | **Date & time of next meetings**   * Resources Committee 15th March 2022 at 8.30am |

The meeting ended at 9.35am

Summary of Actions

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| **7** | Check financial skills matrix status | Clerk | By next meeting |