



**MEETING OF THE RESOURCES COMMITTEE ON
MAY 17TH 2022 AT 8.30AM IN THE SCHOOL**

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

Present: Mike Waterson (MW), Ian Stewart (IS), Rob Hill (RH) Chair

In attendance: Debbie Horton (Clerk) Jenny Barker (JB) Sandie Lovell, Business Manager.

Minutes

1	Welcome & apologies for absence The Head was unable to attend. RH arrived at 8.40am.
2	Attendance & declaration of interest The governors signed the attendance form. There was no declaration of interest.
3	Minutes of the last meeting 15.3.22 They were approved and signed as a correct record.
4	Matters arising from the last meeting RH arrived at 8.40am. <ul style="list-style-type: none"> • Consideration of whether rent should be charged to before and after school clubs. • This had been considered by the Business Manager and the Head and they had agreed that a charge of £15 per hour, the school’s standard rental charge, would be applied to clubs who make a healthy profit. The committee AGREED. • SL to research costs of online payment system. • The results of this research had been sent to the committee. The initial set-up costs (£1268) and the annual fee based on transactions (approximately £718) hadn’t been budgeted for but were nevertheless affordable. The governors discussed whether the transaction fee of £1.275% should be passed on to parents and agreed that at this stage, if it were to go ahead, it should not, but it would be reviewed on an annual basis. • Those parents without online access could pay at a Paypoint, or initially, there could be a mixed cash/online system. • The advantage to staff was a freeing-up of time, which would be welcomed. • A parent survey would need to take place to receive the parent view. • The committee supported the proposal of an online payment system in principle, pending further action. • ACTION: Online payment system proposal - parent survey and further discussion with the Head - SL
5	Budget To monitor <ul style="list-style-type: none"> • SL reported that there had been changes since the last monitor. The carry-forward had increased to £183, 000 as a result of staff changes, (maternity leave with cover at a lower grade). However, there were plans to employ 2 new TAs, so this would reduce from September. A governor observed that there was a very high number of TAs in the school, particularly in comparison to other schools. SL said that there were, but this had been budgeted for and agreed. • Problems with the water heater meant that £3, 500 had been spent on repairs to ensure that it continued to work, but another £1, 500 was necessary for a full repair. The committee agreed that since the first repair and payment had gone ahead, the second repair should go forward in preference to buying a new water heater. • The committee AGREED to recommend the FRS to the FGB on May 24th 2022.
6	School meals <ul style="list-style-type: none"> • To review • SL had provided budget information, which showed that school meals had made a loss. MW asked for more information about school meals in future, about which cohorts of children were

	<p>having them and which were not, for example. SL agreed to include that detail in future reports. Concern was expressed at the quality of the meals on offer, given that they had been pared back to keep costs down. Questions of re-organisation of the kitchen, outsourcing of school meals and a more progressive menu, were raised, as were the effect of high food prices and the issue of food waste.</p> <ul style="list-style-type: none"> The committee AGREED that school meals needed an in-depth inquiry, to investigate all the questions raised and to address the financial loss, food standards, and the school's own aims in this area. This investigation was seen as an opportunity to do something positive and progressive for the children. <p>ACTION: More detailed school meals data to be provided to the committee - SL ACTION: SL to look at outsourcing options and find out what other schools do. JB to liaise with SB to review the menu and meet with the catering manager to discuss the current system and possibilities going forwards.</p>
7	<p>New governor recruitment and induction</p> <ul style="list-style-type: none"> The governors had received information from the clerk on the current process, which they reviewed. The sheer volume of information to receive and take in was recognised as demanding for new governors. The clerk already breaks this down into two packs, pre and post appointment, to prevent overload as much as possible. It was recognised that GovernorHub facilitates the induction process as all documentation is held there, and it is an accessible resource. <p>The clerk confirmed that a checklist is held for each new governor to ensure all induction tasks are covered.</p>
8	<p>Policies for review</p> <ul style="list-style-type: none"> The whistleblowing policy was reviewed and agreed. RH asked how staff knew what to do about whistleblowing. SL confirmed that the whistleblowing policy was in the staff induction pack. The Clerk said that this policy was one which all governors need to read, and information which was given at induction (with occasional reminders, at the first FGB of the year, for example.) RL observed that since the school was a high risk environment, from a safeguarding point of view, it was important that information was easily accessible, on wall posters, for example. It was AGREED that accessibility of whistleblowing information should be brought to the next FGB meeting. <p>ACTION: Whistleblowing item on May 24th FGB meeting agenda</p>
9	<p>Governors' monitoring visits from this committee</p> <ul style="list-style-type: none"> This term's Health and Safety walk will take place next week. SL has put in an insurance claim for roof repairs. IS drew attention to a fence and drainage problem which needs work over the summer. <p>ACTION: Quotations for fence repair to be sought after the Health and Safety walk and discussion with the Head – SL/IS</p>
10	<p>Business brought forward by the Chair</p> <ul style="list-style-type: none"> The Governors' Strategic Plan was raised ahead of the FGB meeting, where it is an agenda item. It was agreed that there wasn't enough time in meetings for governors to cover everything, therefore prioritising was vital. IS and the Clerk agreed to look at governor working arrangements and meetings culture with the aim of covering statutory duties as efficiently as possible, leaving more time for discussion of strategic aims. <p>ACTION: Chair and Clerk meeting to discuss governors' working arrangements.</p>
11	<p>Date & time of next meetings</p> <ul style="list-style-type: none"> Resources Committee 28th June 2022 at 8.30am

The meeting ended at 9.30am

Summary of Actions

4	Online Payment system proposal - parent survey and further discussion with the Head	SL/Head	By beginning of next half-term
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6	More detailed school meals data to be provided to the committee	SL	When required
6	SL to look at outsourcing options and find out what other schools do. JB to liaise with SB to review the menu and meet with the catering manager to discuss the current system and possibilities going forwards.	SL and JB	By end of term
8	Whistleblowing item on May 24th FGB meeting agenda	Clerk	For May 24 th 2022 meeting
9	Quotations for fence repair to be sought after the Health and Safety walk and discussion with the Head	SL/IS	For summer holiday
10	Chair and Clerk meeting to discuss governors' working arrangements.	DH/IS	By July FGB meeting