



**MEETING OF THE RESOURCES COMMITTEE ON
JUNE 28TH 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, Jenny Barker (JB).

In attendance: Debbie Horton (Clerk), Sandie Lovell, Business Manager (for items 4 and 5)

Minutes

1	<p>Welcome & apologies for absence There were no apologies. JB arrived at 8.35am.</p>
2	<p>Attendance & declaration of interest The governors signed the attendance form. There were no declarations of interest.</p>
3	<p>Minutes of the last meeting 17.5.22 They were approved as a correct record. Chair to sign in GovernorHub.</p>
4	<p>Matters arising from the last meeting</p> <ul style="list-style-type: none"> • Online Payment system proposal - parent survey and further discussion with the Head. SL confirmed that the set-up cost would be £1268, and then ongoing annual costs would be in the region of £718 plus a transaction fee per payment, which would be roughly £600. HP’s view was that the system didn’t represent good value for money, and the annual approximate cost of £1500 would be better spent on books. RH suggested that the existing cash system might be a barrier to increased take-up of school dinners. SL said that all other local schools used a cashless system, and that there was a cost to cash in reconciliation, admin time and cash pick-up. The governors discussed the possibility of a survey of parent views, running a cash and cashless system alongside each other for two years, and ongoing fees and how they should be covered. <p>The committee agreed that in principle, a cashless system should be offered to parents, at the beginning of the next financial year.</p> <p>The set-up cost would come from the budget, and the running costs would be covered by a small cost per transaction. SL was tasked to check guidance around transaction fees and to provide final information on costs by the end of the Christmas term with a view to full implementation in April 2023.</p> <ul style="list-style-type: none"> • More detailed school meals data to be provided to the committee – SL • 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. See item 6 below. • SL to look at quotations for fence repair to be sought after the Health and Safety walk and discussion with the Head – This is ongoing. • Chair and Clerk meeting to discuss governors’ working arrangements – the Chair and Clerk had met, and discussed how to deal with governor business as quickly and efficiently as possible in meetings, in order to free-up more time for strategic discussion. Changes to agendas have been made as a result plus a review of delegation of work to committees, to ensure FGB meetings are free from unnecessary work and repetition.

	<ul style="list-style-type: none"> • ACTION: online payments – check on transaction fees and final costs by December 2022 - SL
5	<p>Budget</p> <ul style="list-style-type: none"> • To monitor FRS (in meeting folder). • SL had provided a report to governors about changes from the original budget and reported in the meeting of further changes that had taken place since the report was produced. A cleaner has resigned, who will not be replaced since Covid cleaning is no longer necessary. An extra payment of £2000 for SEND had been received. Some TAs are leaving, and some are being replaced. The areas of greatest variability are in the TA budget and maternity leave and cover costs. In addition the curriculum budget is nearly spent and books, ICT equipment and other resources are still needed. Photocopying paper has doubled in price. SL has taken measures to lessen colour copying in the school, but the next step appears to be applying copying budgets to different areas/individuals. In conclusion, the budget is tight, despite the carry-forward, when looked at over 3 years. • The committee agreed to recommend the FRS to the FGB. • The governors discussed the TA budget, which is struggling. They acknowledged that TAs are not getting paid enough, but their pay is set by DCC, so the school is powerless to change that. MW noted that at some point no more TAs could be employed, as that line in the budget had increased the most. <p>Q: MW asked if the new culture of increasing teacher awareness and responsibility for SEND children in the classroom would eventually reduce the need for so many TAs. A: HP said that this was a difficult area and she was working on the staffing plan for September, mindful of meeting all the SEND obligations in the school whilst not over supporting the children. It was a tricky balance.</p> <p>Q: JB asked if employing TAs was the best way of meeting SEND children’s needs and could changes to the school environment also be helpful. A: HP said TA input was the best way and environmental changes had been made.</p> <p>IS observed that replacing like-for-like is not always the best use of money. MW thought it important for governors to keep an eye on the TA budget and for it to be managed very carefully,</p> <ul style="list-style-type: none"> • The committee agreed to recommend the CFR to the FGB for approval. • There were no debts to be written off. • There wasn’t any surplus and damaged equipment to be disposed of. It was noted that any old computer hardware was recycled in the school where possible.
6	<p>School dinners</p> <p>SL had completed her actions, and provided governors with more detailed school dinner information plus comparative information from other schools. She found that:</p> <ul style="list-style-type: none"> • Many schools had priced a school dinner more cheaply, and some were putting up their prices now, to reflect higher food prices. In general the unit cost was equal to the Grove’s or less. • The majority outsource their school dinners, but didn’t include the cost of MTAs in their catering budget, as we do. Whilst the catering company would take the meal income, the schools still financed the staff and kitchen costs. • The Grove had deliberately moved away from outsourcing a few years ago, primarily to improve meal quality. The school had still made a loss however. • The school had reduced the cost of food as much as possible, so that costs wouldn’t have to rise at a time of financial pressure on families. • One cook is leaving at the end of term, and that position will not be filled, because of financial constraints. • Numbers of KS2 children having school dinners have dropped. • Losses are getting worse because of rising food costs. <p>Q: A governor asked why numbers had dropped. A: Probably because the menu is quite poor.</p>

	<p>JB had completed her action and made a school visit to look at school dinners. Her findings include the following observations, questions and suggestions:</p> <ul style="list-style-type: none"> • At around Year 3, when entitlement to a free school dinner ends, a cultural shift is needed to ensure that school meals are appealing to both child and parent, because numbers drop off at this stage. Whilst food quality is important to both parent and child, other factors play their part. Positive atmosphere in the dining hall contributes to cultural change and enhances enjoyment, which effects take-up. • A healthy and attractive menu offer needs further exploration. If the menu achieved both, parents might welcome the convenience of a school dinner, which is good value for money, (possibly more so than a packed lunch in many cases) over making a daily packed lunch. Optimally, it could offer both convenience and enjoyable, healthy food. • Atmosphere contributes to the attractiveness of having a school dinner. If it was to feel family-like and celebratory, it might encourage take-up. HP responded that in the past the school had made the dining hall more friendly and attractive, with flowers on the tables, for example, and there had been mixing of year groups, years 1 and 6, for example. However, the rise in pupil numbers had made this physically impossible to continue. • Reception children did not seem to know that there was fruit and veg for them at the front of the hall. • What is the school's aim around school dinners? HP said it was to break even and have a good lunch. Profit is not a motive • Is there a packed lunch policy? HP replied that there wasn't, parents choose what goes into a packed lunch. It would be difficult for staff to check lunches and follow that up. <p>In discussion, governors raised a number of points:</p> <ul style="list-style-type: none"> • Not allowing fizzy drinks, for example, might be a start to the introduction of a packed lunch policy. Apart from the potential nutritional benefits, a policy could lessen the competition to a school dinner, from a free-choice packed lunch. • Uncoupling money from quality was difficult, especially now that food prices were so high. • Whilst it was hard to achieve a celebratory sense in the dining hall, it was agreed that providing the children with a reason to be together in a positive atmosphere, was important and would impact whether or not they wanted a school dinner. • The menu offer needs more attention. • At KS2, the links between food and climate change could be brought into focus, and related to the school dinner menu/packed lunch choices. • The question of kitchen staffing models was raised. In other schools, is the kitchen manager also the chef, or are they separate roles? At the Grove there are three specific kitchen staff roles. • It was noted that TAs also do some MTA work, which hadn't been included in the catering budget. • What have other schools done to make the lunch-time atmosphere welcoming and attractive? • The committee agreed to ask children and parents what they wanted from school dinners. • The committee agreed that their aim was to improve the school dinner quality and experience and double the number of KS2 children having one regularly. <p>The committee decided that the next steps should be:</p> <p>ACTION: For JB, RH, HP and SL to meet with the kitchen manager. She would be asked to run the child and parent survey and the group would talk through the changes required for improvement. Head to arrange date within the next 3 weeks.</p> <p>ACTION: For SL to acquire 2/3 school dinner outsourcing quotes from catering companies, to include their food offers.</p>
7	<ul style="list-style-type: none"> • Staff survey - discussion of results and recommendations <p>SL left the meeting at 9.25am</p> <ul style="list-style-type: none"> • There were 21/50 responses, with apparently more teacher than TA responses. They were mostly positive. It was not known why more staff did not respond. • Themes that emerged included concern about behaviour, bullying and disruptive children. HP said that this probably arose from a difference in strategy, with talking through difficulties on the

	<p>one hand and a more punitive approach on the other.</p> <ul style="list-style-type: none"> • There was some concern around SEND. HP said that there is a major re-education process happening in this school, and lots of change is being put into place. • An equality issue surfaced which might be around TAs pay, which is unfair, but not in the school's control. This has been talked through at staff meetings. • The committee agreed that the survey was useful, and it should be done annually, with clearer TA and teacher identification, if that was possible without compromising anonymity. <p>ACTION: Clerk to include annual staff survey in cycle of business.</p>
8	<p>Health and Safety</p> <ul style="list-style-type: none"> • Risk assessments – to monitor. • They are updated annually. IS will check the fire, room, residential and other risk assessments with SL before the end of term. • Any current issues to consider? • At a facilities meeting yesterday a number of issues were raised. The most concerning is the lock on the back gate, which isn't working properly. It will be dealt with tomorrow, Wednesday 29th June. The front entrance plans are still in the pipeline. • Are H&S arrangements in compliance with the DCC H&S policy? IS will check. DCC do an asset management check. <p>ACTION: IS to check risk registers, and H&S compliancy.</p>
9	<p>Policies for review</p> <ul style="list-style-type: none"> • The Charging and Remissions policy was reviewed and agreed.
10	<p>Governors' monitoring visits from this committee - Learning and impact from visits</p> <ul style="list-style-type: none"> • JB's school dinners visit (see item 6 for learning and impact). Visit report due copy due. • Health and Safety (see item 8). IS to provide a written report to clerk. <p>ACTION: Two visit reports due – IS and JB</p>
11	<p>Training</p> <ul style="list-style-type: none"> • Keeping up-to-date in your lead area is essential. Next term's Babcock training schedule is in the meeting folder. • Governors agreed to look for suitable training and book with the clerk.
12	<p>Business brought forward by the Chair</p> <p>There was none.</p>
13	<p>Date & time of next meetings</p> <p>Next academic year. TBA.</p>

The meeting ended at 9.40am

Summary of Actions

4	Online payments – check on transaction fees and final costs by December 2022 - SL	SL	By end of Christmas term
6	For JB, RH, HP and SL to meet with the kitchen manager. Head to arrange date within the next 3 weeks.	HP, JB, RH, SL	Within next 3 weeks.
6	For SL to acquire 2/3 school dinner outsourcing quotes from catering companies, to include their food offers.	SL	By end of term
7	Clerk to include annual staff survey in cycle of business.	Clerk	By next meeting
8	IS to check risk registers, and H&S compliancy.	IS	By end of term
10	Two visit reports due – IS and JB	JB/IS	By July FGB end of term