



MEETING OF THE RESOURCES COMMITTEE ON MAY 16TH 2023 AT 8.30AM IN THE SCHOOL

Present: Mike Waterson (MW), Ian Stewart (IS), Rob Hill (RH) Chair, Jenny Barker (JB), Hilary Priest (HP).

In attendance: Debbie Horton (Clerk), Sandie Lovell, Business Manager for items 4-6

Minutes

1	<p>Welcome & apologies for absence There were no apologies. JB attended virtually.</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 7.3.23 The minutes were agreed as a correct record.</p>
4	<p>Matters arising from the last meeting</p> <ul style="list-style-type: none"> • Online payments recommendation for committee – SL • SL provided the governors with 3 options, and recommended one, Parentpay. Although it is more expensive than the others, it is a tried and trusted platform, which can cater for those who are unable to pay online, and it has a training package for parents. It is used at KEVICCs, so some parents are already familiar with it. There is a reduced price package, of just under £1000, until the end of May. Governors noted that the cost of transactions will be added to school trips, and not school dinners. The charge is £1.275% per transaction. Parents will be informed of this cost and encouraged to pay in lump sums, if possible, to lessen the cost to the school. <p>The governors agreed to Parentpay and agreed that it should be started after the half-term holiday and followed up at the next Resources meeting.</p> <ul style="list-style-type: none"> • Benchmarking and completion of SFVS for recommendation to FGB on March 21st 2023 – done <p>ACTION: Monitor roll-out of Parentpay at next meeting.</p>
5	<p>Budget</p> <ul style="list-style-type: none"> • To monitor latest FRS (in meeting folder, with report from SL). • SL reported that since it was so early in the budget, there has been little change since the last FRS. The carry-forward is more than anticipated. There have been some staffing changes and more for September, which will impact the budget, positively. <p>Q: Will the parental income of £25, 000 now be dealt with via Parentpay? A: Yes.</p> <ul style="list-style-type: none"> • To approve CFR report and final FRS. • The CFR and final FRS were approved, and will be recommended to the FGB for final approval.
6	<p>Staffing structure There are a number of changes to the staffing structure from September 2023. The impact to the budget will be positive, ie there will be significant savings.</p> <ul style="list-style-type: none"> • The following members of staff are leaving at the end of term: the Deputy Head (to take up a Headship), 2 TAs (to begin teacher training) the clerk and the Maths Tutor. • In addition, 2 teachers, 1 TA and the front desk administrator have requested part-time work. 1 TA has left already and also the Maths Tutor. • There won't be a lot of class teacher changes. • The HLTA will be providing cover for leadership time. • One leadership practitioner role will be removed from the structure. • As a result of the changes, there will be greater opportunity for progression in the school.

	<p>The proposed new structure includes the reinstatement of a teaching Deputy Head, a new clerk, 1 full – time TA and 1 part-time, and a one day a week front desk administrator. For one term, the Deputy Head will be recruited internally on a temporary contract for 2 teaching days a week, and 3 non- teaching. This will be reviewed in October 2023. The roles shed by the new Deputy in her former position, as KSI lead and Literacy Lead will be taken on by other members of staff.</p> <p>Q: Will the drop in non-teaching days for the Deputy Head have a negative impact on the school as a whole? A: No, as the school is in a better place, with robust systems which run themselves and the full-time non- teaching deputy role was always planned as a temporary measure.</p> <p>Q: Why had a non-teaching deputy role been considered necessary previously? A: It had been created to drive school improvement at a time when the budget allowed for such a position.</p> <p>Q: Whilst the initial internal appointment and trial is sound, is it not good practice to advertise externally and cast the net wider? A: It is good practise, though the school doesn't have to. The new Deputy will be on a temporary contract, so when that comes to an end, there will be an advertising process.</p> <p>Q: Will the school need to contact unions as a result of the change in staffing structure? A: No, because the school will be reverting to its original structure following a temporary change.</p> <p>Q: What training is in place for the new Deputy? A: There will be a full hand-over and the new Deputy is booked onto Level 3 safeguarding training. The Head will take over some aspects of the existing Deputy role, so it is slightly different to the existing position.</p>
7	<p>Chefs in schools It's going well with a good kitchen team. A full review will take place after a longer period of time uninterrupted by bank holidays has passed. The average cost of ingredients for a school meal is between 82-89p, which is within the £1 upper limit. SL will get up-to-date figures for the next meeting. There are capital grant funds of about £16, 000 to spend on kitchen equipment. The school has set up a Go Fund Me page to raise funds for the project. Grant funding is being explored. Cooking sessions have been arranged for Years 3 and 4, and their parents.</p>
8	<p>Extended school provision The school is aware of the new expectations, of having wraparound care available for 5 days a week between 8am and 6pm. Currently, care is provided privately for 4 days a week, so this will need to increase to meet the expectation. The school is currently looking at the provision of some free after-school clubs, to ensure all children have the opportunity to join a club. At the moment, parents are providing football and drama clubs, and a pottery club is provided by the HLTA. Other clubs are in the pipeline.</p>
9	<p>Governor recruitment and induction The governors noted the summary of the induction process and the documents sent to new governors provided by the clerk. The clerk reported that the documentation sent to new governors has been selected carefully to provide all that is necessary in the briefest and most accessible way. A pre-pack is sent out to prospective governors, which includes a meetings timetable, a certificate of eligibility and a brief outline of expectations, with a post-pack sent out on appointment, with further and more detailed information. The clerk holds a checklist for each new governor to ensure that everything is covered. She confirmed that new governor training is a requirement for all new governors, as agreed by the FGB in September 2022. Governors noted that the staff governor position will be vacant from September, along with 1 co-opted governor vacancy. The clerk informed the committee that the co-opted position is no longer registered with the two governor recruitment websites, registration has now lapsed. Neither website produced any interest.</p> <p>Q: What about diversity on our board and the new expectation to collect and publish data? A: Greater diversity would be good for the board. JB suggested advertising in The Mansion and said that she would speak to Pizza Pirates and ask for their suggestions. Given the small size of the board, a general statement on the website would be more suitable than detailed</p>

	<p>data. This will be re-visited at the FGB meeting next week.</p> <p>The committee agreed that Becky Nel, as the newest governor on the board, should be invited to give feedback on the induction process, to inform improvements.</p> <p>ACTION: JB to approach Pizza Pirates about suggestions for a co-opted governor/ where to advertise.</p> <p>ACTION: The clerk to ask BN for feedback about her experience of the induction process.</p>
10	<p>Policies for review Charging and Remissions. This is still the latest version, from 2018. MW reviewed the policy and recommended that the year 2014 is updated to 2018 in paragraph 2.1 and in paragraph 10; he queried whether the specific sum of money attached to the universal credit point is still up-to date. The governors agreed that reference to a specific sum for universal credit should be removed and the clerk will correct the date.</p> <p>Q: Is there a fund for school trips for people who can't afford to pay? A: There is a payment plan and only 1 charging trip this year because of the rising cost of living. All children go on day trips, but some don't go on residential. RH suggested that the school look into setting up a fund where parents who can, are invited to pay a little more for school trips to help out those who find them unaffordable.</p> <p>Q: Where is equality discussed by the governing board? A: As a whole school approach, in the Teaching and Learning Committee, but in specifics, such as this policy, here in the Resources Committee.</p> <p>The policy was reviewed and agreed.</p>
11	<p>Prevent Duty The governors noted that they have a statutory duty to monitor how the school prevents people from being drawn into terrorism. The Prevent Duty is mentioned in the safeguarding training that the governors complete annually and it is mentioned in the governors' self-assessment tool. HP agreed to send out a one minute Prevent guide to governors and she and MW will go through the self-assessment tool for governors and report back to the board. HP informed governors that the school has had an incident in the past which involved potential radicalisation of a child.</p> <p>ACTION: MW and HP to report back on self-assessment tool. ACTION: One minute Prevent guide to be circulated to all governors.</p>
12	<p>Governors' monitoring visits from this committee</p> <ul style="list-style-type: none"> • IS completed a Health and Safety visit last week. Once written up, the visit note will be circulated to governors. • RH, IS, JB, MW and BN had attended the curriculum team visit on May 15th 2023 and said it had been good and useful. <p>Q: One question that kept cropping up was how do we (the governors) know what the various impacts have been? A: The two best ways to know are to look at the children's books and to talk to them.</p> <p>Q: Some staff hadn't been able to access the most up-to-date versions of various documents very easily. Are file hygiene measures needed? A: It sounds as if some tidying up is needed as all staff should have the correct versions of all files and they should be easily accessible.</p>
13	<p>Training No training undertaken or booked for this committee.</p>
14	<p>Clerk's report None for this committee.</p>
15	<p>Business brought forward by the Chair None</p>
16	<p>Date & time of next meeting Resources meeting 27th June 2023</p>

The meeting ended at 10.00am

Summary of Actions

4	Monitor roll-out of Parentpay	All	At next Resources meeting
9	To approach Pizza Pirates about suggestions for a co-opted governor/ where to advertise.	JB	By next meeting
9	BN to be invited to feedback about the induction process, to inform improvements	Clerk	By next meeting
11	Report back on self-assessment tool	MW & Head	By next meeting
11	One minute Prevent Guide to be circulated to all governors	HP	By next meeting