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Little Paxton Primary School Governing Body

**Minutes for the Resources Committee Meeting
held on Monday 12th October 2020 at 6:30pm**

This meeting was held on Zoom
due to the Coronavirus pandemic

Present:

Neil Donoghue	Co-opted Governor	Nickie Moore	Head Teacher
Richard Fairbairn (Chair)	Co-opted Governor	Austin Willet	Parent Governor
Tim Gawler	Parent Governor	Paul Warmington	Parent Governor

In attendance:

Gemma Pearce	Clerk
Alison Gatward	School Business Managed (SBM)

1. Apologies for absence

Apologies received and accepted from

Gemma Manning Associate Member

No apologies received from

Katie Delgado Staff Governor
Christopher Muwanguzi Parent Governor

The meeting was quorate

2. Declaration of Interests

No new interests were declared

3. Governors' responsibilities:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils;
and

- Overseeing the financial performance of the school and making sure its money is well spent.

NB – over this year we intend to review the Terms of Reference for this committee. In particular our intention is to understand how the responsibilities of this committee best support the SDP.

4. Actions Update.

2019/2020 - 053	Governor visit to monitor TA deployment	EB and RF	Re-review in AT	Build into monitoring.
2019/2020 - 082	Continue tender process for school caterer	SBM	On-going	Complete

The GB discussed action 2019/2020-053. It was noted that the need for monitoring TA deployment has been on the actions for a while as budgets in the past showed a high staff spend on TAs compared to other schools. The aim of the monitoring was to ensure that this makes sense and they fully support the schools current needs. The HT highlighted that the school have quite a lot of SEN children and a lot with EHCPs meaning they have at least 1 TA working to support them. A lot of TA hours now are 1-1 support and this still takes up a high percentage of the budget.

QU: If a child has an EHCP is there extra funding for the TA hours? They get some funding but school has obligation to pay the first £6k for each child. 5 children joined in Foundation with EHCP's. They both receive funding but need full time TA support. The school are looking at TA hours to work out how many hours cover needed to be more effective. For example children who need support over lunch as well – can any children 'buddy up' over lunch to spend money wisely. There are 2 new children identified who will need 1-1 support and school are looking at how they can provide this eg by extending hours of TA's who currently work part-time The school has no choice but to employ these TA's that provide 1-1 support as school can't operate without this in place.

It was agreed that rather than a monitoring visit at this stage the SBM would produce a report for governors of all the school TA's, their hours and how these hours are currently spent between 1-1 and class support.

ACTION: SBM to produce report on TA deployment

5. Review of governor's declared interests and compilation of Register of Interests for 2020/2021

Declaration of interest forms received from all Governors except ND, PW, GM, ASC, DJ, CM.

ACTION: Clerk to compile Register of Interests based on previous interests and circulate to all Governors to confirm their section is correct.

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6. Review of BCR and funding statement

Governors had been provided with the latest BCR and funding statement prior to the meeting. AW, link governor for finance highlighted the main areas to the committee.

The information as up to date to end of September. Apr-Sept has been unusual due to COVID-19 and this affects everything, including budget. Revenue for the first half of the year is where expected. Expenditure is much £115k less than budgeted for. Expenditure will be higher in second 6 months of the year, so expecting a deficit in 2nd six months, but overall currently the budget shows a year revenue balance of £78k. There was some carry forward from last year so the year end expects an overall revenue balance of £167k.

QU: Have EHCP's been added in? 2 new ones have not yet been added.

QU: Is the budget as expected, are there any concerns? It is looking ok so far, EHCP's are the worry as costs school money £6k per child and little that can be done about it. The HT and SBM met with the school financial advisor (FA) and he had no concerns.

The SBM told the RC that she plans to review the budget and look through where the differences are between actual and budgeted figures. This may result in needing to move amounts between some budget lines but would not affect the bottom line.

AW highlighted that there is a consultation taking place at County level for budgets for next year – submissions due by next Friday. AW doesn't think it affects LP much – in all 3 scenarios amount per pupil seemed to be the same. This was also as understood by the FA.

QU: Will there be any benefit from COVID catch up grant? The school will get £80 per pupil from the catch up grant. School has also put in a bid for expenses incurred due to COVID, eg matting on the field, but haven't received it yet. The expenses grant covers cleaning costs and costs for changes to the school required because of COVID. The SBM understands that there will be another window at some point to apply for further reimbursement and the SBM will monitor this.

Pay review policy

AW informed the committee that they need to form a Pay Review Committee. They meet with the HT to approve staff movement on the pay scales. The HT recommendations are based on performance management review against set criteria.

Pay reviews normally takes place around this time of year.

It was discussed that the Chair of Governors should not sit on this panel. It was agreed that the panel be made up of AW, ND and TG. GM also to be invited to the panel due to her HR expertise.

POST-MEETING NOTE: As GM is an AM she can join the pay committee to offer advice but does not count towards the quorum and cannot vote,

The appeal committee can be decided if needed and made up of 3 governors not already involved in the process.

ACTION: Set up meeting in November to review staff salaries for this year.

7. Staff Update

School have appointed a new member to work 3 mornings in school office to replace Miss Cox who has moved to being a TA.

School are appointing an additional TA, the closing date for applications was today.

8. Premises update

The HT informed the committee that there had been an issue where there was some confusion as to whether the school was fully compliant with insurance due to valves in the boiler house but this is all resolved now. The HT has received an email from insurers confirming all compliant.

QU: This is a serious issue as building was uninsured for a number of months, what's happening now to ensure this doesn't happen again?

Upon investigation it became apparent that the matter had arisen as the Site Agent hadn't provided paperwork in March. The HT first heard of this in an email from insurers in August. The HT expressed concerns that responsibilities of the site agent are not being done in a timely manner and she is not always confident things have been done as should.

Since the start of term the HT and SBM have arranged fortnightly walk arounds with the Site Agent and agreed a list of things to do. School have re-aligned the focus of site manager by taking cleaning responsibilities away. The SBM expressed concerns that the Site Agent does not always prioritise the work that has been agreed during the walkaround. The Site Agent is currently off sick with unknown return date.

School are aware this is an issue. The SBM highlighted that she can now spend a bit more time on this as RJ is out of classroom and spending more time supporting NM. She can oversee the Site Agent more however the work is his responsibility.

The school have a termly meeting with a school site agent company who come in and check compliance so there is another layer of oversight.

QU: As a starting point could there be a master document of all checks and insurance areas that need to be covered? This is in place with ownership but is not always effective in ensuring the actions are carried out.

QU: Is there anything governors can do this evening to help? It was agreed to keep this under review and as a first step see if the fortnightly task lists help. If not can review if this is a performance issue and ask GM for support.

HT and SBM felt there may be a need for additional permanent support and this may need to be considered in the future.

9. Health & Safety Update

As well as a deep clean in the Y2 & Y4 classrooms the school have hired a 'fogging' machine for a thorough COVID decontamination.

10. Governor Visits to School:

a. Staff induction

KD finishing talking to new midday supervisors then the report will be produced.

11. Link Governor for Premises, Health & Safety

At the FGB in March KD was appointed along with ND as the link governor for 'Premises, Health and Safety' – in order to share the knowledge in this area. At the FGB on 28/9/20 Katie's re-appointment in this role was not discussed. It was agreed to re-appoint KD as joint Link Governor for Premises, Health & Safety.

12. Review of policies and related documents

Circulating of policies was delayed due to dealing with a COVID case in school. It was agreed that all RC members would review the policies and circulate any comments by HT. At HT any queries will be answered and the policies ratified. It was noted that the Pay Policy has some sections that Pay Committee will need to add.

- a. Fire Safety Policy
- b. Charging and remissions
- c. Governors' Allowances
- d. Lettings Policy
- e. Managing Allegations of Misconduct
- f. Scheme for Financing Schools
- g. School Financial Regulations
- h. Staff Appraisal & Capability
- i. Trade Union Membership
- j. Pay Policy

ACTION: Complete policy review by HT

13. AOB

There was no other business

14. Date of next meeting

Curriculum & Standards	19th October 2020
Full Governing Body	30th November 2020
Resources Committee	25th January 2021

Meeting closed at 7.43pm

Actions carried forward from previous meetings

None

Actions arising from this meeting

2020/2021- 027	Produce report on TA deployment	SBM	For discussion at next RC meeting
2020/2021- 028	Compile Register of Interests based on previous interests and circulate to all Governors to confirm their section is correct.	Clerk and All Governors	ASAP
2020/2021- 029	Set up Salary Review meeting	HT & Pay committee	November
2020/2021- 030	Complete Staff Induction report	KD, ND	ASAP
2020/2021- 031	Review policies listed in item 12	All committee	By HT

Signed by Chair.....

Date.....