

	<p>There is a need to recruit a TA for Y5, and also possibly for Y4. Currently, a temporary staff member is assisting in Reception, who is unable to continue after Christmas. Reducing the number of adults in the classroom would have a negative impact on all; a solution will have to be found from January. Children are significantly behind, but it is not expected that this amount of support is needed when Reception goes into Y1.</p> <p>Governors asked:</p> <ul style="list-style-type: none"> • Would you replace the Y4 TA at a lower grade? – No - if this was done roles would have to be differentiated. • What are your thoughts about moving forward in Reception? – We will consider offering specific hours needed to make up the time the temporary staff member is unable to cover. <p>The Headteacher advised governors that computing currently not adequately covered in the curriculum and there is no subject leader in place. A skills progression map has been prepared, but teachers are lacking confidence in teaching the curriculum. The Headteacher has therefore identified a person who can offer support at a cost of £1,000 for five days per year; this would include curriculum review and resources. Governors agreed that this constitutes good value for money. As discussed at previous meetings, the behaviour of boys in Y6 indicates that they are lacking focus and a role model. A Sports Leader has been recruited for two hours per week at £20 per hour for twilight activities. This will be reviewed in February.</p> <p>The Forest School has not yet started.</p> <p>The site manager has submitted his resignation and will leave on 7 December. He may still like to assist on an ad hoc basis. The impact of what he has done during his short time at the school has been significant.</p> <p>Governors asked:</p> <ul style="list-style-type: none"> • When will you recruit and at what grade? – Advert for a Grade C will go out on Monday, for two weeks. • Previous difficulties around recruitment were thought to be due to advertising for Grade C, rather than Grade D. Would advertising for Grade C limit the calibre of candidates we attract? – We could advertise for a range and agree the grade once we understand the skills of the applicants. 	
5.	<p>To discuss next steps with Staff Survey</p> <p>Governors discussed at what time the survey should go out to have the highest response rate. There was concern that running the survey online may reduce uptake, as staff may have become tired of working electronically. Personal staff drop ins with a governor were discussed, though responses would not be anonymous.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • A combined approach would be taken; this would cover various ways in which staff would prefer to feed back (electronic, paper, drop ins). • Governors, SLT and staff would consider what they would like to find out through the survey. • The clerk would circulate some example surveys to assist with this. 	

		RA
Covid		
6.	To receive an update on unusual Covid spending Nothing to report. Covid numbers are low.	
Finance		
7.	<p>School Budget</p> <ul style="list-style-type: none"> • <u>Outturn</u> <p>The SBM gave further information on the background to the variance under ECSUPPORT. This will be reimbursed by the LA in November. HR are also currently looking into a query in connection with holiday pay of a staff member who has recently left employment.</p> <p>Governors asked:</p> <ul style="list-style-type: none"> • What have we spent the £7,352 on building maintenance on? - Due to Covid, not much was spent on maintenance last year; when the budget was set we therefore carried much of last year's allocation over. This was used on repair to the main front door, hall fire doors, maintenance of fountains, PAT testing, staff kitchen, front gates, raised beds etc. • Do we anticipate having to spend much more? – Outstanding costs are hiring scaffolding to investigate and obtain quotes for some leaks to the roof and replacing lights in the hall, including the need to hire a tower. Governors ascertained that the location of the leak is not in the area of roof which was recently replaced. • Caretaker supplies - do we need to allocate this much and if not, could we allocate elsewhere? – Caretaker supply costs increased due to Covid (cleaning supplies). We will have a more realistic understanding at the end of the year. • When contract cleaners were used, did they use their own supplies? – Both their own and school's. • What are our thoughts for the over spend in contract cleaning? – This cost would have been negated through the caretaker salary, if he was staying. There may be a possible increase in January/March, depending on how successful caretaker recruitment is. • Grounds maintenance - do we anticipate needing that amount? – This figure was supplied by the LA. Grounds maintenance covers strimming and hedge trimming. • What are our thoughts in managing the potential to overspend in premises expenditure? – Most expenditure in this cost centre occurs at the beginning of the year (maintenance contracts for security, alarms etc). Further spending is not anticipated. • Curriculum Extras / General Stock - what is included under this code and do you anticipate spending any more? – No further spending is anticipated. The main reason for increased spending at the beginning of the year was the need to re-stock, following lack of expenditure in the previous year. 	

	<p>Expenses were NEFR tests, ad hoc curriculum focus days such as Art Day, and previously Forest School.</p> <ul style="list-style-type: none"> • Music - do we need the allocated £6000 to the budget or could you allocate elsewhere if needed to? – This will be different on the next outturn. • What is the Blackland's charge in Line 75? – School covered the deposit for the Blacklands Farm trip through the Sports Premium. Sports Premium will also supplement swimming and some sports/multiskills/dance sessions. • What is the £7,500 allocated for in the SDP - are we likely to use it all? – This was allocated to cover books for the new Reading Curriculum, and other areas of spending required for the implementation of the School Development Plan. • We have a miscellaneous income of £4,191 - where can we record this as it will put us into surplus? – This includes income from university placements and sale of school uniform. • Which cost heading is uniform stock paid through? – Office Supplies. <p>Governors highlighted that they would prefer to see school uniform sales recorded through the School Fund, as it would give governors a clearer understanding of income and expenditure. Uniform sales also provides school with an independent income, which can be used more flexibly than public funds.</p> <ul style="list-style-type: none"> • <u>Any virements to report/approve</u> <p>None.</p> <p><u>7.2 Recovery Premium grant</u> <u>7.3 School led tutoring grant</u></p> <p>The committee was advised of the two Covid related grants and given an outline of how they can be used. Governors asked whether the Recovery Premium could be used towards another adult, as this need was highlighted in the Staffing update. The clerk will send out guidance from The Key for School Governors.</p> <p>Further questions on the outturn:</p> <ul style="list-style-type: none"> • Could more information be given under YGRANTS, to outline what they are? – This will be done. • What effect will the resignation of the caretaker have on the budget? – The post has been left in. <p>There was some discussion around the timing of Resources Committee meetings, to ensure that governors have sight of a more accurate outturn.</p> <p>It was noted that there are still no benefits seen from the solar panels. Other schools with an installation from the same company are in the same position. Governors discussed how this could be addressed, and it was concluded that the Headteacher would contact the Diocesan Buildings Officer who had been involved in the initial discussion and had recommended the company.</p> <p>Governors were pleased to highlight that the budget shows a projected surplus of nearly £4,000 and thanked the SBM for her work.</p>	<p>RA</p> <p>KB</p> <p>PB</p>
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8.	<p>To note potential implications to schools' budgets re the council's living wage increase</p> <p>The living wage is spinal point 1; staff have a minimum spinal point 4, meaning the budget is not affected.</p>	
9.	<p>Voluntary Funds</p> <p><i>9.1 <u>To receive an update on the School Development (Governors') Fund, including new version of spreadsheet</u></i></p> <p>Mel and Dee have met to look at the spreadsheet and identified how to amend it to record DFC over the past three years. It was confirmed that there are no concerns about the DFC allocation not being spent within three years.</p> <p>The spreadsheet will be brought before the committee at the next meeting; a substantial sum in connection with last year's VASCA work will have been paid.</p> <p><i>9.2 <u>To revisit promotion of School Development Fund</u></i></p> <p>The committee was reminded that, some years ago, the parent council had taken an interest in promoting the School Development Fund proactively, but this is not happening now.</p> <p>It was agreed that governors would promote the fund to parents after Christmas.</p> <p><i>9.3 <u>To receive an update on Gift Aid</u></i></p> <p>All outstanding Gift Aid entries have now been completed and submitted to HMRC. A payment of around £1,500 is expected within the next five weeks.</p> <p><i>9.4 <u>Update on arrangements for independent examination of voluntary funds</u></i></p> <p>The School Fund is now with the examiner. Governors Fund still outstanding.</p>	<p>All?</p> <p>MF</p>
10.	<p>To receive a report on and, if required, authorise write-offs or disposals, if any</p> <p>None.</p>	
11.	<p>To receive any information on Insurances (potentially feedback from SBM meeting re RPA)</p> <p>The SBM reported that not many schools are taking up Risk Protection Arrangements (RPA); as a consequence the Diocese is conducting a full survey of schools to ensure buildings are adequately covered. The SBM has submitted relevant information and will keep governors updated. Insurances/RPA will be discussed again following that visit.</p>	
12.	<p>Contracts</p> <ul style="list-style-type: none"> • <i><u>Discussion on Hilder's Field proposal</u></i> <ul style="list-style-type: none"> a) Payment of £765 for previous financial year b) Agreement to continue with summer rental and ad hoc arrangements <p>It was clarified that ad hoc arrangements would be charged as a proportion of the termly rent.</p> <p>The committee agreed that the summer term rental and payment for ad hoc use is a good compromise and appreciated that the school does not have to continue paying for times when the field is not used.</p> <p>Agreed: Governors agreed to both proposals, a and b.</p>	

Buildings/Grounds/Health and Safety	
13.	<p>Health and Safety</p> <p><u>13.1 To receive a report on accidents</u></p> <p>The SBM reported one HS2 incident involving allergies and food at lunch time. Statements have been obtained and sent to the LA, awaiting feedback.</p> <p>Governors asked:</p> <ul style="list-style-type: none"> • Did you need to use an Epipen? – Yes. • Is the child still happy at lunch time? – Yes. • How is the relationship with the parents? – The Headteacher met with the mother who is supportive of the school. She has been advised of steps taken that such an incident will not happen again. <p>These steps are:</p> <ul style="list-style-type: none"> • Conversations held with staff, explaining and clarifying roles, and the importance of not being diverted from their own role. • Advice will be obtained from the LA, which will be communicated to staff <p><u>13.2 Fire Drill Report</u></p> <p>A fire drill had been planned for this term, but prior to this, an unplanned drill took place, due to a laminator being left switched on. All evacuated in good time.</p> <p>Things to learn:</p> <ul style="list-style-type: none"> • Y2 got caught in a bottleneck at the bottom of the stairs, when merging with another group. Y2 could either evacuate into the Junior playground or learn to mingle with the other group. • Laminator will be kept elsewhere. • Ensure staff is able to open gate, as the lock was not working. <p><u>13.3 H&S Link Governor visit report</u></p> <p>A visit has not yet taken place, due to the CSI Inspection. Mel will attend training and then visit the following week.</p>
14.	<p>Buildings</p> <p><u>14.1 To discuss proposed document format – Strategic Site Plan and Delegation</u></p> <p>The proposed new document was shared with governors prior to the meeting, and thoughts were invited. The Headteacher explained that the Diocesan Buildings Officer has recommended that schools should have a three year plan. The document will be kept as a live file on a shared drive, governors having access. Questions on the document will be invited prior to Resources Committee meetings.</p> <p><u>14.2 To discuss prioritisation of different elements and plans for VASCA</u></p> <p>The committee discussed proposals for spending allocated VASCA funding, to ensure this is not clawed back. Stairs and corridor flooring was identified as a priority. The SBM will invite Morgan Carn to visit and discuss how to proceed.</p> <p>Some work on doors is still outstanding from this year’s project.</p>
Policies and other statutory documents	
15.	<p>Due for review/approve:</p> <ul style="list-style-type: none"> • <u>Arrangements for review of SFVS for December FGB</u>

	<p>The chair and SBM will meet to review the SFVS.</p> <ul style="list-style-type: none"> • <u><i>Scheme of Delegation – to discuss new model</i></u> <p>It was agreed that Mel and Dee would look at the new model together and ensure it is made specific to the school. Other committee members were invited to join them.</p> <p>Policies due for review next term and beyond:</p> <ul style="list-style-type: none"> • Accessibility Plan (due Spring 2) • Governor Expenses Policy (Summer 1) • H&S Policy (due Summer 1) • Premises Management Documents (due Summer 1) • Lettings Charges (due Summer 2) <p>The meeting closed 5.20pm</p>	MF, DS
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Documents circulated prior to the meeting:

Minutes and confidential minutes of the last meeting

Living Wage email

Outturn Forecast

Hilders Field proposal

Strategic Site Plan and Delegation

SFVS 2021

SFVS 2020

Model Scheme of Delegation