

**NEW BEWERLEY COMMUNITY SCHOOL GOVERNING BODY  
RESOURCES COMMITTEE**

Minutes of the meeting held on Monday 14 November 2016 at 4.30pm

**PRESENT** Heather Phillips (Chair) Gary German (Headteacher) – *until Item 11*  
Simon Grey Stacey Logan  
Nothabo Changwe-Dube

**IN ATTENDANCE:** Jane Charlton - Clerk, Governor Support Service  
Ann Simpson - School Business Manager  
Steve Dyson - Caretaker (*Item 4 only*)

		<b>ACTION</b>
<b>1.00</b>	<b>APOLOGIES</b>	
1.01	There were no apologies for the meeting.	
<b>2.00</b>	<b>MINUTES OF THE LAST MEETING</b>	
2.01	<b>Resolved:</b> <ul style="list-style-type: none"><li>That the minutes from the meeting held on 5 May 2016 were agreed as a correct record and that the Chair be authorised to sign them.</li></ul>	
<b>3.00</b>	<b>MATTERS ARISING</b>	
3.01	There were no matters arising from the minutes.	
<b>4.00</b>	<b>PREMISES UPDATE, INCLUDING WORKS COMPLETED DURING THE SUMMER</b>	
4.01	A verbal update on work completed in school during the summer break was provided by the Caretaker.	
4.02	New fencing around the school grounds had been erected, where required, and the current fencing would be repaired.	
4.03	All jobs in KS1 had been finished, the carpets and blinds had been installed and the speech and language office had been completed. As staff had reported the room still got very warm when in use, a ceiling tile had been replaced with a vent panel. Vinyl had been installed to the walls in the hall to prevent marking by benches.  <b>Q.</b> Have the gates been fixed? <b>A.</b> Repair work is currently being carried out on the gates. The school had approached another contractor to carry out the work as they were more cost effective.  <b>Q.</b> Is there a SLA in place with the company and, if so, is it a rolling year or a year on year SLA and are the gates being serviced ? <b>A.</b> Yes, the gates are being serviced and there is a year on year SLA in place.	

4.04 All targets in the Fire Safety Handbook, set last year, had been achieved. The door wedging policy may need to be revisited to ensure that staff were aware they could only wedge doors open when staff were in the room. The Headteacher agreed to raise this with staff.

**Head**

4.05 Where required, finger guards had been fitted to doors and all broken guards had been replaced.

**Q.** Why are there no covers on one set of doors in reception?

**A.** As these doors are not used by children.

After a brief discussion, it was agreed that finger guards would be installed on these doors.

**Caretaker**

## **5.00 ANNUAL FIRE RISK ASSESSMENT AND EVACUATION PLAN**

5.01 The Headteacher confirmed that the school's fire risk assessment had been reviewed and updated and returned to the local authority.

5.02 The school's Crisis Policy and Procedure Document had been circulated to governors prior to the meeting. The Headteacher confirmed the policy had been adapted from the local authority model policy and that it was shared with the children's centre.

**Q.** Is the school's Resource provision included in the policy?

**A.** The Resource provision is included in the school's Fire Management Plan.

**Q.** What is the difference between a 'crisis' and a serious incident?

**A.** The difference is that, in a crisis situation, the school is evacuated to the Dewsbury Road One Stop Shop as this building is further away from the school and staff and pupils leave through the MUGA, which provides egress away from the site.

**Q.** Does the policy include the children's centre?

**A.** No, the children's centre have their own plan.

**Q.** Do the children's centre leave through the school?

**A.** No, their fire assembly point is the MUGA.

### **Resolved:-**

- That the policy was approved and be adopted.

## **6.00 REVIEW OF ITEMS FROM THE HEALTH AND SAFETY BOOKLET**

6.01 Governors read through the PG 520, Section 5 General School Safety, of the Health & Safety Handbook for Schools at the meeting.

6.02 The Headteacher confirmed all outstanding actions had been completed.

**Q.** Does the guidance cover volunteers ?

**A.** No, the school has a separate policy for volunteers.

The Headteacher confirmed that leaves in the school grounds were a hazard and highlighted the need to ensure that they were removed where possible. Mud from the garden areas had been a hazard last year but these areas had now been fenced off.

6.03 The Headteacher suggested that section PG 205 of the Handbook, Violent Situations, was also reviewed by governors, which included a list of actions that needed to be taken if presented with a violent situation. The Headteacher confirmed that risk assessments had been done for lone working, home visits and violent parents and had been shared with staff and were included in the staff handbook.

6.04 Governors discussed the various violent situations that may occur and agreed that, although advice was to walk away from a situation, this was not always possible and each situation should be judged on its own merit and the need for staff to be aware of parents who could be violent was highlighted.

**Q.** Should staff be working on their own with parents as accusations could be made against members of staff?

**A.** Staff do meet with parents on a one to one basis but are usually accompanied. When safeguarding issues need to be discussed in private, staff always inform someone they are meeting parents on a one to one basis.

## **7.00 CONSIDER AND MONITOR THE RESOURCING OF PRIORITIES IN THE SCHOOL DEVELOPMENT PLAN**

7.01 The School Improvement Plan for 2016/2017 had been circulated prior to the meeting and was displayed electronically at the meeting.

7.02 SIP Focus 3 - To guarantee all programmes of study are being taught in all subjects in Key Stages 1 and 2

The Headteacher read through the key actions and confirmed the additional intervention room had been created along with an extra office for the Assistant Headteacher and that discussions had taken place with branding agents to improve internal and external space. Work to improve the functionality of the staff room may also be carried out.

**Q.** How much will this work cost?

**A.** Approximately £9,000.

7.02.1 An SLA was now in place for the provision of a premises manager, employed by Sharp Lane and Hunslet Carr, one day per week, who would initially look at how the school could utilize the space more effectively.

**Q.** Is the Premises Manager in addition to the Caretaker?  
**A.** No, the Premises Manager would support the Caretaker in his work and would manage the work undertaken by him. The arrangement would be monitored to ensure it was working effectively.

The Headteacher pointed out that the Premises Manager had the expertise and skills to be able to carry out duties himself but the Caretaker did not and therefore had to engage companies to carry out the work.

7.03	<p><u>SIP Focus 5 - to secure links with local schools, sharing practice, leadership and resources</u></p> <p>The Headteacher confirmed that the school had agreed to meet three times per year with Hunslet Carr and Sharp Lane schools. A memorandum would be agreed by the schools and presented to the next meeting and membership of the steering group would need to be agreed, which would be done at the next meeting of the governing body.</p>	<b>FGB</b>
7.03.1	<p>Governors agreed the lead governor for Focus 5 should be changed to the Steering Group and the document was amended at the meeting.</p>	
7.03.2	<p>Governors agreed Chris Rycroft should be invited to attend the next committee meeting.</p>	<b>Head</b>
7.04	<p><u>SIP Focus 6 - Increase the amount of quality sporting opportunities available to pupils</u></p> <p>It was agreed that Lucy Knight be lead governor for Focus 6 and that Lucy would meet with Katie Starmer and prepare a report for the next meeting of the Resources Committee.</p>	<b>LK</b>
7.05	<p><u>SIP Focus 7 - Improve mentoring and coaching for new staff and RQTs</u></p> <p>The Headteacher explained that the school now had a bank of RQT's and that, as support was only provided in their first year, the school was exploring the use of Lyndsay Goodman to provide a schedule of support.</p>	
7.05.1	<p>It was agreed that Simon Grey would take the role of Lead Governor for Focus 7 and the Headteacher agreed to ask Lyndsay to contact Simon.</p>	<b>Head</b>
<b>8.00</b>	<p><b>ENSURE PUPIL PREMIUM, PRIMARY SPORTS FUNDING AND OTHER RESOURCES ARE USED TO OVERCOME BARRIERS TO LEARNING</b></p>	
8.01	<p><u>Pupil Premium</u></p> <p>The school's pupil premium statement was displayed electronically at the meeting for governors information. The increase in funding, from £297,000 last year to £318,000 this year, was highlighted and the</p>	

results and where gaps remained were discussed in detail.

**Q.** How is revenue collected from parents whose children attend the breakfast club; has an online cashless system been considered?

**A.** Payments are currently collected by cash as a previous parental questionnaire had shown that a cashless system was not favoured by parents.

The benefits of introducing a cashless system were discussed when it was suggested that the system was introduced into one area initially and into other areas over time. The Business Manger agreed to carry out further investigations into the use of the system.

**SBM**

8.02 Sports Funding

The school received a total of £9,800 funding, made up of £8,000 plus £5.00 per pupil, and was used to fund items such as the Leadership post, transport to events and activities which included swimming.

**9.00 CONSIDER LATEST MONTLY REPORTS FOR OVERSIGHT OF EXPENDITURE**

9.01 Copies of the Month 7 and 3 Year Budgets were circulated at the meeting by the Business Manager. Governors were advised there were no areas of concern in the budget and that, overall, spend against the budget was 57% and noted that areas where spend was above 100% were areas where funds needed to be vired. The need to ensure the carry forward figure did not exceed 15% was highlighted.

9.02 The cost of supply staffing was highlighted and the Business Manager explained this was to cover staff absent due to sickness and that insurance income would offset the spend.

**Q.** Do premiums increase when claims are made?

**A.** No. The policy is a local authority policy and the school is able to claim even if a supply teacher isn't bought in.

**Q.** Why was there nothing in the budget initially for other staff but there is a figure in the projected spend?

**A.** The expenditure relates to staff engaged for a specific piece of work.

9.03 Curriculum costs were highlighted when it was explained that these costs included the cost of the new staff room and linked to the School Improvement Plan.

9.04 A governor queried why there was a variance of almost 50% in the cost of other services. The Business Manager explained this category included the cost of subscriptions, licences, DBS checks and the SLA with Sharp Lane.

- 9.05 The budget was approved by governors and signed by the Chair.
- 10.00 ENSURE EFFICIENCY AND VALUE FOR MONEY THROUGH REGULAR BENCHMARKING AND CONSIDERATION OF COLLABORATION ON THE EMPLOYMENT OF STAFF AND JOINT PURCHASES**
- 10.01 Benchmarking with the Bursary Group in South Leeds was carried out on a regular basis by the Business Manager. The Business Manager agreed to provide feedback to the next meeting of the committee.
- 11.00 REVIEW OF PUPIL NUMBERS AND THE EFFECT ON THE BUDGET**
- 11.01 There were currently 55 pupils in Reception but, as October's deadline for the return for funding had been missed, a further five places would be filled without funding being received by the school.
- Q.** So if these places get filled, the school will not receive funding for the children?  
**A.** No. The census is carried out three times per year but only the October census is taken into account when funding is allocated. Sixty places had been offered but five children had not taken them up and, once a place had been allocated, it could not be filled by families who had not preferenced the school as their first choice.
- 11.02 The Headteacher highlighted the importance of being able to attract families to the school as more schools were being opened in the area. In order to raise the profile of the school and make it the first choice for parents, discussions had taken place with a communications / branding company called Words&Pictures to explore how the school could become a 'destination' school by emphasising the school's unique features, for example working with Opera North.
- 11.03 Words&Pictures had presented proposals for two pieces of work. The first was for a brochure which outlined the visions and values of the school and what made it unique, at a cost of £5,000, and the second was for the environmental design and branding of the school entrance and area above the hall, at a cost of £9,000.
- 11.04 The final piece of the work, which had yet to be costed, was to design a sleeve for the prospectus and flyers.
- The Headteacher left the meeting at this point.*
- 11.05 The Business Manager confirmed that funding for the work was available in the budget and a governor asked if other quotes had been sought for the work. The Business Manager confirmed that quotes from other suppliers had not been sought.

11.06 Governors discussed the proposals and agreed they were in favour of the suggestions put forward and that the work needed to be done but queried whether the work needed to be undertaken by a marketing company and whether it could be produced at a more competitive cost by a smaller company. Governors agreed the school needed to ensure the quality of the brochure reflected what the school offered and drew attention to the fact that other companies may not be able produce a brochure of the same standard. It was further suggested that a branding committee be put in place to ensure there was a wide range of input, for example from the School Council.

11.07 **Resolved:-**

- that the cost of the brochure be obtained from Words&Pictures
- that two more like for like quotes for the work be obtained
- that a branding committee be put in place to oversee the work
- that the costs of the work be agreed at the next meeting of the resources committee
- that the proposals be agreed by the full governing body

**12.00 POLICIES**

12.01 The Charging and Remissions policy was not due for review until 2017 and the Governor Expenses policy and Appraisal policy were due for review in 2018.

12.02 The Headteacher confirmed the Capability of Staff policy had been distributed and informed governors that the Pay Policy had been approved at the last full governing body meeting.

**13.00 REVIEW OF STAFFING LEVELS, VACANCIES AND SUCCESSION PLANNING**

13.01 This item was deferred to the next meeting of the committee.

**Agenda**

**14.00 PAY REVIEW COMMITTEE REPORT**

14.01 Governors noted the Pay Review Committee report would be presented at the next meeting of the full governing body in December 2016.

**FGB**

**15.00 APPROVE AN ANNUAL PLAN FOR EDUCATIONAL VISITS TO BE APPROVED ON THE ON-LINE EVOLVE SYSTEM**

15.01 The Educational Visits policy had been circulated prior to the meeting and was displayed electronically at the meeting for governors information.

15.02 The Headteacher read through the checklist for visits and confirmed all visits were recorded on EVOLVE.

15.03 It was agreed that the Chair of the Governing Body would take responsibility for education visits and their name was added to the policy at the meeting.

**16.00 ANY OTHER URGENT BUSINESS**

16.01 Write Offs

The School Business Manager presented the requests for items to be written off, numbers 106 to 114, for approval and explained they included items of electrical equipment that was no longer used as it was faulty or out of date.

16.01.1 The requests were reviewed and approved by the Chair and signed at the meeting.

16.02 Request to Reduce Hours

A member of staff had submitted a request to reduce their hours, from five days per week to four, to enable them to attend university. After discussion, governors agreed they were happy to approve the request if the member of staff was seeking to reduce their hours from five days to four and for their salary to be adjusted reflect the change in hours.

However, if the member of staff was seeking to reduce their hours from five days to four with no change in their salary then the request was not approved.

The Business Manager agreed to clarify the request with the Headteacher.

**SBM**

**17.00 DATE AND TIME OF NEXT MEETING**

17.01 The next meeting of the committee was scheduled to take place on **Wednesday 1 March 2017 at 4.30 p.m.**