

Jesse Gray Primary School

Minutes of the Resource Committee Virtual Meeting held via Zoom on Monday 1st June 2020 at 5.30pm

Inspire, Achieve, Challenge, Enjoy

Rashmi Patel, Chair

- A Liz Hopkins
- Kelly Harris-Whittle
- A Stefan Mars
- Chris Walker
- Chris Belton, Head

IN ATTENDANCE Rachael Harvey, Clerk
Louise Orange, SBM

ACTION

RES/29/19-20 ATTENDANCE AND APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Mrs Hopkins and Mr Mars.

RES/30/19-20 NOTIFICATION OF ANY OTHER BUSINESS

There are no notifications of any other business to consider.

The Head provided a summary on the first day in school since 20th March 2020, following the re-opening of the school. The day had gone very well and the behaviour of Years 1 and 6 had been exceptional. Midday supervisors will be phased into the structure from next week, being allocated to a dedicated “bubble”.

A small number of concerns raised by parents had been addressed.

Governors asked if there had been further contact with the trade unions. The Head reported that NEU are asking Heads to update risk assessments and return to them. The information from the unions is generic, the Five Tests is the unions model, not the Government model. We agreed to re-open as planned and are looking to expand further next week. Following a myriad of correspondence and documents from the Local Authority last week, a letter of apology had been sent from Colin Pettigrew, Director of Education, Local Authority.

Head

The Head agreed to email an update to all governors.

RES/31/19-20 DECLARATION OF BUSINESS INTERESTS AND CONFLICT OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. Governors noted that Kelly Harris-Whittle has several family members working at the school.

RES/32/19-20 MINUTES OF PREVIOUS MEETINGS AND MATTERS ARISING

Minutes of the meeting held on Monday 9th March 2020, a copy of which had been uploaded to Governor hub, were read and confirmed.

ACTION POINTS

Reference	Action	Responsible	Outcome
RES/18/19-20	Inform Chris Walker of H&S audit date and time	Head	Suspended. The RA's supersede the audit
RES/23/19-20	Investigate communication strategies to parents regarding child non-attendance at Play Services	Mrs Harris-Whittle	Suspended
RES/26/19-20	Investigate family and staff holidays during Easter hols	Head	Not required

Matters arising

There were no matters arising from the minutes.

RES/33/19-20 BUDGET UPDATE

The following documents had been uploaded to Governor hub, for review, in advance of the meeting:-

- Governors Statement 2019/2020;
- Governors Statement Summary 2019/2020;
- Budget Report 2020/2021;
- B02 Balances Return;
- Budget v actual;
- Benchmarking data;
- SBM Report to Governors.

The SBM highlighted the key points:-

Budget 2020/2021

- The SBM had met with Raymond Bell, Finance Consultant, and made a few minor adjustments;
- The budget will need to be reviewed in July as there are ongoing discussions as to what funding the school will receive, this includes FSM;
- The deadline for budget approval had been extended to the end of July;
- The carry forward is £39,000.00 less than previously predicted (£30,000.00 is the Play Services budget), the surplus is £113,943.00;
- There has been savings in a number of areas including supply cover, printing and purchasing paper;
- The Play Services budget has yet to be separated from the school budget.

Governors asked if the school could claim for loss of income for not being able to offer Play Services provision. The SBM said Play Services is a service the school chooses to provide so she is unsure whether funding is available. The Local Authority insurance does not cover loss of income.

Governors asked if any staff had been furloughed. The Head explained that a number of staff from Play Services had been seconded and were supporting staffing levels in school. We have accrued costs, for example, the Sports Coach has done an extra 1.5 days doing a different role for which we should be able to claim funding. Overall there has been a £6,500.00 spend on preparing the school for re-opening and the secondment of staff.

Governors referred to the 2019/ 2020 governors statement and noted the school was running at a £150,000 in year deficit and will need to adjust the in year spend. The Head commented that he and the

SBM were reviewing two areas:-

- The budget for Play Services to be included in the main not budget;
- Review of staffing costs, including job descriptions. This will provide a clearer picture and we will not be relying on our carry forward

Governors statement 2019/ 2020

The SBM summarised:-

- The total school balance for 2020/2021 is £261,447.80, this includes the capital;
- The total revenue balances (B02) £185,958.80;
- The capital balances carried forward £75,489.00;
- The brought forward balances from 2018/2019 or £356,640.00;
- The movement is -£170681.20;
- The carry forward to 2020 2021 is £185,958.80.

Revenue balances B02

The committed balance for 2020/2021:-

- The building project (dining room extension) is £60,000.00;
- Staffing levels is £88,004.00;
- For 2021/2022 the staffing levels is £38,000.00

It was noted, the BO2 will be submitted to the Local Authority in July

Budget v actual report

The SBM reported the budget v actual had balanced with the exception of an overspend on the supply and agency budget.

Governors asked how much of supply and agency cover will the staffing restructure save. The Head said he does not envisage the supply and agency cover costs to be higher than £20,000.00. The existing staff will be used more effectively.

Bench marking data

The SBM presented the local benchmarking data for 2018/ 2019. It was noted that the school was in the top 25% for spending but in the lower percentile for staffing.

The Chair thanked the SBM for the detailed reports.

RES/34/19-20 CAPITAL WORKS

The Head said in order to erect the school perimeter fence the Landlords permission is required. He had contacted the Local Authority to investigate the delay in responding. The case had been transferred to another officer who had forwarded a list of questions to be completed and returned. The Head will emphasise the safeguarding issue on the questionnaire and will also ask a number of parents to write a letter of concern to support the case.

It was noted that if the school opens up fully and the work not completed, the school field would be out of use.

The security gate is kept locked at present and the work. Initial quotes were obtained in March and the work will be completed in the near future.

RES/35/19-20 STAFFING (Confidential item)

See confidential appendix

RES/36/19-20 POLICIES FOR REVIEW/APPROVAL

The Head would update the following policies and upload to Governor hub for review:-

- Peer on peer review policy;
- Child protection policy;
- Use of reasonable force policy. It was noted the approach to this would need to be different, this will be reflected in the training.
- The staff handbook and code of conduct had also been updated. This will enable all staff to work with one set of protocols. **The Chair asked when this will be effective from.** The Head reviewing this had not been without its challenges. There will be a training session for midday supervisors this term in preparation for it being effective from September 2020. The midday supervisors will be working in delegated bubbles from next week and they need them to be more involved in lunchtime behaviour.

Governors asked if there were any other updates to policies with regard to the changes in school.

The Head said the government are providing guidance on policy review and the Behaviour Policy will also require updating to accommodate two pupils return to school.

- We will be having a fire alarm test imminently;
- The Medicines Policy will also require updating. We will no longer be giving non-prescribed medication to children. Calpol and other non-prescribed medicines that can potentially mask temperatures, will not be allowed or stored in school.

Following a brief discussion the Chair suggested to publicise a standard statement to parents on the school website stating “the school are currently working within the realms of government guidance”.

The Chair agreed to email the appropriate wording to the Head.

Chair

SBM

It was noted, that Karen Davies had not attended recent meetings. The SBM agreed to forward Karen Davies’ mobile number to the Chair and Head in order to make direct contact.

RES/37/19-20 GDPR

Nothing to report.

RES/38/19-20 JESSE GRAY PLAY SERVICES REPORT

The Play Services report had been uploaded to GovernorHub in preparation for the meeting. The Head commented the commitment and support from the Play Services staff had been exemplary during the lockdown. Mrs Harris-Whittle thanked the Head and reported that Play Services was fully subscribed from September and staff were fully prepared.

There were no questions from the report. The Chair thanked Mrs Harris-Whittle for her report

RES/39/19-20 HEALTH AND SAETY

The Head reported that the risk assessments had been completed and children with EHCP have taken independent medical advice before returning to school. We will look at re-opening further next week. The cleaning staff are currently working full time to ensure surfaces door handles and toilets are kept clean.

The Chair wished to thank the Head and staff on a phenomenal job during the lockdown. Governors said the school had re-opened smoothly and this was a testament to the preparation and hard work carried out by the staff.

The Head invited governors to view the display boards (at an appropriate time, while adhering to social distancing) of children’s work which had taken place during lockdown.

RES/40/19-20 ANY OTHER BUSINESS

There was no other business to discuss.

RES/41/19-20 DATE OF NEXT MEETING

To be confirmed.

RES/42/19-20 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that one item be deemed confidential for the purpose of the minutes.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 7.25pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible	Outcome
RES/30/19-20	Email an update to governors	Head	
RES/36/19-20	Upload policies to Governor hub for review	Head/Govs	
	Email a draft statement to Head	Comm Chair	
	Forward Ms Davies contact no. to Head and Chair	SBM	

ATTENDANCE AT MEETINGS

Governor Name	Autumn 2019			Spring 2020			Summer 2020		
	FGB	Res	FGB	FGB	Res	FGB	FGB	Res	FGB
Mr C Walker	Y	Y	Y	Y	Y	C	Y	Y	
Mr A Bevan	Y	-	Y	Y	-	A	Y	-	
Mrs L Carey	Y	-	Y	Y	-	N	Y	-	
Ms K Davies	Apols	-	Y	Y	-	C	A	-	
Mrs K Ghattaora	Y	-	Y	Y	-	E	Y	-	
Mrs K Harris-Whittle	Y	Y	Apols	Y	Y	L	Y	Y	
Mrs V Lloyd	Y	-	Y	Y	-	L	Y	-	
Mr S Mars	Y	Apols	Y	Y	Abs	E	Y	A	
Mrs R Patel	Y	Y	Y	Apols	Y	D	Y	Y	
Mr J Silver	Apols	Apols	Y	Deceased	-		-	-	
Mr R Woods	Y	-	Y	Y	-		Y	-	
Miss S Law	Y	Y	Y	Left			-	-	
Mrs L Hopkins	Y	Y	Y	Y	Apols		Y	A	
Mr C Belton	-	Y	-	Y	Y		Y	Y	

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Confidential appendix to the minutes of the Resource Committee Virtual Meeting held via Zoom on Monday 1st June 2020 at 5.30pm

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RES/35/19-20 STAFFING

The Head reported:-

- Amy Morgan had secured Charley Soulsby's maternity cover post for four days and Mandy Hazelden will cover one day;
- Two applications had been received for the Assistant Head position from Dan Ellis and Louise Walton. The Head suggested that both candidates be shortlisted. Following a brief discussion it was agreed that both candidates be shortlisted. Governor representation on the interview panel will be Kelly Harris-Whittle, Adam Bevan and Liz Hopkins. The Head had spoken to Dan Ellis and Louise Walton to explain the delay in the process, both were understanding of the situation;
- Jackie Warren has been approached to undertake a mentor position at University and has requested to reduce her working week from five to three days. The Head explained Jackie Warren's current personal circumstances and felt this would be an opportunity to review the capacity across the school. The Head had explained that a September start date was not ideal but a delay until Christmas would be preferable. **Governors asked if this would be a permanent arrangement.** The Head said this could be done on a yearly contract initially. Governors agreed that from a retention point of view this would be beneficial to both parties and approved the reduction to three days per week from Christmas. Governors said the requests from staff will required close monitoring. The Head agreed and said requests will be reviewed individually and be based on whether it also works for the school.