

NEW BEWERLEY COMMUNITY SCHOOL RESOURCES COMMITTEE

Minutes of the meeting held on Tuesday 2 May 2017 at 2.30pm

PRESENT Simon Gray (Acting Chair) Gary German (Headteacher)
 Nothabo Changwe-Dube Stacey Logan

IN ATTENDANCE: Claire Burgess (Clerk – Governor Support Service)
 Steve Dyson (Caretaker) (until Item 7.00)
 Ann Simpson (School Business Manager)

The agenda was taken out of order.

1.00	APOLOGIES AND ANY NEW DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED	ACTION
1.01	Apologies were received and accepted from Heather Phillips. Simon Gray Chaired the meeting in her absence.	
1.02	There were no new declarations relating to the agenda.	
2.00	UPDATE FROM GOVERNOR WITH MONITORING DUTIES FOR HEALTH AND SAFETY	
2.01	Governors undertook a health and safety walk around school to look at some of the recent building works and any issues.	
2.02	The new staffroom was shown to governors, who were impressed with the improvements. The School Business Manager outlined that she had a snagging list in place for any issues, such as a new fire door arm requiring fitting.	
2.03	The In-Harmony project instrument cases had been installed throughout the corridors in school over the Easter break, as well as the new studio.	
2.04	Q Who has paid for all of these instrument cases, etc? A The cost was included in the total costs of the In-Harmony project.	
2.05	The changing room where the kiln was to be installed the following day was shown to governors. It was noted that the kiln will be on wheels to enable it to be moved around.	
2.06	New doors had been fitted in the hall which means that they can be closed, which they couldn't previously and this allows the studio area to be sectioned off from the main hall.	
2.07	Governors went to look at the carpet test strips in Reception and it was noted that this new system was not working. Due to the under-	

floor heating, the carpet lifts up due to the glue melting and it can't be nailed down as the pipes are close to the surface of the floor. A further possible solution is being trialled in the staffroom.

2.08 Finally, governors visited the outdoor classrooms where air conditioning has recently been installed.

3.00 MINUTES OF THE LAST MEETING

Resolved:

- that the minutes of the meeting held on Wednesday 1 March 2017 were agreed as a correct record and
- that the Chair be authorised to sign

4.00 MATTERS ARISING

4.01 PE and Sports Funding Update (minutes 2.06, 2.09 and 2.14 refer)
It was noted that K Stamer would provide impact data to governors once this was collected at the end of the year.

4.02 Work and Families Policy for School-Based Staff (minute 10.02 refers) The policy had been circulated to governors and approved at the last meeting of the full governing board.

4.03 Pupil Premium Funding (minute 12.00 refers) Lucy Knight, governor with responsibility for Pupil Premium had circulated a report on her visit to school to look at this area at the last meeting of the full governing board.

4.04 Pay Review Committee Report on Mid-Year Monitoring of Performance Management The Head had provided a mid-year monitoring of performance management report to governors at the last meeting of the full governing board.

5.00 PREMISES UPDATE

5.01 The caretaker outlined that there had been further issues with the gates – the control panel had been damaged by a member of the public, but this had been rectified. It was highlighted, however, that the gates have improved security around school hugely.

5.02 The CCTV is being upgraded to high definition cameras and the ability to work in low light and the order for this has been placed. The local authority will be maintaining and monitoring any alarms.

6.00 REVIEW OF ITEMS FROM THE HEALTH AND SAFETY BOOKLET

6.01 The permit to work, which is part of the Health and Safety booklet, was outlined to governors. It was noted that this meant that all risk

assessments are in place for contractors prior to them coming on to the school site including DBS checks being undertaken where appropriate.

- 6.02 It was noted that work usually takes place out of school hours, but when children are in, the Caretaker remains with any contractors. Reputable contractors with their own risk assessments as well are also used.

The caretaker left the meeting at this point.

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

- 7.01 The School Development Plan priorities still outstanding were updated for governors as follows

7.02 Focus 4

- The blinds are being replaced on a rolling programme.
- The school is now not likely to extend KS2.
- A meeting with the branding agents had taken place earlier in the day. The unique selling point of the school had been agreed as community and celebrating differences. Photos for the prospectus would be taken the following week. A meeting later in May, would take place to decide the branding route and/or illustrations around the school – this would be at a total cost of approximately £15,000.
- The school slogan had been agreed as Include, Create, Perform with each word having statements behind it based on meetings which had taken place with the children
- A number of different logos had been produced and these were shared with governors. It had been agreed to keep the current logo, which encompasses the layout of the school, as this had more meaning than any of the logos produced by the branding company.

7.03 Focus 5

- The school continues to work closely with Hunslet Carr Primary School and Sharp Lane Primary School and a meeting is due to take place with Lane End Primary School to look at the possibility of working more closely together.

8.00 APPROVAL OF THE NEW SCHOOL BUDGET

- 8.01 The three-year school budget report had been circulated to governors for review prior to the meeting.

- 8.02 The overall budget was reported as follows:

- Balance carried forward from 2016/17 - £281,880
- Predicted in-year deficit for 2017/18 - £102,720

- Forecast carry-forward from 2017/18 - £179,160

8.03 The School Business Manager highlighted that the 2016/17 carry-forward for the school was just below the claw-back limit of 15%, at 14%.

8.04 The three-year budget was showing that the school will be in an overall deficit position in the third year, however, due to new funding formulas, etc, things are likely to change in future.

8.05 **Q How is the school in such a positive position?**
A The school has a good income and it is well managed.

8.06 **Resolved:**

- That the budget for 2017/18 be approved as set.
- That the Chair of the governing board be authorised to sign off the budget.

Chair of Govs

9.00 POLICIES

9.01.1 Freedom of Information Policy
The Freedom of Information policy had been circulated to governors prior to the meeting for review. It was noted that there were no changes to this policy.

9.01.2 **Resolved:**

- That the Freedom of Information policy be approved by governors.

9.02.1 Whistleblowing Policy
The Whistleblowing policy had been circulated to governors prior to the meeting for review.

9.02.2 **Resolved:**

- That the Whistleblowing policy be approved by governors.

9.03.1 Personal Data Handling Policy
The Personal Data Handling policy had been circulated to governors prior to the meeting for review.

9.03.2 **Resolved:**

- That the Personal Data Handling policy be approved by governors.

9.04.1 Safer Working Practice Guidance
The Safer Working Practice Guidance had been circulated to governors prior to the meeting for review.

9.04.2 **Resolved:**

- That the Safer Working Practice Guidance be approved by

governors.

10.00 ENSURE THE SCHOOL MEETS THE REQUIREMENTS OF THE EQUALITY ACT 2010

10.01.1 The Head confirmed that the school meets all of the expectations of the Single Equalities Scheme. The Equality Information and Objectives Statement had been circulated to governors prior to the meeting.

10.01.2 **Resolved:**

- That the Equality Information and Objectives Statement be approved for publishing by governors.

10.02 The Accessibility Plan had been circulated to governors prior to the meeting for information.

11.00 REVIEW OF THE COMMITTEES EFFECTIVENESS AND IMPACT FOR 2016/17

11.01 Governors discussed the work of the committee over the last year and agreed that the following items which had been implemented by the committee had improved the school:

- Electronic payment system
- Branding
- Work with Opera North
- Improvements to the staffroom

11.02 The impact of these had been an enriched curriculum and improved staff wellbeing.

11.03 The Clerk agreed to send an example Annual Governance Statement to the Head and Simon Gray for completion.

Clerk

12.00 ANY OTHER URGENT BUSINESS

Finance training for Resources committee governors had been arranged to take place on 24 May 2017, with governors from Hunslet Carr and Sharp Lane.

13.00 DATE AND TIME OF THE NEXT MEETING

The schedule of meetings for committees and the full governing body would be agreed in early September 2017.