

"A school where children not only have high achievement, but experience opportunities to enrich their lives.
A school that has family and community at its heart".



CLIFTON GREEN PRIMARY SCHOOL
Minutes of the meeting of the Resources Committee held on
Tuesday 6th October 2020 at 5.30pm via GOOGLE MEET

Present: Graham Miller (Committee Chair) Arif Khalfe [from 5.40pm]
 Nicola Jones (Acting Headteacher) John Kesterton
 Kath Wood

In attendance: Lisa Green (Business Manager)
 George Gardiner (Assistant Headteacher)
 Jess Swarbrick (Governance Support Officer - Clerk)

		Action
1.	<p><u>Election of Chair and Vice-Chair of the Committee</u> As not all committee members were present at the start of the meeting, it was agreed that this item would be taken later on the agenda. Graham Miller agreed to chair the meeting to that point.</p>	
2.	<p><u>Apologies for Absence & Declarations of Interest</u> Apologies were received, with consent, from Adam Barton. Late apologies were also received, with consent, from Arif Khalfe. There were no declarations of interest.</p>	
3.	<p><u>Minutes of the meeting held on 3rd March 2020</u> Previously distributed. The ordinary and confidential minutes were agreed to be a true and accurate record.</p>	
4.	<p><u>Action Plan and Matters Arising</u> With reference to the Action Plan: 1. Discussions regarding the pros and cons of Greenfest did not take place due to COVID-19. 2. The Business Manager confirmed that a review of the grounds maintenance contract procurement process had taken place, and a new three year contract had been initiated with Aspects, to continue their work with the school. There were no other matters arising.</p>	
5.	<p><u>Committee Terms of Reference</u> The 2019/20 terms of reference had been previously distributed for information. AGREED: Governors agreed to recommend the terms of reference for approval by the full governing body unchanged.</p>	
6.	<p><u>Staffing Update</u> The Acting Headteacher provided a verbal update on staffing. She reported that staff morale had been high across school in the first few weeks of term, though there had been some localised issues with morale around the top end of school. The Acting Headteacher advised that she and the Senior Leadership Team (SLT) were monitoring this. The Acting Headteacher advised that the new leadership structure was working really well, with the three newly appointed Assistant Headteachers taking line management responsibility for each key stage. It was noted that Assistant Headteacher (Key Stage 2) George Gardiner would now attend</p>	

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	<p>Resources Committee meetings with Amy Evans (Assistant Headteacher Key Stage 1) and Penny Vity (Assistant Headteacher Early Years) attending TLC Committee and FGB meetings as required.</p> <p><i>Arif Khalfe joined the meeting at 5.40pm</i></p> <p>The Acting Headteacher reported that overall the atmosphere in school was calm. To date, there had been no impact from positive COVID cases and there had been no attendance issues with staff. To date, there had been 68 days of staff absence, with 37 of these being COVID related due to individuals requiring to self-isolate because they or family members were displaying symptoms. The Acting Headteacher reported that the majority of these absences had been covered internally. However, where there was an extended period of absence due to other reasons, supply had been brought in to provide stability and continuity for the children.</p> <p>The Acting Headteacher reported that the new Leave of Absence Policy was now in place, having been discussed and approved by governors the previous year. She advised that the system was working well, with requests being shared with the Chair of Governors for review and approval, and each case being considered according to the criteria set out in the policy.</p> <p>The Acting Headteacher advised that discussions with other local headteachers had raised the question of how to deal with staff absence in the event their child had to isolate because their own school bubble or year group was sent home. She advised that the Local Authority (LA) advice from HR was that staff should receive five days’ parental leave, with any additional days being unpaid, though the final decision on this approach would be up to the governors of each school. The Acting Headteacher advised that this situation had not arisen yet, but a discussion may be needed in the future.</p>	
7.	<p><u>Monitoring Report</u></p> <p>The Business Manager presented the monitoring report for period five, which had been previously distributed.</p> <p>The Business Manager highlighted where income was lower than expected, particularly around Breakfast and After School Club and catering income, which was around £24,000 lower than expected at this point in the year. It was recognised that this figure was understandable given the current situation, and the Business Manager advised that an increase was expected as the year progressed.</p> <p>The Business Manager reported that the catch-up funding from the DfE was expected in three payments, with the first before half term. This would be a total of just over £30,000 for the school. The Acting Headteacher advised that SLT were discussing how this funding could be used most effectively, through identifying gaps in children’s learning and targeting these. The Acting Headteacher advised that the LA were looking at producing a package of support for schools to access through this catch-up funding, working with local universities and Huntington Research School to provide mentoring and coaching support.</p> <p>The Acting Headteacher added that she had also submitted a bid to the York Schools and Academies Board (YSAB) for £18,000 and was waiting to hear back on whether this was successful.</p> <p>The Business Manager reported that, as expected, there had been an increase in expenditure for cleaning which was showing in the monitoring report. However, she highlighted that there would be a further opportunity to apply for additional funding to support costs relating to COVID. The Business Manager highlighted the quote for the installation of a handwashing station which had been available to view on the Google Drive. As discussed previously, there was currently a lack of available facilities in Early Years and Key Stage 1 (Year 1 in particular) to support the requirements for regular handwashing</p>	

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	<p>throughout the day. The Business Manager advised that the new handwashing stations would make this process more efficient, and also help to embed good hand hygiene from an early age. She advised that the cost of the installation was high, but was intended to be a long term solution, rather than a temporary fix to address the current situation.</p> <p>Governors raised a question regarding the outturn figure on the monitoring report, and the way this was recorded.</p> <p>The Business Manager advised that the software worked in a way which assumed income and expenditure were the same month on month, meaning that where a large cost had been incurred, this was repeated across the year on the system. The Business Manager agreed that this was not helpful for governors’ monitoring as outturn figures were skewed. She advised that adjustments would be made as part of the revised budget process before the next meeting, and a more accurate picture would be available at that point.</p> <p>Governors requested a summary forecast overview setting out the expected position by year end based on expected income and expenditure, and the Business Manager agreed to bring this to future meetings alongside the monitoring report. It was agreed that this would enable governors to have a clearer view of the actual budget position, to support more accurate monitoring and challenge.</p>	
<p>8.</p>	<p><u>School Fund</u></p> <p>The Business Manager reported that the School Fund was currently being audited, though a summary of the account had been circulated to governors via the Google Drive. The Business Manager reported that there was currently £23,221 of unrestricted funds within the account.</p> <p>The Acting Headteacher raised two requests for funding for governors to consider in their capacity as School Fund trustees. She advised that she would also provide further details via email for information:</p> <p>i) A local theatre group to provide a festive performance via three separate pre-recorded videos (15 minutes each) as well as lesson resources to accompany these. £200 for the whole school.</p> <p>ii) Investment for the outdoor area – specifically development and repair to the wooden structure in the playground, as well as construction of a bespoke storage unit for Forest Schools equipment. Quote to be obtained.</p> <p>APPROVED: Governors unanimously approved the £200 expenditure from the School Fund for the festive performance.</p> <p>ACTION: The Acting Headteacher agreed to source quotes for the proposed work to the outdoor area and bring to the next meeting for discussion and approval.</p> <p>Governors discussed ways in which additional funds could be raised for school during this year, when normal fund-raising activities would not be possible. The Acting Headteacher advised that she would like to see the establishment of a Friends/PTA group who would be able to lead on fundraising for the school. In addition, she noted that the school would be looking at opportunities for grants and local business sponsorship where this was available.</p> <p>The Acting Headteacher noted that social media could also potentially be used to hold a virtual advent fair. She advised that the key would be to think creatively about the opportunities available to raise funds where possible.</p>	<p>NJ / LG</p>

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9.	<p><u>Sports Premium</u> The 2019/20 Sports Premium Impact report had been shared with governors via the Google Drive. The Acting Headteacher reported that a number of questions had been raised by governors and clarified prior to the meeting. It was noted that this report had now been published on the school website in-line with statutory requirements.</p> <p>The Acting Headteacher advised that she would also be meeting with the Healthy Lives Team, led by Pete Murray, to develop the strategy for the coming year. She advised that the impact and next steps section of the 2019/20 report would form the basis of this.</p> <p><i>ACTION: Kath Wood agreed to meet with the Acting Headteacher to review the report, before sharing this with all governors for sign off.</i></p>	KW / NJ
10.	<p><u>Teacher Appraisal & the Impact of COVID-19</u> A copy of the appraisal policy had been shared prior to the meeting, and would be discussed under item 11. The Acting Headteacher advised that there was still an expectation that the performance management review cycle would be completed by 31st October, and the Pay Committee would meet before half term to consider and approve pay progression.</p> <p>The Acting Headteacher advised that the proposed approach to performance management this year, was to consider progress against targets up to March 2020 only. She advised that SLT would meet with their phase teams this week, and review the evidence available from the first two terms of the last academic year, but any targets which had not been met as a result of COVID would not be included. In addition, teachers would be asked to submit a statement to accompany this evidence about the contributions they had made in school since lockdown on 20th March. These documents would then be used for decisions on pay progression.</p> <p>It was noted that if any teacher was eligible and applied to go through the threshold to Upper Pay Scale would need to submit an application, and these cases would be reviewed in more detail by the Pay Committee.</p> <p><i>APPROVED: Governors agreed they were happy with this approach to the performance management process.</i></p>	
11.	<p><u>Policy Review</u> All policies had been circulated prior to the meeting via the Google Drive. The Business Manager reported that the following documents were model policies produced by the LA, and had been through a full union consultation:</p> <p><i>Appraisal Policy</i> Consolidated to include teacher and support staff in a single document, as well as group appraisal for support staff such as cleaners or Midday Supervisory Assistants (MSAs). <i>Capability Policy</i> This update has brought together previously separate documents into one to support the management of underperformance. <i>Pay Policy</i> Effective from 14th October 2020, backdated to 1st September 2020.</p> <p>With reference to the Capability Policy, governors agreed that if a case reached the stage where an individual was at risk of losing their job due to performance issues, this should be a decision reached by a committee of governors rather than by the Headteacher.</p> <p>Also presented for review and approval:</p>	

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	<p>Lettings Policy The Business Manager asked governors for governors’ thoughts on current charges for lettings, which were £15 per hour (£5 per subsequent hour) for community and charitable lets, with £25 per hour (£15 per subsequent hour) for commercial lets.</p> <p>AGREED: Governors agreed to retain lettings rates at their current level, given the need to support current and future lettings to provide additional income for the school.</p> <p>Delegated Scheme of Authority In response to a question regarding the delegated limit of £100,000 for the Chair of Governors, the Business Manager confirmed that all figures within the document had been recommended by the LA finance department.</p> <p>AGREED: Governors agreed all policies and recommended these for approval by the Full Governing Body where required.</p> <p>It was noted that the policy tracker highlighted the need for an Exclusion Policy, as this was not currently in place.</p> <p>ACTION: The Business Manager and Acting Headteacher agreed to develop an Exclusions Policy for approval by the Full Governing Body at the next meeting on 20th October.</p>	<p>NJ / LG</p>
<p>12.</p>	<p><u>Premises Update</u></p> <p>As raised earlier in the meeting, the Business Manager asked for governors’ consideration as to how to move forward with the handwashing station issue. She noted that there was a possibility, but not a guarantee, that the cost of this could be re-couped through application for additional funding from the DfE for COVID related expenditure. However, the Business Manager advised that she would strongly recommend the installation of this equipment, and highlighted the importance of infection control as the school moved into the winter months.</p> <p>With reference to the ongoing building projects in school, the Business Manager reported that the work which had been scheduled for the summer holiday was now likely to be pushed forward to summer 2021. She advised that she would be able to provide a more detailed update on this at the next meeting, following discussions with the LA and project manager.</p> <p>The Business Manager reported that there had been some issues over this year with people climbing onto the roof of the building after hours. She advised that this had been reported to the police, who had suggested anti-climb paint and clear signage about trespassers around the perimeter of the building.</p> <p>A discussion followed. Governors fully supported the use of anti-climb paint and no trespassing signage, noting both the problem with vandalism to the school and also the danger of falling from the roof which needed to be addressed. A suggestion was raised regarding CCTV. The Acting Headteacher advised that there were currently dummy cameras in place, but the ICT Lead had started to look into the cost of a security system, as this was a potentially effective investment.</p> <p>AGREED: Governors supported the idea of camera installation, and the Acting Headteacher agreed to work with the ICT Lead to look into this further.</p> <p>The Business Manager noted that longer-term, it would be helpful to develop a five year plan for the school buildings and grounds. She advised that this would enable a strategic approach to repairs, maintenance and development rather than being reactive to immediate issues.</p>	

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1.	<p><u>Election of Chair and Vice-Chair of the Committee</u> Graham Miller was unanimously elected as Chair of the Resources Committee. Proposed JK and Seconded AK.</p> <p>Arif Khalfe was unanimously elected as Vice Chair of the Resources Committee. Proposed KW and seconded JK.</p>	
13.	<p><u>Any Other Business</u> There was no other business to report.</p>	
14.	<p><u>Dates and Times of Future Meetings</u> Tuesday 10th November 2020, 5.30pm Tuesday 2nd February 2021, 5.30pm Tuesday 16th March 2021, 5.30pm Tuesday 20th April 2021, 5.30pm Tuesday 22nd June 2021, 5.30pm</p>	

The meeting closed at 7.00pm

Graham Miller

Graham, Miller, Resources Committee
Chair

10/11/2020

Date

Action Plan following the meeting of the Resources Committee held on 6th October 2020

	Action	Agenda Item	Person(s) Responsible	Timescale
1	<i>The Acting Headteacher agreed to source quotes for the proposed work to the outdoor area and bring to the next meeting for discussion and approval.</i>	8	<i>Nicki Jones / Lisa Green</i>	<i>10/11/2020</i>
2	<i>Kath Wood agreed to meet with the Acting Headteacher to review the Sports Premium report, before sharing this with all governors for sign off</i>	9	<i>Kath Wood / Nicki Jones</i>	<i>30/10/2020</i>
3	<i>The Business Manager and Acting Headteacher agreed to develop an Exclusions Policy for approval by the Full Governing Body at the next meeting on 20th October.</i>	11	<i>Nicki Jones / Lisa Green</i>	<i>20/10/2020</i>

Future Agenda Items:

* School Fund