

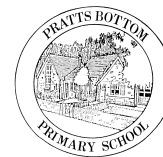
PRATTS BOTTOM PRIMARY SCHOOL

Resources Committee Meeting Minutes: 10.01.19

Date of meeting: 10.01.2019 at 6pm		Venue: Pratts Bottom Primary School	
Chair: Peter Ioannou		Clerk: Melissa Perry	
Governors present	Governor apologies	Absent	In attendance
Emma Hodson (Head of School)			Melissa Perry (Clerk)
Peter Ioannou (Chair)(arrived 6:25pm)			
June Riley			
Peter Hudson			

MINUTES

1. To receive and approve apologies for absence
1.1. The Chair had previously informed the Committee of the possibility he would be running late due to traffic congestion and arrived at 6:25pm. All other governors were present and JR acted as Chair until his arrival. The meeting was quorate throughout and decisions were taken when all governors were present.
2. To declare any interests to the meeting and to record any alterations to Governors' pecuniary/personal interests
2.1. No interests were declared to the meeting and no changes were noted to Governors' pecuniary or personal interests.
3. To approve the minutes of the Resources Committee meeting held on 11th October 2018
3.1. The minutes of the Resources Committee meeting held on 11 th October 2018 were reviewed and agreed to be an accurate record of the meeting.
3.2. JR (acting Chair) signed and dated the approved minutes.
4. To consider matters/actions arising from the Resources Committee meeting held on 11th October 2018
4.1. Governors reviewed the action summary from the Resources Committee Meeting held on 11.10.18.
4.2. Action 1 – Applying for Waitrose Green Coin Scheme (EH) – Ongoing
4.3. The HoS informed the Committee that she had looked into the criteria for applying for the Scheme and the school would need to apply for a specific project. The School Council were going to make the application with the HoS's guidance and support. A number of ideas had been considered and they were currently looking into funding an author visit but were checking to make sure that this fell within the Scheme's criteria.
4.4. <i>Governors suggested looking into the Foyle Foundation which could be another source of funding. The Foundation might only fund books but it was possible that it could fund an author visit and</i>



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maybe be match funded by the Waitrose Scheme.

4.5. **Action 1: HoS to oversee application for the Waitrose Green Coin Scheme and look into the Foyle Foundation**

4.6. **Action 2: JR to provide HoS with details of potential contactor for works.** JR apologised that this had not been completed and will provide details to the HoS.

5. To review 2018-19 Budget Monitoring Reports

5.1. The HoS provided up to date reports to the Committee. These had only been received the previous day so it had not been possible to circulate before the meeting. The reports considered were:

- i) Budget 2018/2019 FGB Approved Final
- ii) November Reporting Pre Pension Funding
- iii) Budget 2019/20
- iv) Analysis of variances to budget – Year ended 31 August 2018

5.2. The HoS proceeded to go through the reports, particularly the Budget 2019/20 which explained why there were such variances between the Original FGB Approved and Updated November 2018 reports. This was mainly due to numerous timing issues which distort the data at the start of the year, for example, non-monthly funding such as Pupil Premium and annual contracts paid upfront

5.3. At the last Resources Committee meeting the Committee had been discussing provisional figures but the reports now confirmed that there was an In Year Surplus of £6,555 (the FGB Approved had previously shown a deficit of £560).

5.4. There were a number of reasons for the variances between the reports which was set out in the Budget 2019/20 read together with the Analysis of Variance to Budget.

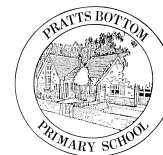
5.5. There was a change to the cleaning costs. The school had previously employed 2 cleaners. In November the school moved to the Trust wide cleaning contractors Lewis & Graves. This resulted in a contract change of £1K. These costs were reflected in the budget report and reclassified from Staff Costs to Non-Staff Costs. We now have a Site Manager which is classified as Staff Costs.

5.6. There were changes to Staff Costs due to the stepping down of the Assistant Headteacher and staff who were SEN funded. A child had attended the school with SEN funding but had left before someone had been employed. The school was able to retain the SEN funding for the whole term even though the child had left in November. This funding was being utilised to support other children with SEN including a Speech and Language Therapist ("S<"). *Governors asked whether the S< was employed via the Trust.* The HoS responded that they were not. They had a new S< who had been recommended to them. They were offering private services and invoicing the school for work undertaken. This was being funded by a range of sources including Pupil Premium and SEN funding. *Governors asked whether the S<'s employment status had been checked.* The HoS said that it had not. *Governors asked that it be checked and advised there was a HMRC checklist and that the Central Finance Team could assist.*

Action 3: HoS to check employment status of Speech & Language Therapist

5.7. Another significant item is that the surplus brought forward from 2017/18 has increased from a predicted £13,522 to a confirmed £27,667. *Governors were very pleased with this outcome and asked the HoS if she felt she was in a more comfortable position.* The HoS confirmed that she was but she wanted to bring to the Committee's attention that there had been underspend on Staff last year and this was not expected this year. In addition the HoS anticipated that there would be more expenses on maintenance this year.

5.8. The movement on the Surplus Brought Forward was explained in more detail in the Analysis of



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Variance Report. This included a surplus in Premises Staff, SEN and Pupil Premium. The Sports Grant was stated to be an unallocated amount of £3,482 however the HoS explained that £3,000 had now been spent on purchasing a PSHE program which would benefit the children's physical health as well as their wellbeing.

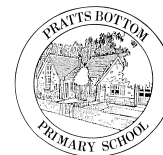
- 5.9. *Governors asked why the previous cleaner was still on the payroll now that cleaning was provided by contractors.* The HoS explained that the person concerned had a zero hour contract but was kept on the payroll as a stand in midday supervisor or relief caretaker when required. *Governors approved of this provision.*

6. Staffing update

- 6.1. The HoS had prepared a Staffing Report which was circulated prior to the meeting and highlighted the main changes since the last Resources Committee meeting. As discussed above, the school now had a cleaning contract via the Trust. *Governors asked whether they still received the same number of hours.* The HoS responded that it did work slightly differently but that overall things were going well. The cleaner was very reliable and had been flexible around planned events. The Site Manager was competently managing any settling issues and there were no significant concerns.
- 6.2. New support staff had been employed to broadly replace a full time employee who had now left. This had resulted in some modest savings. There was a new support staff member linked with an EHCP child.
- 6.3. A member of staff had been signed off sick for an extended period during the Autumn Term. Governors were satisfied that this was being dealt with effectively by the HoS with the support of Occupational Health.

7. Building and Site Update

- 7.1. The Governors had all read the report prepared by the Site Manager. Governors were all impressed with how the Site Manager had taken on the role and got up to speed with Health and Safety ("H&S"). The Site Manager had listed a number of actions he had completed to improve H&S at the school. He had been proactive in dealing with a number of issues himself and liaising with other professionals. He had been responsible for a number of works either being completed or progressed, by himself or instructing professionals, including:
- i) Fixing the toilets
 - ii) Fixing the water fountain
 - iii) Removal of all rubbish around the school
 - iv) Reviewing the school house heating
 - v) Fixing play equipment
- 7.2. The Site Manager had also requested funding for a replacement ladder which was not compliant (Working at Height Regulations 2005). **Governors unanimously agreed to fund this – the cost quoted as being £240.**
- 7.3. The HoS updated the governors on items they had approved funding for at the last Resources Committee meeting:
- i) The new server would be going ahead in the summer
 - ii) The toilets had been repaired
 - iii) Quotes for the fence had been delayed by the Fire Report which was to be discussed in more detail below. As a result of the Fire Report a late CIF bid had been put in but it would take time for this to be considered and processed (end of March or beginning of April 2019). The HoS advised that they would continue to look into repairing the fence



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as even if the CIF funding came through the school would be expected to contribute towards it. *Governors asked whether the mag lock was to enable an emergency exit.* The HoS confirmed that it was. The gate would always be locked but in a fire drill it would open. *Governors asked whether it would be tested regularly to ensure it was a safe emergency exit.* The HoS said it would and that they had conducted 2 test fire drills last term.

8. Health and Safety Report including matters arising from the Fire Safety Audit

8.1. PH, as the H&S Governor, had prepared a report following his school visit on 21 December 2018. Not all governors had had an opportunity to review it prior to the meeting so PH proceeded to summarise his visit and findings.

8.2. PH had considered a number of documents and reports:

- i) Risk Management Performance Action Plan; SchoolSHARE ("SchoolSHARE Report")
- ii) Fire Risk Assessment and Management, In-Line Safety Limited – 2nd November 2018 ("FRAM Report")
- iii) PBPS Action Plan from Health and Safety Risk, including fire, Audits – Autumn 2017 (Updated December 2018) ("Autumn 2017 Action Plan")
- iv) Legionella Report – 2015, updated 2018

Action 4 – Clerk to circulate the SchoolSHARE Report and Autumn 2017 Action Plan to all members of the Resources Committee.

8.3. SchoolSHARE Report - PH had gone through this with the Site Manager action point by action point and was pleased to note most of these had been completed. Only 2 action points were outstanding

- i) Item 8 - Someone should undertake the IOSH Managing Safety Course
- ii) Item 28 – Activate the "Find my iPad" application – for the Trust to complete

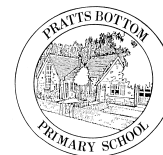
8.4. The Site Manager had prepared new Fire Evacuation Notices, one of which is to be put in the lobby where school visitors wait. Although the reverse of Visitor Badges contained details of what to do in the event of a fire it was in very small print and unlikely to be read. It was recommended that a larger version of the instruction be attached to the Signing In book.

8.5. Autumn 2017 Action Plan – the report sets out 15 action points marked as "Fire Risks High Priority – to be actioned within one month" and 25 action points marked as "Health and Safety Risks High Priority – to be actioned within one month". Most of the actions have been completed or are in hand. The report has been partly superseded by the FRAM Report (discussed further below).

8.6. The Legionella Report was carried out in the Autumn term. The report produced a list of actions which are being quoted for by the company. Regular water temperature checks are now being carried out. **Governors agreed that the cold water tank in the roof should have a cover to prevent vermin access and approved spending on this.**

8.7. The HoS said that she had asked the Site Manager to carefully consider maintenance works and whether they were desirable or essential. It was necessary to prioritise works given that there were limited funds and some works could be included in a longer term maintenance plan.

8.8. PH informed governors that he had experienced difficulty opening a fire door on the first floor as rain had expanded the door. The HoS confirmed that this had since been dealt with and was awaiting reinspection. *Governors asked if the retention fee had been paid to those who had installed the fire doors.* The HoS said that it had not yet been paid. All the doors were awaiting reinspection and that the Trust's Chief Operating Officer is dealing with the issue. *Governors recommended that a canopy be installed over the door to prevent repeated problems.* **Governors**



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agreed that quotes should be obtained to install a canopy over the fire door.

- 8.9. A shed had been removed from the side of the school building which exposed crumbling wall surface. The HoS said that this was an aesthetic issue but that it could be brushed down by the Site Manager. It was not considered a priority at this time.
- 8.10. PH expressed his final thoughts following his visit. He was impressed with the way in which the school had tackled its H&S issues. He praised the HoS for being particularly active in showing leadership to staff and children in this respect.
- 8.11. FRAM Report -Governors expressed concern over the Report and numerous findings that were marked as "High Priority" and needing urgent action to correct non-compliance. The HoS reassured governors that the issues were being dealt with. The report had been used to produce a CIF bid. This was now with the CIF contractors but was being closely monitored to make sure that all the works needed would be covered by potential contractors. *Governors asked if there was a contingency in the bid.* The HoS confirmed that there was but she wanted it to make sure that it was not used to pay for work that should have been covered in the CIF bid.
- 8.12. Not all items in the FRAM Report needed funding from the CIF bid. There were a number of actions which could and indeed had already been actioned by the Site Manager. This included removing bolts from the doors, making sure all exits are clear and removing the padlock on the gate for Gemstones.
- 8.13. The HoS expressed her view that some of the findings were misunderstandings. For example, the report found that one of the gates was padlocked however this was not a fire exit as this was a different gate at the playground.
- 8.14. **Governors were satisfied with the steps being taken to address the issues identified in the FRAM Report at this time.**

9. To note and list items of expenditure

- 9.1. Governors approved the following expenditure:
- i) Ladder - £240
 - ii) Cover for cold water tank (Legionella Report)
 - iii) Side fence
 - iv) Canopy over fire door

10. Any Other Business

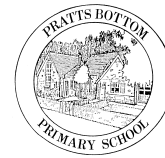
- 10.1. No other business was tabled for discussion.

11. To determine the matters to be treated as confidential (in accordance with Article 125 of the Articles of Association)

- 11.1. No items were deemed confidential.

12. What difference have we made at this meeting?

- 12.1. The following were noted as having made a difference at this meeting:
- 12.2. Steps were being taken to make sure that money was being well spent whilst improving the H&S culture at the school.
- 12.3. The school had achieved an additional surplus of £6000. At the last meeting the Committee had approved a number of expenditure items including funding an Assistant Headteacher from Darrick Wood Junior School to help for Autumn Term 2. The HoS was pleased to confirm that the Trust



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were paying for her supply so it had not incurred an expense to the school. The arrangement had been mutually beneficial to both the school and the Assistant Headteacher and strengthened links between the schools within the Trust.

- 12.4. The purchase of the PSHE program supported children's mental health and would promote mental wellbeing for all the children at the school.

13. To note the date for the next Resources Committee meeting

- 13.1. It was noted that the next Resources Committee meeting will be on Thursday, 9th May 2019 at 6pm.

The meeting closed at 7:15pm

ACTION POINTS

Reference	Action	Owner	Status
4.5 Action 1	HoS to oversee application for the Waitrose Green Coin Scheme and look into the Foyle Foundation.	EH	WGC completed EH to feedback on FF
4.6 Action 2	JR to provide HoS with details of potential contacts for works.	JR	Completed
5.6 Action 3	HoS to check employment status of Speech & Language Therapist.	EH	
8.2 Action 4	Clerk to circulate the SchoolSHARE Report and Autumn 2017 Action Plan to all members of the Resources Committee.	MP	Completed