

# ST BARNABAS' C.E. PRIMARY SCHOOL



## Minutes of the meeting of the Resources Management Committee held on Wednesday 20<sup>th</sup> November 2019 at 6.15pm

**Present:** Karen Boardman (Headteacher) Jo Patton  
Lorna Longman John Halsall  
Jessica Gilmour

**In Attendance:** Lynn Firth (School Bursar)  
Sam Willsden (New School Bursar)  
Maria Riley (Governance Support Officer / Clerk)


		Action																											
1.	<p><b>Election of Chair</b> The clerk asked for any nominations, Lorna Longman nominated herself to be Chair. All governors unanimously agreed.</p> <p>Lorna Longman was elected as Chair of the Resources Committee for a period of 1 year.</p>																												
2.	<p><b>Welcome, Apologies for Absence, Consents and Declarations of Interest</b> The Chair welcomed all to the meeting. Apologies for absence were received from Gary Mogan with consent. There were no declarations of interest.</p>																												
3.	<p><b>Minutes of the meeting held on 2<sup>nd</sup> May 2019</b> Previously distributed. The minutes were agreed as a true and accurate record of the meeting and were signed by the Chair.</p>																												
4.	<p><b>Matters Arising and Action Plan</b></p> <table border="1"> <thead> <tr> <th></th> <th>ACTION</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Safeguarding Governor (Kate Mackay-Roberts) to arrange a visit to check the Single Central Record (<i>carried forward from 6.03.19</i>)</td> <td>Completed</td> </tr> <tr> <td>2.</td> <td>The Headteacher was to ask if a TA would like to do the three day First Aid training course (<i>carried forward from 6.03.19</i>)</td> <td>Completed. No-one came forward, the HT will enquire again.</td> </tr> <tr> <td>3.</td> <td>The Headteacher undertook to establish a written agreement with the Kestrel provision (<i>carried forward from 6.03.19</i>)</td> <td>Carried forward</td> </tr> <tr> <td>4.</td> <td>John Halsall to ask members of his team to get involved with the re-design and planting of the pond area</td> <td>Completed - See matters arising</td> </tr> <tr> <td>5.</td> <td>John Halsall to look into environmental grants</td> <td>Completed- there were 4 potential grants and the new SBM would help with applications if needed.</td> </tr> <tr> <td>6.</td> <td>The Headteacher and Bursar to drill into budget code E19 - Learning Resources (non ICT) and the supply budget</td> <td>Completed</td> </tr> <tr> <td>7.</td> <td>The Headteacher to look at whether it is possible for a support staff members to have variable hours</td> <td>Not needed</td> </tr> <tr> <td>8.</td> <td>The Headteacher to ask the Fire Inspector for their advice about</td> <td>Completed. Discussed</td> </tr> </tbody> </table>		ACTION	STATUS	1.	Safeguarding Governor (Kate Mackay-Roberts) to arrange a visit to check the Single Central Record ( <i>carried forward from 6.03.19</i> )	Completed	2.	The Headteacher was to ask if a TA would like to do the three day First Aid training course ( <i>carried forward from 6.03.19</i> )	Completed. No-one came forward, the HT will enquire again.	3.	The Headteacher undertook to establish a written agreement with the Kestrel provision ( <i>carried forward from 6.03.19</i> )	Carried forward	4.	John Halsall to ask members of his team to get involved with the re-design and planting of the pond area	Completed - See matters arising	5.	John Halsall to look into environmental grants	Completed- there were 4 potential grants and the new SBM would help with applications if needed.	6.	The Headteacher and Bursar to drill into budget code E19 - Learning Resources (non ICT) and the supply budget	Completed	7.	The Headteacher to look at whether it is possible for a support staff members to have variable hours	Not needed	8.	The Headteacher to ask the Fire Inspector for their advice about	Completed. Discussed	<p>HT</p> <p>HT</p>
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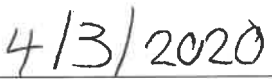
	how best to marry up fire safety and lockdown	using a coded padlock.	
9.	The Headteacher to ensure that grab bags are set up and Action Plans are shared with the staff, with copies being placed in each classroom	Carried forward. The HT will complete after Emergency planning workshop on 25.11.19. SBM will source an Emergency Plan.	HT/ SBM
10.	Philip Hassall to review the Emergency Plan to make sure it is fit for purpose	Completed	
	<p><b>Matters Arising</b></p> <p><b>Action 4:</b> John Halsall informed the governors his colleagues had visited the site and given advice about the land. Poppleton Road Nursery would supply free plants and make bug hotels and bird feeders with the children. The STEM ambassador team were going to help with the planting in March 2020 for free. The Headteacher and John Halsall were going to complete the lottery fund application together.</p>		
5.	<p><b>Review Of the Terms of Reference</b></p> <p>The Headteacher reviewed the terms and reference and highlighted perhaps this committee needed to focus more on raising the profile of the school in the PR section. The governors agreed and suggested this was set as an agenda item for the next Resources meeting.</p> <p>The governors discussed some of the wording used and the Headteacher agreed to remove the 5<sup>th</sup> bullet point from the bottom in the staffing section.</p> <p><b>Terms of Reference Approved.</b></p>		<p>Agenda</p> <p>HT</p>
6.	<p><b>Finance</b></p> <p><u>Budget Monitoring Report</u></p> <p>The SBM presented the report and explained the initially the start budget had showed an in year saving of £16,631 which would have reduced the deficit to £12, 797 but the surplus would be around £7,000 due to a number of factors. The teachers’ pension grant had been awarded and had risen by 23% however it did not cover the costs. The Chair questioned why, the SBM explained there were 2 teachers to cover when there was a long term absence.</p> <p>The SBM informed the governors training courses had been covered by the funding in the YSAB plan, the Headteacher added this was covering some supply teachers also. The Headteacher explained there was a cost implication when a teacher was absent as the insurance did not cover all of the absence. The SBM added the agency cover needed to cover the absent receptionist had added to the costs and they had assumed the receptionist would return to work in January 2020. The Headteacher explained insurance was only taken out against teacher’s absence and not for administrative staff. The governors decided to discuss staff insurance cover at the next Resources meeting.</p> <p>The Chair noted the next biggest cost in the budget was 1 to 1 support and queried what more could be done to secure funding in this area. The Headteacher explained a child only received funding if they had an Educational Health Care Plan (EHCP) and then it was dependent on the outcome of their EHCP. She added, the school had to put in support during applying for EHCPs to support the pupil and not all pupils were receiving full time support, some pupils attended Kestral and the school accessed support externally to try to reduce the 1 to 1 support. The Headteacher reported some of the capital income money would be spent on IT resources in school.</p> <p>The SBM continued with the financial forecast and informed the governors moving forward the</p>		<p>Agenda</p>



8.	<p><b>Policies for Review</b>  <u>Budget Management Policy, including Scheme of Delegation (tabled paper)</u>  The Headteacher distributed the policy and governors read it through. The Chair questioned would it be the same person ordering the goods and paying, the new SBM explained only 2 named staff in school would have access to use the card which would mean staff would raise an acquisition order and only the named staff could authorise the payment. The Chair commented that the policy was comprehensive and the committee recommended approving it. The policy will be presented at the next FGB for approval.</p>	FGB
9.	<p><b>Admissions (approval of admission numbers for September 2021) and future place planning</b>  The Headteacher explained the current admissions number was 30, which was correct for the school and area.   <b>Admissions approved.</b></p>	
10.	<p><b>Staffing Update</b>  The Headteacher updated the governors a TA was retiring at Christmas and they would be replacing the post on a temporary basis for the time being. The governors agreed this was a good plan.</p>	
11.	<p><b>Any Other Business</b>  The Headteacher thanked Lynn Firth for her work and support at St Barnabas and welcomed Sam Willsden to the team.</p>	
12.	<p><b>Date and time of next meetings:</b>  Wednesday 4<sup>th</sup> March 2020 at 6.15pm</p>	

The meeting closed at 7.30pm

  
Lorna Longman (Chair)

  
Date

**ST BARNABAS' C.E. PRIMARY SCHOOL**

**Action Plan following the Meeting of the Resources Management Committee held on 20<sup>th</sup> November 2019**

	<b>Action</b>	<b>Item</b>	<b>Person</b>	<b>Date</b>
1.	The Headteacher would ask again if a TA would like to do the three day First Aid training course	4	Head	By January 2020
2.	The Headteacher undertook to establish a written agreement with the Kestrel provision ( <i>carried forward from 6.03.19</i> )	4	Head	By March 2020
3.	The Headteacher to ensure that grab bags are set up and Action Plans are shared with the staff, with copies being placed in each classroom. The HT will complete after Emergency planning workshop on 25.11.19. SBM will source an Emergency Plan.	4	Head/ SBM	By January 2020
4.	The Headteacher agreed to remove the 5 <sup>th</sup> bullet point from the bottom in the staffing section of the Terms of Reference.	5	Head	ASAP
5.	If bollards were being placed in the Jubilee Terrace area would emergency service vehicles would be able to access the school and houses, the Headteacher agreed to check the plans with the council.	7	Head	By March 2020

**Items for the next Resources meeting:**

- PR and raising the profile of the school.
- Staff insurance cover

**Items for the next FGB:**

- Review Policies
- Budget Management Policy, including Scheme of Delegation

**Items for the January 2020 FGB:**

- Benchmarking

