

RYHILL JUNIOR, INFANT AND NURSERY SCHOOL

RESOURCS COMMITTEE MEETING MINUTES

DATE:

28 September 2020

TIME:

4.30 pm

LOCATION:

Virtual (Teams)

PRESENT

Chair:	Mr R Davidson	
Headteacher:	Mrs E Jones	
Members:	Mr W Manifold	Ms M McCabe
	Mrs P Tolley	
In Attendance:	Mr M Jones (SBM)	
Clerk:	Mrs B Hughes	
Apologies:	Ms L Heaton	

ITEM

ACTION

PROCEDURAL ITEMS

1.	WELCOME AND APOLOGIES	
	The Chair welcomed everyone to the meeting and thanked members for joining the virtual meeting.	
	Apologies for absence were received from Ms Heaton	
	Resolved 1 <i>That Governors consent to the absences.</i>	
2.	DECLARATIONS OF INTEREST	
	There were no declarations of interest.	
3.	CHAIR'S COMMENTS AND ACTIONS	
	There was nothing to report on this item.	
4.	PREVIOUS MINUTES	
	Governors had received minutes of the meeting held virtually on 29 June 2020.	
	Resolved 2 <i>That the minutes of the meeting held on 29 June 2020 be approved as a true record.</i>	
5.	MATTERS ARISING AND ANY ACTIONS	
	Premises Development Plan	
	The SBM reported that one quote had been received for proposed work on the boys' urinal, however two more were needed.	

ITEM	ACTION
Leadership, Accountability and Evaluation Items	
6.	REVIEW PAY POLICY
	<p>The SBM reported that this was awaiting approval by the LA.</p> <p>Resolved 3 <i>That this item be deferred to the next meeting of the Resources Committee.</i></p>
SGS	
7.	REVIEW/DETERMINE STAFFING STRUCTURE AND DEPLOYMENT AND LINK TO SCHOOL BUDGET
	<p>Governors received the proposed staffing structure for 2020-21. The SBM reported that one NTA had reduced hours; there had been no impact on provision as there were no significant issues in the class in which she worked.</p> <p>Resolved 4 <i>That the Staffing Structure for 2020-21 be approved.</i></p>
8.	APPROVAL OF HEADTEACHER'S RECOMMENDATIONS OF INCREMENTAL PAY PROGRESSION: TEACHING STAFF TO BE COMPLETED BY 31 OCTOBER 2020
	<p>The Headteacher reported that Performance Management Reviews had not yet taken place but would be completed by the above date. She was taking advice from the LA regarding the lack of progression towards targets during the school closure.</p>
9.	TO DETERMINE THE INCREMENTAL PAY PROGRESSION FOR THE HEADTEACHER: TO BE COMPLETED BY 31 DECEMBER 2020
	<p>Governors noted that the Headteacher Performance Management Review would be undertaken in November 2020.</p>
10.	REVIEW OF FINANCIAL MANAGEMENT POLICY AND FINANCIAL PROCEDURES MANUAL
	<p>Governors had received the Financial Management and Financial Procedures Manual. The SBM identified the amendments relating to purchasing and order processing but reported that other than these there were no further changes to the documents.</p> <p>Resolved 5 <i>That the Financial Management Policy and Financial Procedures Manual be approved.</i></p>
11.	BUDGET MONITORING AND EXPENDITURE PROPOSALS
	<p>The SBM reported that a Financial Review meeting had taken place early in September. Governors received a copy of the Budget Working Document which showed a surplus going forward. The SBM reported that as the forthcoming picture was unknown this figure may need to be adjusted later in the year. However, the school was currently in a good financial position.</p> <p>Governors noted that the school would receive £80/pupil catch-up premium, approximately £16k for the school, to be received in two instalments. The conditions for spending it were not yet clear but it may support tuition and reading.</p>

ITEM	ACTION
<p>Pupil Premium Governors received the Pupil Premium plan for 2020-21 which detailed the planned spending. Governors noted that under normal circumstances PP funding would subsidise Educational Visits. However, there had been very few over the last 12 months due to the school closure, and it may be appropriate to put the subsidy to other use.</p> <p>Q: Is there an annual forecast for the Educational Visits subsidy? A: A report can be put together for Governors information.</p> <p>Q: Has there been an increase in the number of parents applying for PP? A: No, this had been anticipated but so far there had been no increase.</p> <p>Q: Had parents received encouragement to apply, as none had been seen? A: Information had been sent out on Dojo but it may be that a more targeted drive was needed as parents approached the end of furlough.</p> <p>Sports Premium The SBM reported that Sports Coach input would continue until the end of March 2021, at which point a decision would be needed as to where the Sports Premium funding should be allocated. It had previously been allocated to fund competitions and travel, but these were not options this year.</p> <p>Q: Is there any benefit to increasing the Sports Coach purchased time? A: At the moment, it was 2 days/week; to increase this would take away from other provision time.</p> <p>3-year Budget The SMB reported that the three-year budget was based on the current staffing structure and would see a deficit of £7k in Year 3. The situation would be monitored and staffing changes kept under review. However, it was noted that experienced staff had an impact on the budget but quality teaching at the school was a priority.</p> <p>Q: How were pupil numbers progressing in the Nursery? A: Morning Nursery was full and there were a few places in afternoon Nursery; the situation was similar to last year.</p>	
<p>12. SERVICE LEVEL AGREEMENTS</p>	
<p>Governors noted that there were no new SLAs to report other than the Sports Coach SLA. The SBM reported that the Sports Coach continued to work in school with a full Risk Assessment and that he had a good rapport with staff and children.</p> <p>Resolved 6 <i>That the Sports Coach SLA be approved.</i></p>	
<p>13. AUDIT OF SCHOOL FUND</p>	
<p>The SBM reported that the School Fund was currently being audited and details would be provided at the next meeting of the Resources Committee.</p>	

ITEM	ACTION
<p>It was noted that fundraising had been undertaken by the PTA for a new school stage, but due to lockdown this had been deferred.</p> <p>Q: Is the stage still needed or are there any other priorities for the school? A: Stick to the original plan and put further events on hold until next year.</p>	
<p>14. PREPARATION FOR SFVS (TO BE SUBMITTED TO LA BY 31 MARCH 2021)</p>	
<p>Governors had received the following policies for approval:</p> <ul style="list-style-type: none"> • Whistleblowing; • Lettings; • Anti-Fraud and Bribery. <p>Resolved 7 <i>That the above policies be approved.</i></p>	
<p>15. HEALTH AND SAFETY/SAFEGUARDING</p>	
<p>The Headteacher reported that a Fire Drill had taken place last week. It went well but there was a need to investigate whether another sounder was needed. A further Fire Drill for the Nursery would take place the following week. Three new Fire Wardens had been trained.</p> <p>It was reported that a Health and Safety meeting and Learning Walk had taken place on 17 September 2020 to look at Covid precautions and Social Distancing arrangements. It was noted that children were working outside where possible and that a lot of work had gone into the school environment over the summer, particularly in Nursery. Pictures illustrating this were available on Dojo, and it was felt that the school looked really good.</p>	
<p>16. TO REVIEW GIFTS AND HOSPITALITY REGISTER</p>	
<p>There was nothing to report on this item.</p>	
<p>General Items</p>	
<p>17. HEALTH AND SAFETY</p>	
<p>This item had been covered under the item Health and Safety/Safeguarding.</p>	
<p>18. ANY OTHER BUSINESS</p>	
<p>After School Clubs The Headteacher reported that after school provision continued to be provided by Kool for Kids, although numbers were low and a subsidy of £500/month from school had been requested. Governors discussed the matter and felt it was an important provision for the community, furthermore to provide an in-house service would not be financially viable. The situation would be monitored and reviewed monthly. Resolved 9 <i>That the subsidy of £500/month be approved.</i></p> <p>Attendance Governors discussed the impact of the pandemic on pupil attendance and the access to and quality of remote learning.</p>	

ITEM	ACTION
Resolved 10 <i>That this item be included on the agenda for the Standards Committee meeting.</i>	SGS
19. DATES OF FUTURE MEETINGS	
Resolved 11 <i>That future meetings of the Resources Committee be held at 4.30 pm on:</i> <ul style="list-style-type: none">• <i>9 November 2020;</i>• <i>11 January 2021;</i>• <i>1 March 2021;</i>• <i>19 April 2021;</i>• <i>28 June 2021.</i>	
MEETING CLOSE TIME: 5.45 pm	

CHAIR