

## RYHILL JUNIOR, INFANT AND NURSERY SCHOOL

### RESOURCES COMMITTEE MEETING MINUTES

**DATE:**

29 June 2020

**TIME:**

4.30 pm

**LOCATION:**

Virtual (Teams)

#### PRESENT

<b>Chair:</b>	Mr R Davidson	
<b>Headteacher:</b>	Mrs E Jones	
<b>Members:</b>	Ms L Heaton	Mrs P Tolley
<b>In Attendance:</b>	Mr M Jones - SBM	
<b>Clerk:</b>	Mrs B Hughes	
<b>Apologies:</b>	Ms M McCabe	Mr W Manifold

#### 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 McCabe and Mr Manifold.

**Resolved 32**

***That Governors consent to the absences.***

##### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

##### 3. PREVIOUS MINUTES

Governors had received minutes of meetings held virtually on 16 March and 21 May 2020.

**Resolved 33**

***That the minutes of the meetings be approved as a correct record.***

##### 4. MATTERS ARISING AND ANY ACTIONS

There were no matters arising from the minutes.

#### Leadership, Accountability and Evaluation Items

##### 5. BUDGET MONITORING

Governors received copies of the Budget Monitoring Statement with changes highlighted. The SBM advised that £13k had been released into the contingency through a combination of staffing changes and other budget adjustments. This

ITEM	ACTION
<p>allowed the school to progress capital projects. The current carry forward budget stood at £115k which already included the cloakroom locker project, previously approved. The projected contingency with the other capital projects applied was £102k.</p> <p>Governors questioned why the budget for Educational Visits was showing an increase. The SBM responded that payments were still being received for visits which had not yet been officially cancelled. Adjustments would be made to the budget if the visits did not go ahead.</p> <p><b>Q: Did the same apply to lettings?</b> <b>A:</b> Yes, no agencies were using the premises due to lockdown.</p>	
<p><b>6. EXPENDITURE PROPOSALS</b></p>	
<p><b>Quotes</b> Quotes had been received for the refurbishment of classrooms and corridors from ENGIE and individual contractors. Three quotations had also been received from various grass specialists for the installation of artificial grass in Nursery.</p> <p>Engie: £34k for just on project, classrooms and corridors (included 9 portable storage units sourced by the school. These were to help alleviate damp issues to lower wall); Classrooms and corridors from individual contractors: £20,712; plus 9 portable storage units sourced by school £2,304 direct from revenue. Cloakroom Lockers: £6,218; Artificial grass to the Nursery: £3,065. Total for all projects 30k capital and £2,304 revenue.</p> <p>The SBM advised that the quote for cloakroom lockers was for supply only. The fitting would be done by himself and the Caretaker during the summer holidays.</p> <p>Governors noted that the individual quotes were less than the overall quote from Engie.</p> <p><b>Resolved 34</b> <b><i>That the individual quotes be approved.</i></b></p> <p><b>Q: How would the classroom and corridor refurbishment be managed, as there would be a lot of contractors in school during the holidays?</b> <b>A:</b> A project management meeting would take place and a timeline put in place. It was important the work was completed for September opening.</p> <p><b>Resources</b> The Headteacher reported that all subject areas had been audited and it was found there were gaps, including historical artefacts and atlases. An order had been placed and this would be shown at the next Resources committee meeting.</p> <p><b>Reading Books</b> The Headteacher reported that when school closed in March all children had left with a reading book, but these may not all return. An audit of reading books would take place in September.</p>	

ITEM	ACTION
<b>8. PREMISES DEVELOPMENT PLAN</b>	
<p>The SBM reported that quotes had been sought for refurbishment of the boys' urinals and boxing in of pipes.</p>	
<b>9. WEBSITE/SCHOOL REBRANDING</b>	
<p>The Headteacher reported that the school had a new website and new logo, although the website was a work in progress. A promotion and photo day had been put on hold due to Covid19, and when the website was finalised there was only a crossover period of one month before the old website was taken down.</p> <p>Governors suggested that the new website could contain testimonials from pupils. The Headteacher agreed to explore this.</p>	
<b>10. HEALTH AND SAFETY/SAFEGUARDING</b>	
<p>The Headteacher reported that work on the leaking roof and now been completed and refurbishment completed and signed off. The room looked well and was now usable.</p> <p>She added that an inspection of the outdoor equipment had necessitated the removal of the trim trail, and matting had been placed under the outdoor gym.</p> <p>Governors had received the Covid 19 Risk Assessment, alongside expectations of staff, pupils and parents. The wider opening had gone well and children seemed settled and staff happy; furthermore, extra cleaning had been taking place.</p> <p><b>Q: Would the Friday deep clean be extended to next term?</b>  <b>A:</b> It would be useful; however, ENGIE would not undertake the measure if there were people in school because of the logistics and products used. Further Government advice was awaited regarding September opening. Extra cleaning had been included in the budget until December 2020.</p>	
<b>General Items</b>	
<b>11. DATES OF FUTURE MEETINGS</b>	
<p><b>Resolved 35</b>  <i>That future meeting dates be discussed at the Governing Body meeting; however, it was proposed to keep them for Mondays at 4.30 pm.</i></p>	
<b>MEETING CLOSE TIME: 5.07 pm</b>	

CHAIR