

## RYHILL JUNIOR, INFANT AND NURSERY SCHOOL

### RESOURCES COMMITTEE MEETING MINUTES

**DATE:**

Monday 9 November 2020

**TIME:**

4:30 pm

**LOCATION:**

Virtual (Teams)

#### PRESENT

<b>Chair of Committee:</b>	Mr R Davidson	
<b>Headteacher:</b>	Mrs E Jones	
<b>Committee Members:</b>	Ms M McCabe	Mrs P Tolley
<b>In Attendance:</b>	Ms L Heaton	Mrs A Kenyon
	Mr M Jones (SBM)	
<b>Clerk:</b>	Miss C Winter	
<b>Apologies:</b>	Mrs J Goddard	

#### ITEM

#### ACTION

#### PROCEDURAL ITEMS

<b>1.</b>	<b>WELCOME AND APOLOGIES</b>	
	<p>The Chair welcomed everyone to the meeting and thanked members for joining the virtual meeting.</p> <p>Apologies for absence were received from Mrs Goddard.</p> <p><b>Resolved 13</b> <i>That Governors consent to the absence.</i></p> <p>Mrs Tolley agreed to speak with Cllr Heptinstall about attendance at the committee meetings.</p>	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	
	There were no declarations of interest.	
<b>3.</b>	<b>CHAIRS COMMENTS AND ACTIONS</b>	
	There was nothing to report on this item.	
<b>4.</b>	<b>PREVIOUS MINUTES</b>	
	<p>Governors had received minutes of the meeting held virtually on 28 September 2020.</p> <p><b>Resolved 14</b> <i>That the minutes of the meeting held on 28 September 2020 be approved as a true record.</i></p>	

ITEM	ACTION
<b>5. MATTERS ARISING AND ANY ACTIONS</b>	
<p>There were no matters arising from the minutes.</p>	
<b><u>LEADERSHIP, ACCOUNTABILITY AND EVALUATION ITEM</u></b>	
<b>6. APPROVAL OF HEAD'S RECOMMENDATIONS OF INCREMENTAL PAY PROGRESSION: TEACHING STAFF TO BE COMPLETED BY 31 OCTOBER 2020</b>	
<p>The Headteacher referred Governors to the report that had been e-mailed out to them. The report contained her recommendations about incremental pay progression for staff. The Headteacher had sought advice from HR about assessing staff performance against the targets as they were data driven so teachers could not achieve them because of the school closure. HR had advised her to make the judgement based on teacher's progress towards achievement of targets before lockdown.</p> <p><b>Q. How does the application process work?</b>  <b>A.</b> Teachers will need to supply evidence that demonstrates their achievement.</p> <p><b>Q. Who makes the judgement about whether a teacher should progress to the upper pay scale?</b>  <b>A.</b> This judgement is made by the Senior Leadership Team and a recommendation would then be brought to Governors for approval.</p> <p><b>Resolved 15</b>  <b><i>That the Headteacher's recommendations be approved.</i></b></p>	
<b>7. BUDGET MONITORING AND EXPENDITURE PROPOSALS</b>	
<p>The SBM reported that the budget situation was little changed since the last meeting. The predicted carry forward into next year currently stood at £101k and the yearend picture would become clearer in January.</p> <p>The SBM presented the Sports Premium Impact Statement and explained that there was £17,795 funding allocated for this academic year which had been divided between the 5 Sports Premium indicators. This was in addition to the carryover from the previous financial year.</p> <p><b>Q. What are you doing to fulfil the swimming requirements during lockdown?</b>  <b>A.</b> There has not been any guidance from the DfE about this and all other schools will be in the same position. If it is safe to do so then swimming lessons will resume in February.</p> <p><b>Q. Which pool does the school use for swimming lessons?</b>  <b>A.</b> The school uses the premier leisure site in Royston. Swimming lessons usually take place between February and July.</p> <p><b>Q. Is the school currently running any after school provision?</b>  <b>A.</b> There is no after school provision running at the moment but this will be reviewed in the Spring term. There might be a way of running it by creating a bubble club.</p>	

ITEM	ACTION
<p><b>8. AUDIT OF SCHOOL FUND</b></p> <p>The SBM reported that the audit of the school fund had been carried out by School Finance Solutions. There were no issues to report and because of the COVID-19 Pandemic it had been an unusually quiet school fund.</p> <p><b>Resolved 16</b> <i>That the school fund audit be approved.</i></p>	
<p><b>9. PREPARATION FOR SCHOOLS FINANCIAL VALUE STANDARD</b></p> <p>The SBM explained that he had:</p> <ul style="list-style-type: none"> <li>• Audited the asset register with the caretaker</li> <li>• Updated the leasing register</li> <li>• Produced the Inspection RAG report from Engie’s Tech Forge system. All compliance work had been undertaken apart from inspections relating to fire doors. This would be completed at the same time as the 2020 Fire Risk Assessment to identify which doors were part of the fire compartmentation.</li> <li>• Updated the emergency response and recovery plan on the new template.</li> </ul> <p><b>Q. What was the issue with the gym equipment that was flagged up in May?</b> <b>A.</b> The equipment was rotten and had to be taken out.</p> <p>The SBM reported that the Financial Risk Control Checklist had just been completed and would be brought to the January meeting.</p>	
<p><b>10. SAFEGUARDING/HEALTH AND SAFETY</b></p> <p>The Headteacher had updated and circulated the Covid Risk Assessment. She explained that not many changes had been made to this.</p> <p>The Headteacher planned to do a team’s wellbeing session with pupils; this would be trialled with Year 2.</p> <p>Mrs Tolley had met with the Headteacher to discuss safety measures that were in place. She had been reassured about the bubble process. Staff had fed back that they felt safe in school and were happy with the procedures.</p> <p><b>Q. In the first lockdown, vulnerable children got a call each day. Are you contacting pupils who have had to isolate?</b> <b>A.</b> The school will contact pupils who are isolating, probably on a weekly basis.</p> <p><b>Q. Do you expect to be able to contact all pupils face to face on Teams?</b> <b>A.</b> The expectation is that all pupils will access Teams. Some parents may struggle with the technology but school will be ready to support as much as possible. There will be a gradual crossover to Teams.</p> <p><b>Q. Are the teachers confident in using Teams?</b> <b>A.</b> The Senior Leadership Team has received training, with staff training planned imminently.</p>	

ITEM	ACTION
<p><b>Q. What is the cost of the Teams training?</b>  <b>A.</b> The cost was £1500, which included the roll out of the digital learning platform to all staff and children. This will be offset by the money received from a DfE grant.</p>	
<b><u>GENERAL ITEMS</u></b>	
<p><b>11. HEALTH AND SAFETY</b>            This item had been covered under the item Safeguarding/Health and Safety.</p>	
<p><b>12. ANY OTHER BUSINESS</b>  <b>Committee Membership</b>            The Chair highlighted that the committee needed more members.</p> <p>Governors noted that there was no guidance about how to do a parent election. Dojo was not an option.</p> <p><b>Q. Could you use Microsoft Forms?</b>  <b>A.</b> This system allows the external users to complete the forms multiple times so it would not be suitable. Text messages would not be anonymous. The best option is probably to have a locked box in school that parents can post their votes into.</p> <p><b>Q. How will the election be publicised to parents?</b>  <b>A.</b> Parents will be sent a letter. The whole process will take longer than usual. Governors felt that both parent governor roles should be filled.</p>	
<p><b>13. DATE AND TIME OF NEXT MEETING</b>  <b>Resolved 17</b>  <i>That future meetings of the Committee be held in the school, at 4:30 pm, on the following dates:</i></p> <ul style="list-style-type: none"> <li>• <i>Monday 11 January 2021</i></li> <li>• <i>Monday 1 March 2021</i></li> <li>• <i>Monday 19 April 2021</i></li> <li>• <i>Monday 28 June 2021</i></li> </ul>	
<b>MEETING CLOSE TIME: 17:15 pm</b>	

CHAIR