**Chalk Ridge Primary School (CRPS)**

**Minutes of the Resources (incl. Buildings) Committee Meeting**

**held on Wednesday 7th February 2024 at 6pm**

**at Chalk Ridge Primary School**

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| Present: | | Kishor Patel (KP) – Committee Chair (Co-opted Governor)  Sue Jackson (SJ) – Headteacher (‘the HT’)  Chanin Lloyd (CL) – Co-opted Governor  Ian Ross (IR) – Co-opted Governor | |
| Apologies: | | Sue Baskerville (SB) – Deputy Headteacher and Co-opted Governor  Elliot Roberts (ER) – Co-opted Governor | |
| In Attendance: | | Laura Goodall (LG) – School Finance Manager and Data Protection Officer  Cath Lincoln (CLN) – Clerk | |
| **Item** |  | | **Action** |
|  | **Welcome and apologies for absence.**  The Chair opened the meeting at 6pm and welcomed everyone. Apologies were received and accepted from ER and SB. The meeting was quorate. | |  |
|  | **Declarations of pecuniary interest**  There were no declarations of pecuniary interest on any agenda item. | |  |
|  | **Minutes of the meeting held on 15th November 2023 and matters arising.**  The minutes were agreed as a true and accurate record and will be signed by the insertion of the Chair’s typed signature by the Clerk.  **Matters arising from meetings prior to 15th November 2023**  Item 3 (10th May 2023 meeting Item 5) Outcome actions from Schools Financial Value Standard (SFVS)  *Internal Financial Audit (SFVS Q25)* – ***Action*** ***carried forward*** *for KP to arrange date with LG to do the first internal financial audit check.* ***Action:*** *CL to do the Summer Term check.* ***Action:*** *LG to circulate list of internal audit areas (action since completed).*  Item 3 (20th Sept 2023 meeting Item 8) – Data Protection Audit  ***Action carried forward for*** *CL to provide data protection information to governors and training options* (there is no specific data protection training course for governors).  Item 3 (20th Sept 2023 meeting Item 10) – Health and Safety  ***Action in progress:*** *SJ aiming to get all elements of the fire manual up to date by 26th Feb.*  **Matters arising from meeting of 15th November 2023**  Item 7 – Charging and Remissions Policy Annual Financial Report  ***Action:*** *SJ to look at the school’s music offering and on the best solution going forward.* This will be reviewed during the Summer Term when the contracts are due for renewal. The cost for curriculum music teaching is £463 (four hundred and sixty-three pounds) per term. For peripatetic teaching the cost is £900 (nine hundred pounds) per term - children receive one hour of music teaching a week. It’s felt the latter may not provide good value for money. Seven or eight children have these music lessons.  *A governor noted the importance of music as part of enrichment activities for pupils and the broad and balanced curriculum and the need to ensure the review of the music offering ensures this is covered.* It was stated that ‘Rocksteady’\* is popular with children at CRPS and that it was important to have good quality music lessons as part of the curriculum. \*Rocksteady Music School - in-school rock and pop band lessons for primary school children.  Item 8 – Health and Safety (H&S)  An accident reporting system used by a nursery is ‘Parentzone’, but it is more aimed at early years. CRPS has since invested in a new solution for this – more information will be provided later in the meeting.  The H&S Audit action plan was discussed at the last governor H&S visit (2nd Feb) and will be reviewed in full at the Summer Term visit. The HT has reviewed the plan in the meantime. The HT and LG met today to discuss the First Aid Needs Assessment (raised during the H&S visit) with the aim of finalising this by 23rd Feb. Current H&S actions are listed in the H&S governor visit report and will be followed up in the next visit.  All other actions are complete with nothing further to note or are items on the agenda of this meeting. | | **KP/LG**  **CL**  **LG**  **CL**  **SJ**  **SJ**  **IR/CL** |
| 4. | **Confidential Minutes of the meeting held on 15th November 2023 and matters arising.**  The minutes were agreed as a true and accurate record and will be signed by the insertion of the Chair’s typed signature by the Clerk. Actions are complete. | |  |
| 5. | **Budget and capital account:**  Paperwork was provided prior to the meeting (attached) including usage reports for gas and electricity.   1. Current position for FY 2023/24 – review/monitor spend against budget   The budget is looking good and is on track. There is an explanation for any variances. The business rates of £33k (thirty-three thousand pounds) have not been deducted yet but are allowed for in the budget.  *Q: The electricity report shows high usage in August – why?*  A (LG): We had sports clubs in and the charity. We also do deep cleaning during the holidays.  *Q: The electricity usage October to December 2023 is significantly up compared with 2022 – why? Can you see usage in real time?*  *Q: Are the solar panels maintained? If they are dirty, it may affect this.*  ***Action:*** *SJ and LG to raise the electricity usage points above and the spike in gas usage in November, with Hampshire Property Services at their next meeting (which is soon) and report back to the committee.*  *Q: If you combine the supply and supply agency costs, we are below spen, which seems good. Is there a knock-on impact – if there is more internal cover is this more challenging for staff?*  A (LG): We are using a fair amount of supply currently so this may change.  *Q: Is the ‘Child Care Staff’ line Breakfast and After School Club?*  A (LG): Yes.  *Q: Does the school get any financial benefit from the ‘wraparound care’?*  A (LG): The costs are covered including allowance for ‘wear and tear’. We are allowed to make money from this.  *Q: What is the expected outturn?*  A (LG): We are expecting to be on track with or better than budget revision figures.   1. Capital   There are no changes to the previous report. CRPS was due to purchase the laptops last week but the ones they wanted are now out of stock (end of a line). They are getting quotes for alternatives. A governor noted that new technology (rather than end of line) may be better.  *Q: What is the expected turnaround time?*  A (LG): The quote is expected within two weeks. As soon as we get this we will ‘push the button’.  *Q: How do you intend to use the laptops and how will you see the impact?*  A (SJ): We will use them for the new computing curriculum (coding etc) and will see the impact there.  *Q: How will you measure the impact?*  A (SJ): We are not doing this at the moment so the baseline is zero. Children will have one laptop each in class rather than sharing laptops.  A governor mentioned use of the laptops for other curriculum areas, over and above the computing curriculum, such as for Digimaps in geography.  *Q: How are you ensuring the laptops will be accessible for all pupils?*  A (SJ): There will be access for all and we’re looking at devices that are more accessible for children who may need more touch screen than button.  *Q: Have you factored in needs for children with such as SEND?*  A (SJ): Yes.  A governor noted that the school needs to be ready for any future curriculum changes in terms of the technology needed.  *Q: Is there a plan to map spend against curriculum requirements? If you don’t have a plan the children may miss out.*  A (SJ): We are doing a class set.  *Q: Have you had any dialogue with secondary schools CRPS feeds into, on the technology they are using?*  A (LG): Feedback from two of the key feeder schools has helped define what we’ll be using and is why we are selecting Windows.  *Q: Are you looking at the broader picture too?*  A (LG): Yes. It has taken time to ensure we are getting the right technology for the curriculum.  It was noted that the school has bought in a new computing curriculum. Governors have chosen curriculum training for the ‘Whole Governing Body Training’ session on 19th February.   1. Review any outstanding invoices not yet paid   Planet Education (who provided sports clubs and lessons for CRPS) went into liquidation and have outstanding invoices from summer holiday clubs and for the spring term. CRPS is likely to lose £13,000 (thirteen thousand pounds) as a result. LG has contacted Hampshire Legal Services but the school will be one of many creditors. Extra-curricular activities were funded by the PE and Sport Premium.  The school now has a very good replacement – ActiveMe 360 – who charged half price for the first term (as the school had already paid Planet Education) and have taken on some of the Planet Education staff, so they have staff continuity.  *Q: Is there any way to avoid this situation in future?*  A (LG): We have to pay lots of suppliers in advance as that’s the way they operate.  *Q: Regarding capital spend, during the governors’ health and safety visit we noticed the side entrance vehicle gate was damaged – will the cost to fix or replace that come from capital?*  A (LG): Yes, it’s due to storm damage so it’s not covered by our insurance (which doesn’t cover storm damage for gates). I am getting quotes for this.   1. Report on latest financial audit checklist item completed   The internal financial audit has not taken place yet. | | **SJ/LG** |
| 6. | **PAN update**  This item has been recorded separately as a confidential minute. | |  |
| 7. | **Benchmarking and evaluate value for money**  LG, IR, and CL completed the financial benchmarking review for CRPS in January. A report was provided prior to the meeting (attached). As a result, three areas were identified for further consideration, monitoring and/or action, as noted in the report’s conclusion. Summarised, these are:   1. Grant funding has dropped against County average. 2. Increase in gap between CRPS and County in terms of average spend per pupil. Governors should seek to understand if this is impacting pupil progress and outcomes. 3. ICT resource spending – long-term trend of underspend compared with County average.   ***Action:*** *LG and SJ to look at grant funding gap.*  ICT resource spending is in hand with the imminent purchase of new laptops and ongoing review of technology needed.  Average spend gap per pupil to be kept under review. The HT and Deputy Head advised governors previously that CRPS is well-resourced so there hasn’t been the need for much additional spend.  The DfE (Department for Education) now provides figures to enable comparison of schools’ educational spend with performance. An initial look indicates that CRPS’ spend is mid-way, but progress score is lower.  ***Action:*** *IR to do some work on the DfE spend and educational performance figures to be shared initially with the HT, and with the committee at their May meeting*. | | **LG/SJ**  **IR**  **Clerk-agenda** |
| 8. | **Schools Financial Value Standard (SFVS) – review/approve for recommendation to FGB**  The draft completed SFVS for 2023-24 was provided prior to the meeting.  Small changes were discussed and agreed as follows:  Q1 – removal of highlighted wording.  Q4 – small update highlighted blue agreed. It was noted that GovernorHub is one of the current methods. This will change with the introduction of the new ‘Hampshire Services for Schools’ system, which replaces GovernorHub from 1st April 2024. The requirement will continue to be met.  Q7 – wording of the question has changed slightly. Addition of wording after ‘meetings’ to cover the overlap with Curriculum and Resources committees for this, and addition of a sentence around ICT spend.  Q11 – small wording amendments to reflect initial discussion in April 2022 and that the discussions have continued since.  Q18 – addition of ‘grant funding’ following latest benchmarking.  Q21 – inclusion of more recent examples – IT purchases, grounds maintenance contract, Staff Absence SLA.  Q23 – change to ‘yes’ and updated answer as AO looked at that for the Wi-fi upgrade.  Q24 – reference to ‘window snagging’ to be removed as that is complete.  Q25 – change to ‘Yes’ and update answer to reflect internal financial audit and H&S audit examples.  Q30 – ***Action:*** *LG to make arrangements for next audit of voluntary funds.* Answer to be updated to reflect this is in progress.  *Governors approved the SFVS for recommendation to the FGB (Full Governing Body), subject to the amendments listed above.* ***Action:*** *Clerk to update the document and circulate it for checking by the committee.* | | **LG**  **Clerk** |
| 9. | **PE and Sport Premium – spend and impact**  CRPS has a grant of £23,498 (twenty-three thousand four hundred and ninety-eight) to spend this academic year, of which £4,018 (four thousand and eighteen pounds) was carried over from last year. £16,174 (sixteen thousand one hundred and seventy-four pounds) of this has been spent so far, with £7,324 (seven thousand three hundred and twenty-four pounds) remaining – see list attached. The HT talked through the spend to date.  Purchase of the table tennis table is in line with what other schools are doing. The school are exploring the purchase of OPAL Primary Programme to sustainably improve the quality of play at lunchtimes. There has been good feedback about this programme. It involves zoning the playground and includes CPD (Continuing Professional Development) for staff.  Work is in progress on the swimming pool at Cranbourne School so CRPS pupils can’t use that for swimming currently. Children are doing trampolining and students from Cranbourne are supporting this. CRPS is sharing HCC ‘Energise me’ grant funding with Cranbourne.  *Q: Do we have an obligation for pupils to do swimming?*  A (SJ): Yes, for Year 6 children. The Cranbourne pool should be ready for use in the summer term. I am planning on visiting Manor Field Junior school to discuss the Active me 360 portable swimming pool they’ve booked for the summer term, which involves setting up a pool in the school grounds for a term. This facility is being discussed by district Heads and advice sought from the HCC legal team.  *Q: How will you discharge your responsibility for Year 6 swimming?*  A (SJ): It was done in the Autumn. Five or six Year 6 pupils will go back in the summer, with the Year 5 children. | |  |
| 10. | **Data Protection – annual audit report arrangements**  ***Action:*** *KP (GDPR Governor) and LG to arrange a date to complete the annual data protection audit.* | | **LG/KP** |
| 11. | **Health and Safety (H&S)**   1. Receive H&S web monitoring form submission for Spring Term   The Spring Term form submission was provided prior to the meeting.   1. Report on health, safety, and security – to include accident trend monitoring and building and grounds maintenance update   CRPS has recently subscribed to ‘medicaltracker’ (medical management and first aid software for schools). They’ve been using this for the past 10 days and staff feedback has been good. Graphs are available for illness and injury, so it is also good for accident trend monitoring. ***Action:*** *LG to provide medical tracker reports for the next Resources committee meeting.*  *Q: How do staff put the information on?*  A (LG): It’s web based.  *Q: A previous challenge was communication to parents around injuries – does this solve that?*  A (LG): Yes, there are parent notifications and templates for this.  *Q: What is the cost?*  A (LG): Just under £600 (six hundred pounds) per year based on our number on roll.  The first aid process still applies so, for example, if children have a bump, they will be given a wristband. Communication to parents about illness and injury is now via email.  *Q: Who covers this in the playground?*  A (SJ): LSAs and teachers cover.  A (LG): There is a dedicated medical room laptop.  A (SJ): We can see which children have the most frequent accidents and can look at why, and how we can meet their needs.  A (LG): It also tracks the location of incidents so we can see if there is anything we can do about the location to minimise incidents.  A governor noted that this tracking was mentioned during the ‘Pupil Wellbeing’ course they attended.  Parents can update their child’s profile on Arbor such as new allergies and this will go through to the tracker. For children with medical needs parents can review their annual medical plans online which saves parents and school staff time. The tracker also allows for accident investigation and recording ‘near misses’. This information goes through to LG who knows what needs to be reported to HCC.  The HT gave a verbal update to governors on health, safety, security, building and grounds maintenance.   1. Update/actions from H&S governor checklist and latest governor visit   The latest governor visit took place on 2nd February. The visit report was provided prior to the meeting. | | **LG/Clerk - agenda** |
| 12 | **External contracts and services**   1. Hampshire Governor Services – Advice, Support and Training subscription, to include receiving report from DTG on value for money.   The value for money report and information on the cost of the SLA and what’s included in the subscription, were provided prior to the meeting. The Development and Training Governor (IR) reported that the subscription had been very good value for money last year and the expectation was that it would continue to be good value this year, particularly as there are several new governors. He therefore recommended continuing with the subscription.  *Governors agreed to continue with the subscription.*   1. Local Authority Clerking Service   Details of cost, what the service covers and breakdown of hours, were provided prior to the meeting. *Governors felt the service was good value and agreed to continue with the service.* A total of 133 hours was agreed, including an additional 7 hours for ad hoc work and meetings, to also cover longer meetings, following reduction in the number of meetings from last year. | |  |
| 13. | **Policy reviews**  Policies were provided prior to the meeting.   1. Charging and Remissions Policy   *Q: If you charge more for wraparound care, will you need to update the policy?*  A (LG): Yes, but just the costs.  *Q: Is the policy supporting the school’s aims?*  A (LG): I believe so, yes.  Governors discussed the importance of the policy supporting the school’s aims and equity of opportunity.  *Governors approved the policy subject to the amendments listed in the action item below.*  ***Action:*** *Policy to be put into standard CRPS policy format with contents page removed; ‘Every Child Matters’ reference in point 2 to be amended as it’s an out-of-date term; Point 10 to be updated to add that this report will be provided in the Autumn Term.*   1. Emergency/Disaster Recovery Plans   Changes are highlighted, mainly contact detail changes.  *Q: Is there any training for the staff member given the ‘media management’ role?*  A (SJ): The Head normally talks to the media; the other person is responsible for such as media access.  ***Action:*** *SJ to add in trade union details and provide a final clean copy of the plan to the Clerk.*  *Governors approved the Emergency/Disaster Recovery Plans, subject to the amendment above.*  *Q: How is cyber security covered?*  A (LG): By Trailblaze (IT supplier).   1. Statement of Intent (LG) 2. General Data Protection Policy (LG) 3. Appropriate Policy document (LG) 4. Privacy Notice for Pupils (LG) 5. Privacy Notice for Workforce (LG) 6. Privacy Notice for Governors (LG) 7. Data Subjects Rights Guidance (LG)   *Governors approved policies (c) to (i) above, subject to the amendments in the action item below.*  **Action:** *LG to amend the ‘Statement of Intent’ to state that the school is the data controller (as per the other policies) not the governing body (first checking with HCC Legal Services); update the review dates to be the date of this meeting; remove the paragraph about the ‘National Governance Association’ in the ‘Privacy Notice for Governors; provide the amended policy copies to the Clerk*  ***Action:*** *Clerk to remind all CRPS governors of the ‘Privacy Notice for Governors’*. | | **LG**  **SJ**  **LG**  **Clerk** |
| 14. | **Governor Training – review Committee training. Training attended by governors (feedback/impact) and training planned/booked.**  The latest training matrix was provided prior to the meeting. CL has attended ‘Finance in Schools’ training and has ‘Health and Safety’ and ‘School Buildings’ training booked.  *Q: Is there any particular training the Resources Committee needs?*  A (IR): There are no significant gaps in training for this committee. | |  |
| 15. | **Any other business**  Marketing  CRPS received a sales offer around a marketing leaflet for the school. It was not felt this was needed (due to low numbers of school age children in the area).  Parent debt  CRPS is tightening up procedures to reduce parent debt to the school. ***Action:*** *Clerk to include ‘Parent Debt’ as an agenda item for the next meeting.* | | **Clerk - agenda** |
| 15. | **Date of next meeting:** Wednesday 8th May 2024, at 6pm | |  |

The meeting closed at 8.09pm.

**Minutes Signed:**

**Date Signed:**