

**Chalk Ridge Primary School
Minutes of Resources (incl. Buildings) Committee Meeting
held on Wednesday 11th November 2020 at 6pm
Virtual Meeting using Zoom**

Present: Elliot Roberts (ER) – Committee Chair (Parent Governor)
Clare Beswick (CB) – Headteacher
Kishor Patel (KP) – Co-opted Governor
Ian Ross (IR) – Co-opted Governor

Apologies: Susan Walker (SW) – Parent Governor

In Attendance: Laura Goodall (LG) – School Administrative Officer
Madeline Hussey (MH) – Co-opted Governor (Chair of Governors) – *left the meeting at 7.15pm*
Donna Bullock (DB) – Prospective Governor
Lee Morgan (LM) – Prospective Governor
Cath Lincoln (CL) – Clerk

Item		Action
1.	<p>Welcome and apologies for absence</p> <p>The Chair opened the meeting at 6.06pm and welcomed everyone. Apologies were received and accepted from SW.</p> <p>The meeting was quorate.</p>	
2.	<p>Declarations of pecuniary interest</p> <p>There were no declarations of pecuniary interest in any of the agenda items.</p>	
3.	<p>Minutes of the meeting held on 16th September 2020 and matters arising</p> <p>The minutes of the meeting held on 16th September 2020 were agreed as a true and accurate record and will be signed by the Chair when Covid guidance allows.</p> <p><u>Matters arising from the meeting held on 13th November 2019:</u></p> <p>Benchmarking - the initial write-up and questions for County has been completed.</p> <p><u>Matters arising from the meeting held on 29th January 2020:</u></p> <p><u>Sport Funding impact</u></p> <p>Action for the Headteacher to provide the Sport Funding impact report to be carried forward.</p> <p><u>Matters arising from the meeting held on 24th June 2020:</u></p> <p><u>Music costs</u></p> <p>The school had only been charged for the summer term so far and that was at 50% charge. Income for music lessons is now in line with the charges and is on course to be on budget.</p>	CB

	<p><u>Outstanding customer invoices</u></p> <p>Payment for the largest outstanding invoice (around £500) has now been received and only the smaller ones remain pending.</p> <p><u>Matters arising from the meeting held on 16th September 2020:</u></p> <p><u>Item 4 – Budget:</u></p> <p><i>Query regarding funds delegated by the LEA (I01) appearing to be £40,000 (forty thousand pounds) less than expected. This was because the PE grant and Teachers Pay and Pension fund was only confirmed to September at the time. It is now confirmed for the rest of the year so should be in line.</i></p> <p><i>Query as to what item 7697 on the GL budget version – Additional Allocations – consisted of. This is the Teachers Pay and Pension part of I01 (several GL codes make up this code), which had only been confirmed to a particular date at the time but has now been extended.</i></p> <p><u>Item 5 – Health and Safety</u></p> <p>The Headteacher will arrange with the Health & Safety governor for the termly site inspection to take place before the end of term. It will be a virtual audit or a conversation with the school’s Site Manager.</p> <p><u>Item 6 – Committee’s Terms of Reference</u></p> <p>The Clerk has updated the review dates and uploaded the updated version to the governor portal.</p> <p><u>Item 7 – Catering Contract Tender Process</u></p> <p>Actions had been superseded by subsequent developments. The item is on the agenda of this 11th November meeting.</p> <p><u>Item 8 – Policies</u></p> <p>The Headteacher has amended the Data Protection and GDPR policies and uploaded them to the school’s website.</p> <p>The Headteacher asked for the “School Information published on a website” audit to be completed in week 3 or 4 of November.</p> <p><u>Item 11 – Any Other Business</u></p> <p>The issue of the overgrown bushes at the front of the school is ongoing and will be addressed.</p> <p>IR will approach the Lions charity to see if an additional 2 or 3 laptops can be sourced to supplement those received from the government scheme. It was suggested that the school could perhaps reach out to parents who may have laptops they no longer need, which could be given to the Lions to be repurposed. The Headteacher noted that the school’s survey had identified less pupils than anticipated needing the technology for home learning. There are no issues with this at the moment but this is being monitored and more may be needed if the school has a partial or full Covid closure.</p>	<p>CB/SW</p> <p>ER</p> <p>IR</p>
4.	<p>Budget – current position for 2020/21:</p> <ul style="list-style-type: none"> - Review/monitor revenue budget - Deficit submission 31st October 2020 - Capital budget 	

- **Update on costs and budget implications of Covid-19**

Review/monitor revenue budget

Governors had been provided with P7 budget v forecast paperwork ahead of the meeting. It was confirmed that a revised budget had been submitted to the Local Authority (LA) in line with deficit submission requirements. Committee governors had reviewed this paperwork prior to submission.

Q: Have we heard anything back from County on the budget submission?

A (CB): No.

Q: I understand we are now at month seven out of 12 and should have therefore spent around 58% of the budget (with some variants). It appears that the school has underspent on supply teachers?

A (LG): That's correct.

Q: Are we expecting to catch up on supply teacher costs?

A (CB): It depends on what happens with staffing. We have one teaching staff member self-isolating currently. We are spending less on supply staff than normal.

Q: Are there less supply teachers being used due to Covid or for other reasons?

A (CB): Due to Covid, we are trying to minimise the number of visitors to the school environment but there may be circumstances in the future where supply teachers are needed.

Q: We appear to be ahead on spend for lunchtime supervisors?

A (CB): Due to the staggered school start times we now have a 2-hour lunch break to be covered so have had to ask staff to work more hours to cover. These additional costs are being tracked as part of the Covid cost tracking. (LG): Up to the end of October we have spent around £1,300 (thirteen hundred pounds) on support staff due to Covid.

Q: Further to the Pay and Personnel Committee meeting, has the change to Upper Pay Range (UPR) for a member of staff been included?

A (LG): All pay range adjustments are in the budget. The government pay increase for teachers was included in the budget tool but there will be an uplift in that allowance.

By a show of hands, governors unanimously approved the additional cost for the change to UPR, as recommended by the Pay and Personnel Committee.

Q: Is there an allowance for Covid costs in the budget submission?

A (CB): Nothing has been built in for this as we don't know what this will be. The costs are being tracked and we will claim for everything we can claim for. Other schools are in the same situation.

A governor noted that governors have previously discussed and agreed that the school needs to spend whatever is needed to keep the school open and to keep staff and pupils safe.

Deficit submission 31st October 2020

	<p>The Headteacher reminded the Committee that the school had set a deficit budget for this financial year and as a result are required to submit a budget review every three to four months. This includes the previous submission and they compare submission on submission. The school is now at point three in the submission cycle. When the school submitted the last one, much of it was based on questions received from governors from the last set of documents circulated.</p> <p>The deficit situation is looking better than before and documentation had been circulated to the committee governors.</p> <p>Q: You had a meeting with County prior to the latest budget submission, were County ok with where we are?</p> <p>A (CB): We had a very productive conversation with two people from the LA regarding staffing structure. They are practical and understand the pressure on schools and the need for us to retain the 14 classes. We felt they were working in partnership with us. We've shown we've made progress going forward and years two and three of the budget are looking much better.</p> <p>The Headteacher and the School Administrative Officer had been looking carefully at the staff structure to ensure the school has the best level of support. There are some staff on fixed term contracts which finish at the end of the year. There are three more children pending EHCP (Education, Health and Care Plan) and a staff member will be needed to provide the required hours for those children. The Headteacher would like to advertise for one staff member for this.</p> <p>The Headteacher will forward the submitted deficit budget paperwork to governors.</p> <p><u>Capital Budget</u></p> <p>P7 Capital Monitoring and Actuals paperwork had been provided to governors ahead of the meeting. £6,530 (six thousand, five hundred and thirty pounds) had been spent this financial year, leaving £17,679 (seventeen thousand, six hundred and seventy nine).</p> <p>Q: Has there been any further expenditure since last time?</p> <p>A (CB): No, none since last time.</p> <p>The matching of the PTA (Parent Teacher Association) funding from the capital budget, for the outside play equipment, had not been progressed yet.</p> <p><u>Update on costs and budget implications of Covid-19</u></p> <p>A report of additional Covid costs for July to date, had been provided to governors ahead of the meeting. The School Administrative Officer noted that "Support staff overtime" costs were for additional lunchtime cover, postage costs were for sending home learning packs to pupils.</p> <p>The running total to the end of October is £3,538.06 (three thousand, five hundred and thirty eight pounds and six pence).</p> <p>The cost for cleaning materials reflected those costs over and above the school's normal spend on these materials. These additional costs are over £2,000 (two thousand pounds) to date.</p> <p>Q: Is there any update on the school's claim for reimbursement of Covid-related costs?</p>	<p>CB</p>
--	--	-----------

	<p>A (LG): We received just over £2,000 (two thousand pounds), which was the in-scope claim. The balance is under review and we should hear by the end of November or early December.</p> <p>Q: All of our actual spend is in the budget numbers, so if we get this money back it is a bonus, and we will be no worse off in the budget if not?</p> <p>A (LG): Yes</p>	
5.	<p>Funding impact:</p> <ul style="list-style-type: none"> - Covid catch-up funding – impact monitoring - Sport funding impact report - Pupil Premium <p><u>Covid catch-up funding – impact monitoring</u></p> <p>The Headteacher advised that the impact can't be measured yet, but will be measured in due course. They are unable to provide after school catch-up sessions currently (due to lockdown). In-school interventions have been going well and the Headteacher has been pleased with their impact and the progress the children are making. It is hoped after school sessions can resume from early December.</p> <p>Q: I assume you are not using the external tutoring facility the government is offering?</p> <p>A (CB): We are looking into it. It may be useful for some individuals in the Spring or Summer term.</p> <p><u>Sport Funding impact report</u></p> <p>This will be carried forward to the next meeting. The Headteacher will provide this.</p> <p><u>Pupil Premium</u></p> <p>The impact of this is difficult to update due to Covid.</p>	CB
6.	<p>Benchmarking</p> <p>The benchmarking meeting write-up had been provided to governors ahead of the meeting. The benchmarking data available was for the period 2018-19. The main points identified for Chalk Ridge were:</p> <ul style="list-style-type: none"> - Back-office/admin costs were too high, however this has been restructured since - Income appears less than other schools for Grant Funding per pupil and Pupil Premium and Free School Meals <p>Further investigation of the funding point is required. The Headteacher will raise this with the LA. A governor offered to draft some wording for this.</p> <p>Q: Do we have another benchmarking meeting arranged?</p> <p>A (IR): I suggest we arrange this when the next set of data is available from the LA or we receive feedback from the LA on our queries.</p>	IR/CB
7.	<p>Health and Safety (H&S)</p> <ul style="list-style-type: none"> - Termly H&S Audit - Report on Health, safety and security (including monitoring of Covid action plan for H&S) 	

	<p>The termly Health and Safety Audit had been completed and covered Covid-19 risk assessment, fire management, work equipment and PPE. The Headteacher had queried with the LA what was covered under “work equipment”.</p> <p>There have been some changes to the school’s Covid action plan since the latest lockdown. There are still tight restrictions around such as hand washing, and the staggered start times continue.</p> <p>The Headteacher had met/or discussed on phone with all staff who are shielding (those who had received the relevant letter from the NHS) and updated their risk assessments, or the staff members are working from home. For those who want to continue working in school, the Headteacher has made sure risks are clear to them and is taking advice from EPS (Education Personnel Services) about this.</p> <p>Q: Are staff meetings continuing to be the time when staff can raise queries about the Covid action plan and any adjustments made? A (CB): Yes</p> <p>Q: Do you now have the extra wash stations? A (CB): Yes, but there have been problems with them leaking so we are following up on that. New ones have been ordered and we are trying to get our money back on the others.</p> <p>Q: Are the new wash stations having the desired effect with children being able to get into their classrooms more quickly? A (CB): Yes, particularly for Year 5 who have their own.</p>	
8.	<p>Buildings</p> <ul style="list-style-type: none"> - Building and grounds maintenance update <p>Various contractors had been in school this term. This has included for fixing the CCTV, roof leak, installation of a new keypad for exiting the school (so taller pupils cannot reach or activate this), and the heating system work being commissioned (delayed from the summer).</p> <p>Grounds maintenance continues to be managed in-house, rather than through an SLA (Service Level Agreement) being purchased for this. This is working well at the moment and is covered by the Assistant Site Manager working a few extra hours. However the school does not have sufficient equipment for all the tasks and this will be looked at over the next few months. Such as the grass cutting may need to be outsourced in the spring.</p> <p>Q: Has the building maintenance work been covered by SLAs? A (CB): Some was covered by SLAs but not all. A (LG): The front door keypad work was paid directly. We chose the cheapest quote which covered what was needed. The leaks and heating are covered by SLA.</p>	
9.	<p>Cyber Security</p> <p>It was noted that the last two DfE (Department for Education) updates had flagged the issue of Cyber Security, and referred to questions governors should be asking school leaders about this. Due to the increasing number of cyber-attacks affecting the education sector</p>	

	<p>schools should have an incident plan, ensure data is backed up and can be recovered and defences and controls are reviewed.</p> <p>It was noted that this will relate to Data Protection and where the data is held, and part of this should be covered by the County.</p> <p>It was agreed that the paperwork provided would be read and the subject revisited at the next meeting.</p>	All Committee Members
10.	<p>External Contracts and Services:</p> <ul style="list-style-type: none"> - Catering Contract – update <p>The Headteacher had updated governors previously on the latest situation with the catering contract (email of 9th Oct 2020).</p> <p><i>The rest of this item has been recorded separately as a confidential minute.</i></p>	
11.	<p>Policy Reviews</p> <ul style="list-style-type: none"> - Health & Safety Policy (see also ToR B3) - Health & Safety Policy for Primary Science (CLEAPPS) - Freedom of Information - Review School Emergency Response Plan <p><u>Health & Safety Policy</u></p> <p>The Headteacher has reviewed and updated the policy and it is on the school’s website. The only changes are dates and names. The clerk will download the latest policy and put it on the governor portal.</p> <p>A governor noted that in the “Fire Safety Co-ordinator” section (page 3) the second paragraph refers to the co-ordinator seeking guidance from the Headteacher, but the Fire Safety Co-ordinator is the Headteacher. The policy will be amended to remove the Headteacher reference.</p> <p><u>Health & Safety Policy for Primary Science (CLEAPPS)</u></p> <p>The policy had been circulated at the last Full Governing Body meeting but was brought to the attention of this Committee due to the Health & Safety Governor references – the clerk will flag this to them.</p> <p>The Freedom of Information Policy and School Emergency Response Plan review will be carried forward to the next meeting.</p>	<p>Clerk</p> <p>CB</p> <p>Clerk</p> <p>Clerk - agenda</p>
12.	<p>Governor Training</p> <ul style="list-style-type: none"> - Training attended by governors (feedback/impact) - Training planned/booked <p>Governors were reminded to re-look at the training available and take advantage of training opportunities, particularly while training is via webinar.</p> <p>KP is booked on the “Development for Chairs” course on 12th November and “Holding Leaders to Account” on 18th November.</p>	All Committee governors
13.	<p>Date of the next meeting</p> <p>The next meeting is on Wednesday 27th January 2021 at 6pm.</p> <p>It was discussed that budget revision paperwork for the 28th February 2021 deficit monitoring return may not be available in time for the next</p>	

	<p>meeting so it was agreed that a short additional Resources Committee meeting would be held to cover this. The date and time will be agreed at the January committee meeting.</p> <p><i>MH left the meeting.</i></p>	<p>All Committee Governors</p>
<p>14.</p>	<p>Any other business</p> <p><u>Learning Support Assistant (LSA) requirement</u></p> <p>The school has three more children with a pending EHCP and a new pupil who will need adult support and intervention. The Headteacher would therefore, like to advertise for a full time LSA to join the school from January 2021.</p> <p>Q: Is the school already providing support for the children with pending EHCPs?</p> <p>A (CB): Yes, apart from two new children in Year R where we are addressing the need. We have to fund the first 12.5 hours of support.</p> <p>A governor noted their understanding that the school would incur more costs, but did not have a choice about this as it was a requirement to provide the support.</p> <p><i>Governors unanimously approved the Headteacher's request to recruit a new full time LSA to start from January 2021.</i></p> <p>The Chair noted that an article in a recent fortnightly Governor Services update mentioned a public consultation regarding EHCPs and how they are funded. The Headteacher replied that she has discussed this with the schools Inclusion Lead, who is looking at it and will submit to the consultation if appropriate.</p> <p>Q: Did the new child requiring support, come with anything in place?</p> <p>A (CB): No.</p> <p>The Headteacher noted that the current Year 5 cohort already has significant behaviour needs.</p> <p>Q: In normal times we may have had cohort-specific actions in the School Development Plan.</p> <p>A (CB): Yes, and this is the same cohort that have data lower than other cohorts.</p> <p>The Headteacher will advertise for a full time LSA who could be used across the school.</p> <p><u>Waste Prevention Community Grant</u></p> <p>Q: A governor noted that they had seen information about a Waste Prevention grant for schools, but wondered if the work involved for this may not be feasible at the moment?</p> <p>A (LG): Grant funding is exceptionally difficult to do. You have to match pound for pound and there would be a lot to do.</p> <p>It was noted that governors recognised the amount of work that the Headteacher and School Administrative Officer had put into the budget work and into improving the budget situation. Thanks were given to the Headteacher, School Administrative Office and any other staff involved in the process.</p>	<p>CB</p>

The meeting closed at 7.25pm.

Minutes Signed (print name & signature):

Date Signed: