

**EASINGWOLD COMMUNITY PRIMARY SCHOOL MINUTES OF RESOURCES COMMITTEE HELD
VIRTUALLY ON MONDAY 11 MARCH 2024 AT 6.00PM**

Governors Present: Becky Cooper (BC) – Joined during item 5 Alison Cottrell (AC) Head Edward Fenning (EF) Chair Kirsteen Parkes (KP) Toni Potter (TP)	In Attendance: Lesley Barber (clerk) Jill Stockdale (Bursar) – joined from Item 7
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No.	Item	Action/ Date			
Nikki Rowbottom in the Chair					
1/3/24	<u>WELCOME AND APOLOGIES</u> Bethany-Rose Cadell (BRC) had submitted her apologies; these were consented to.				
2/3/24	<u>DECLARATION OF INTERESTS AND REMINDER OF CONFIDENTIALITY</u> No declarations were made. Governors were reminded of the need to maintain confidentiality at all times. The Chair reminded Governors to declare any interests in items as they arose during the meeting.				
3/3/24	<u>CONFIDENTIAL ITEMS</u> <i>The following items were agreed to be confidential and would be excluded from the public minutes: Benchmarking, Budget Monitoring, Staffing, Cleaning Contract, Quotations for Solar Panels.</i> <i>Governors were reminded not to discuss any business from the Board meetings with anyone.</i>				
4/3/24	<u>NOTIFICATION OF URGENT BUSINESS</u> None				
5/3/24	<u>MINUTES OF MEETING HELD ON 27 NOVEMBER 2023</u> <i>Agreed: That a) the Public minutes of the meeting held on 27 November 2023 were agreed to be a correct record; and b) the Confidential minutes of the meeting held on 27 November 2023 were agreed to be a correct record.</i>				
6/3/24	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> The list of action points which were not dealt with elsewhere on the agenda were updated as follows: <table border="1" data-bbox="347 1973 1273 2011"> <tr> <td>Reference</td> <td>Action</td> <td>Responsible</td> </tr> </table>	Reference	Action	Responsible	Clerk to mark forward issues not dealt with – set out in the table at the end of the minutes
Reference	Action	Responsible			

No.	Item			Action/ Date
	6/11/23	Sports Premium Item on next agenda	Done	
	12/11/23	Mark Forward Asset Management Plan.	Item on this agenda	
	14/11/23	<p>Recommend FGB approve Charging and Remissions Policy.</p> <p>Following policies marked forward: Managing Allegations against Staff Capability of Staff Policies and Procedures Staff Disciplinary and Grievance Policy and Procedure</p>	<p>On March FGB Agenda Other policies had been approved as Standard NYC Policies.</p>	
	15/11/23	Fire Safety Policy to the next meeting.	Approved	
7/3/24	<p>Previous actions marked forward: None Confidential actions reported on Confidential minutes RC joined during this item</p> <p>The order of business was adjusted, as the Bursar was having technical difficulties joining the meeting (these next two items were considered before Item 7 on the Agenda). <u>REPORT ON SPENDING AND ITS EFFECTIVENESS FOR SPORTS PREMIUM</u></p> <p>The September Annual Report was circulated to Governors. The Head noted that the leadership of PE had changed from Mrs Green to Mrs Portwine. She explained that the intention was to continue with the School Sports Partnership being in school one day per week. They had been driving competitive sports in school since they started and involved children in a variety of competitions for all levels of ability. She was satisfied with the service. There could be some improvements with advance notice of the competition dates. She felt that it was providing good support for teaching staff's CPD (Continuous Professional Development) too.</p> <p>There was a discussion regarding the PE leadership role; it was quite a time consuming role with a high level of out of hours commitment required.</p> <p><i>Agreed: that the report was noted.</i></p>			
8/3/24	<p><u>REPORT ON SPENDING AND ITS EFFECTIVENESS FOR PUPIL PREMIUM (PP)</u></p> <p>The Deputy Head had provided Governors with a report on Pupil Premium. She highlighted the following points:</p>			

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	<ul style="list-style-type: none"> • PP – 82 pupils (27.9%) up by 0.2% since October. The numbers of PP children seemed to constantly rise. The additional funding was welcomed, but this brought with it additional challenges from some of the children. It also increased teacher workload, for example, one to one meetings with PP Parents were held regularly. • Attendance had been an improving picture over the last few years, there had been some slippage in this recently. This was being dealt with robustly by staff. Sometimes this had been caused by illness and the absence percentage improved throughout the year. There was some lateness and persistent absentees; teachers were made aware of this and efforts made with parents to address the issues. • She was generally pleased with the three-year figures; there was work to do on addressing the gap in writing. She noted, however, that writing was highlighted as a priority throughout the school this year and was also a national picture. <p>Governors asked questions as follows:</p> <ul style="list-style-type: none"> • How many PP children were in the persistent absentee bracket? The Head reported that 10 out of the 11 persistent absentees were Pupil Premium children. She noted that she had changed the system used to record absences as it had involved too much form filling. Mrs Bird and the Head were providing support to the families involved; strong relationships were built with them by providing support rather than reprimands. She felt that there were a lot of individual success stories. <p>There was a discussion about staffing which was confidential.</p> <p><i>Agreed: That the report was noted.</i></p>	
9/3/24	<p><u>BENCHMARKING</u></p> <p>Governors received the Benchmarking report card produced by the DfE.</p> <p>This item was confidential.</p>	
10/3/24	<p><u>BUDGET MONITORING REPORTS INCLUDING PREMISES;/CAPITAL SPEND UPDATE</u></p> <p>This item was confidential.</p>	
11/3/24	<p><u>SCHOOL FINANCIAL VALUE STANDARD (SFVS)</u></p> <p>Governors received an updated version of the SFVS and proposed responses prepared by the Bursar and Chair of the Committee. This must be presented for approval to the FGB before the end of March.</p>	

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	<p>Governors discussed the Value for Money tool referred to in Question 23 and agreed that they wished to amend this answer. They did not feel that it was a good use of staff time to pursue the new tool at this time and were happy with the current practice of obtaining a number of quotations to compare prices.</p> <p><i>Agreed: that the wording of the SFVS should be amended to reflect the discussion in the meeting about Value for Money Tools and be recommended to the FGB for approval in March.</i></p>	
12/3/24	<p><u>STAFFING UPDATE</u></p> <p>This item was confidential</p>	
13/3/24	<p><u>CLEANING CONTRACT</u></p> <p>This item was confidential</p>	
14/3/24	<p><u>HEALTH AND SAFETY</u></p> <p>Governors considered the Health and Safety paperwork check report. The new Advisor had indicated that she was impressed with the School's H and S arrangements; there were some recommendations but they were low priority.</p> <p>The main actions were:</p> <ul style="list-style-type: none"> i. Legionella Awareness Course attendance – HT (the Head explained that it had to be her attending as she was ultimately responsible). ii. Education Policy – a map needed to be added to identify the areas which may be visited. iii. Working at Heights Awareness training – two twilight sessions had been arranged to cover this with staff. <p><i>Agreed: That the report was noted.</i></p>	
15/3/24	<p><u>SOLAR PANELS – FUNDING</u></p> <p>This item was agreed to be confidential.</p>	
16/3/24	<p><u>ASSET MANAGEMENT PLAN</u></p> <p>The Head had circulated a template for an Asset Management Plan. She noted that Governors had discussed the need for redevelopment of the playground areas and surfaces.</p> <p>There was a discussion regarding whether NYC produce a Building Condition Survey annually. The Head noted that apparently School didn't receive a copy unless it was deemed that action was required.</p>	<p>Action: That the Head would meet with the Caretaker who had compiled a list of maintenance tasks; she would update Governors at</p>

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	<i>Action: That the Head would meet with the Caretaker who had compiled a list of maintenance tasks; she would update Governors at the next meeting.</i>	the next meeting.
17/3/24	<p><u>LETTINGS PROPOSAL</u></p> <p>There was a proposal from a football coaching company requesting the use of the School to provide a clubs as follows: Easter Wk 1 (3 days) • May HT (3 DAYS) • Summer holiday Wk 1 (3 days) • October HT (3 days)</p> <p>The consideration of the proposal was confidential.</p>	
18/3/24	<p><u>DATES OF MEETINGS (ALL VIRTUAL)</u></p> <ul style="list-style-type: none"> • Tuesday 7 May 2024 at 6pm • Monday 1 July 2024 at 6pm <p>Business for the next meeting suggested by the Head;</p> <ol style="list-style-type: none"> 1. Pupil numbers for September 2. Update on S106 funding 3. Staffing Structure and flexible working request 	Clerk to note items for the next agenda.
19/3/24	<p><u>URGENT BUSINESS</u></p> <p>None</p>	

Meeting finished 7.30pm

ACTIONS from this meeting:

Reference	Action	Responsible	Date
16/3/24	Asset Management Plan: That the Head would meet with the Caretaker who had compiled a list of maintenance tasks; she would update Governors at the next meeting.	HT	May 24
18/3/24	<p>Clerk to note items for the next agenda:</p> <ol style="list-style-type: none"> 1. Pupil numbers for September 2. Update on S106 funding 3. Staffing Structure and flexible working request 	Clerk	May 24

Actions from previous meetings to mark forward:

None