

**WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL**

**RESOURCES COMMITTEE MEETING FINAL MINUTES  
TUESDAY 13<sup>TH</sup> SEPTEMBER 2016 AT 5:30PM**

**PART 1**

Present: Mr C Mackman, Mrs A Flack, Mrs S Roberts, Mrs E Adie, Ms T Barton, Mrs V Cook  
Also present: Mr M Lunn, Mrs S Rix (Minutes)

*Meeting started at 5.30pm*

<b>Agenda item</b>	<b>Issues</b>	<b>Agreed Action</b>	<b>Responsible</b>
		Governors reviewed and signed off the first aid/accident slips.	
Welcome and Apologies for Absence		There were no absences	
Election of Chair		All governors agreed for Mr C Mackman to be re-elected as Chair of the Resources Committee.	
Review of Committee Constitution		Governors discussed the committee constitution and approved the document following the discussed amendments being made by the clerk.	Clerk to make amendments to the committee constitution
Declaration of Interest		There were no declarations of interest in any items on the agenda.	
Minutes of the meeting held on 5 <sup>th</sup> July 2016		<b>Q. Have you got the last governors DBS? (CM)</b> No we have not. Governors discussed the safeguarding governor role. Mr Mackman is to assist in the role and is to complete safeguarding spot checks with no prior warning to ensure good practice. Minutes were approved and signed as a true record by Mr C Mackman.	
Budget Setting 2016-2017		Governors discussed the budget for 2016/17	
Head Teacher Performance Management Outcome		This was discussed before the meeting with no staff governors present.	
Classroom Project		Governors discussed the potential of a classroom project.	
Review of Single Central Record		Mr Lunn confirmed that the single central record is up to date and correct. Mr Mackman is to spot monitor the single central record over	Mr Mackman to spot monitor the single central record

		the forthcoming weeks.	
Risk Assessments		All staff have now been trained on the Evolve system. Residential trips require risk assessments 3 months in advance and risk assessment for local trips are required 2 weeks in advance. Q. As a foundation school, do you have to send risk assessments to LCC? (VC) A. Yes for residential trips. We have asked staff for risk assessments to be in much earlier than the 2 weeks required.	
Monitoring Feedback		Mr Mackman stated that he had not yet done any monitoring. Mrs Cook is coming into school on Thursday to see her buddy class and their collective worship. Mrs Barton is going to attend the reception class open mornings in October.	
Review Suggested Policies	Finance Policy	Governors all agreed to accept and adopt the policy	
	Data Protection Policy	Governors all agreed to accept and adopt the policy	
		Governors agreed to change the date of the next meeting to November 16 <sup>th</sup> (previously November 15 <sup>th</sup> ).	

The meeting closed at 7.25pm

Signed: \_\_\_\_\_ Chair of Committee

Date: \_\_\_\_\_