

WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL

**RESOURCES COMMITTEE MEETING FINAL MINUTES
WEDNESDAY 16TH NOVEMBER 2016 AT 5:10PM**

PART 1

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

Meeting started at 5.15pm

Agenda item	Issues	Agreed Action	Responsible
		Mr Lunn took Mr Mackman and Mrs Cook on a health and safety review around school. Remaining governors reviewed and signed off the first aid/accident slips.	
Welcome and Apologies for Absence		Ms T Barton sent her apologies for the meeting	
Election of Chair		Mr Mackman has decided that he will continue as chair of the resources committee, short term. After Christmas, he will start succession planning for the next academic year and will need to relieve some of his duties in September.	
Declaration of Interest		There were no declarations of interest in any items on the agenda. It was noted that Mr Lunn was present in his role of school business manager rather than governor.	
Minutes of the meeting held on 13 th September 2016		There were no matters arising from the minutes. Minutes were approved and signed as a true record by Mr C Mackman.	
Committee Constitution and Terms of Reference		Although the constitution and terms of reference for the committee were agreed at the previous meeting, governors agreed that the document required further detail. Governors discussed the draft terms of reference document and agreed to adopt the relevant elements from it.	Clerk to amend and update the constitution document
Budget Setting 2016-2017		Governors discussed the budget for 2016/17 and asked governors' spot check the finances and procedures to show good governance.	
Academisation		Mrs Flack has received an email from the Department for Education	

		<p>(DfE) requesting further information which she has now completed and returned. Not all schools have been asked to supply the additional information. Governors received a copy of the information supplied by Mrs Flack.</p> <p>The form shows evidence of due diligence and of what school can offer Lincoln Anglican Academy Trust (LAAT).</p> <p>It would be interesting to know why this information has been requested. (VC)</p> <p>Mrs Flack thought that it is because Whaplode is a 'good' school and they want to know why we are still choosing to academise now the government have stalled on academisation and changed their agenda. Mrs Flack stated that she thinks it is still important to academise and keep the distinctiveness and ethos of the school.</p> <p>Q. Who is Steve Stafford? (VC)</p> <p>A. He is the Deputy Chief Executive Officer of LAAT. He deals with the non-financial matters.</p> <p>Q. What is the next step? (CM)</p> <p>A. We have to wait until an answer is received from the DfE, if we are accepted then due diligence will commence.</p> <p>Days have been allocated in April to get ready for academisation.</p> <p>Q. Have members of the local community calmed down?</p> <p>A. No more questions have been asked.</p> <p>Mrs Cook is going to raise a brief report to the Parochial Church Council on behalf of school relating to academisation.</p> <p>Q. When will we hear from DfE? (EA)</p> <p>A. We do not know the timescales.</p>	
Classroom Project		Discussions on a potential classroom project have been put on hold whilst academisation takes place.	
Review of Single Central Record		Mr Lunn confirmed that the single central record is up to date and correct. Miss Glenkyle is the latest governor on the body and her DBS is already in place.	A governor is required to check the single central record.
Safeguarding		<p>Mrs Hooper has conducted an unannounced spot check on safeguarding. Mrs Hooper and Ms Barton have attended governor safeguarding training in Grantham.</p> <p>Mrs Flack is currently in the process of completing the safeguarding audit. Mrs Flack gave governors an overview of the number of safeguarding issues in school.</p>	
Christian Distinctiveness		<p>Governors received information on Christian distinctiveness through school.</p> <p>Mrs Flack suggested foundation governors monitor Christian distinctiveness and report back to governors.</p>	

Pupil Premium		Pupil Premium was agreed at the last meeting.	
Efficiencies within Finance Processes		Mrs Cook gave governors an overview of the Guidance on Improving School Financial Outcomes document. As school budgets are getting tighter, the document provides smart thinking ideas to be considered/looked into to be more efficient with monies. Governors agreed it is about re-educating the way things are done and cascading information up and down the staffing structure.	Clerk to stop printing out packs of information for governors at meetings.
Bursary to Staff Member		Governors had discussions relating to this issue.	
Risk Assessments		Mrs Flack informed governors that she is still unable to access the Evolve system therefore risk assessments are still being completed manually. Q. Are you making a log of when you cannot access the system? (CM) A. Yes, it is all logged.	
Monitoring Feedback		Monitoring is being undertaken regularly. Governors discussed the next governor newsletter.	
Review Suggested Policies	SEN Policy	Clerk to make amendments to the policy Governors all agreed to accept and adopt the policy following the amendments being made.	Clerk to make amendments to SEN policy and update the website with the new policy
	Pay Policy	This is a LCC policy which schools are advised to adopt. Governors discussed performance management. Minor amendment to be made under teaching staff. Q. Is there a staffing structure? (VC) A. Mr Lunn has the updated staffing structure. Governors all agreed to accept and adopt the policy following the minor amendment.	Clerk to make amendment and add the staffing structure to the policy.
	SFVS	Governors agreed the SFVS document and recommended it to the FGB. Mr Mackman signed the SFVS document.	Clerk to take to Full Governors
	Critical Incident Policy	Clerk to make minor amendments to the policy and check the telephone numbers. Governors agreed the critical incident policy and recommended it to FGB following the amendments being made.	Clerk to make amendments and take to Full Governors
		Mr Mackman signed the salary statements provided by Mr Lunn.	
	Health and Safety Walk Around	Governors reported back their findings from the health and safety walk around school: Discussions were had on the cracks in the wall in the class 3 and 4 classrooms. Mr Lunn is arranging for a camera to be put down the drain, repairs will not be completed in the current financial year.	

		<p>There is going to be additional storage added to the school hall, potentially in February half term. A server project will be undertaken in 2 to 3 years.</p> <p>It was agreed that overall school is in good condition. Q. When was the last condition survey completed? (VC) A. 3 to 4 months ago. An outside assessment will be completed at a later date in daylight by governors.</p>	
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The meeting closed at 7.35pm

Signed: _____ Chair of Committee Date: _____