

**WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL**

**RESOURCES COMMITTEE MEETING FINAL MINUTES  
TUESDAY 20<sup>TH</sup> JUNE 2017 AT 5:30PM**

**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 5.35pm*

<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		Mr Mackman welcomed governors to the meeting. Apologies received from Ms T Barton.	
Declaration of Interest		There were no declarations of interest in any item on the agenda.	
Minutes of the meeting held on 16 <sup>th</sup> May 2017		Minutes were approved and signed as a true record by Mr C Mackman.	
Budget Setting 2017/18		Mr Lunn talked governors through the school budget for 2017/18	
Breakfast/Afterschool Provision Pricing Increase		Governors discussed the breakfast and afterschool provisions and the potential for a price increase. Governors agreed for price increases from September 2017; breakfast club increasing to £2 per session and after school provision to £4 per hour.	
Academisation		Mr Mackman updated governors on academisation.	
Review of Single Central Record		The single central record is up to date; the process of inputting a new member of staff onto the record has started for the teacher starting in September.	
Safeguarding		Mrs Flack updated governors on safeguarding issues in school.	
Risk Assessments		Mrs Flack informed governors of the recent risk assessments that have been completed. <b>Q. Are all staff happy using the new system? (VC)</b> A. Mr Ruck sets up all risk assessments and then I (Mrs Flack) approve them.	
Monitoring Feedback		There has been no recent monitoring reported by governors.	

		Mrs Flack informed governors of the monitoring that still needs to be completed which is on the development plan. Governors discussed upcoming events in school.	Clerk to notify governors of the pupil progress meeting dates.
Review Suggested Policies	Food Policy	<b>Q. Is this a standard policy? (EA)</b> A. Yes, it is a new policy. Mr Lunn explained the reasoning for the policy. Governors agreed to adopt the policy once the named lead staff member for healthy food has been agreed.	
	Flu Jabs for Staff	Mr Lunn asked governors to consider whether a flu jab could be offered to staff each year. Mrs Cook suggested that Schools Advisory Service are contacted as they look at staff well being.	Mr Lunn to contact Schools Advisory Service. Clerk to take to FGB

The meeting closed at 7.25pm

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

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