

WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL

**RESOURCES COMMITTEE MEETING FINAL MINUTES
TUESDAY 24TH JANUARY 2017 AT 5:30PM**

PART 1

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

Meeting started at 5.34pm

Agenda item	Issues	Agreed Action	Responsible
		Governors reviewed and signed off the first aid/accident slips.	
Welcome and Apologies for Absence		Mr Mackman welcomed governors to the meeting. Mr Mackman informed governors that Miss Glenkyle has resigned from the governing body from 24 th January 2017.	
Declaration of Interest		Mr Lunn declared he had an interest in an additional agenda item at the end of the meeting.	
Minutes of the meeting held on 16 th November 2016		There were no matters arising from the minutes. Minutes were approved and signed as a true record by Mr C Mackman.	
Budget Setting 2016-2017		Mr Lunn talked governors through the 2016/17 accounts to date. Governors discussed the projected carry forward for 2016/17.	
Belated charges from Agresso		Governors discussed this item within the budget setting agenda item.	
Academisation		Mrs Flack informed governors that the application to academise is going to the Head Teacher Board on 9 th February. Q. What happens at that point? (EA) A. They say yes or no. Q. Is academisation still planned for 1st April? (SR) A. Yes, the hardest/longest process will be TUPE but as we are now with EPM this should be less of a problem. The Lincoln Diocese has already been in and looked at the building. Q. Is April still achievable? (CM) A. Yes. Mrs Flack informed governors that both herself and Mr Lunn as well as administration staff are available the first week of the Easter	

		<p>holidays to prepare for academisation.</p> <p>Mrs Cook thought there would be no reason why 1st April was not achievable. TUPE will need to be started once academy conversion is agreed to allow for consultation.</p>	
Acorn Preschool	<i>Ms Barton left the meeting at 6.35pm</i>	Governors discussed the lease and other issues relating to Acorn Preschool.	
Review of Single Central Record		Mr Lunn confirmed that the single central record is up to date and correct. The only outstanding matter is one disqualification by association form from a member of staff.	
Safeguarding		<p>Staff completed their annual safeguarding training on 3rd January 2017. Governors have been sent the delegates handbook and governors should be a part of the annual training. New members of staff all receive the delegate handbook and are asked to complete online training in relation to safeguarding such as Prevent.</p> <p>Mrs Flack informed governors of the number of current safeguarding issues in school.</p> <p>Q. Why do we not use Lincolnshire Childrens Safeguarding Board for training? (VC)</p> <p>LCC does not deliver the training, they only send out the trainers pack.</p> <p>Safeguarding training has to be annual and has to be face to face.</p>	
Risk Assessments		<p>The Evolve system is now working.</p> <p>The risk assessment for Hilltop has been completed and an individual risk assessment for a child is being looked at for the France trip.</p> <p>Q. How did the France meeting go? (CM)</p> <p>A. It went well and was received positively by the majority of parents. An email was received by one parent saying it was a good meeting and fingers crossed the minority do not spoil it for others</p>	
Monitoring Feedback		Mr Mackman and Mrs Hooper are meeting with the school parliament tomorrow, Mr Lunn is also attending. Governors discussed monitoring and agreed it should be developmental rather than judgemental.	
Review Suggested Policies	<p>Staff Development</p> <p>Capability Policy</p> <p>Disciplinary Policy</p>	<p>An additional paragraph has been added to the policy. Governors all agreed to accept and adopt the policy.</p> <p>This is a LCC policy which schools are advised to adopt. Governors all agreed to accept and adopt the policy.</p> <p>This is a LCC policy which schools are advised to adopt. Governors all agreed to accept and adopt the policy.</p>	

	Equality Policy	Clerk to make minor amendments to the policy. Governors all agreed to accept and adopt the policy subject to the amendments being made.	
		Mr Lunn asked governors to consider approving the purchase and installation of some storage cupboards in the school hall. Mr Lunn has sought 3 quotes from local contractors, to which all governors agreed for the work to go ahead with the cheapest quote at £5423.32. The work will be undertaken in the Easter holidays.	
		The schools £6,000 capital contribution towards the heating system has been waived however the school will need to contribute 5%, £4,500 of devolved capital towards the subsidence.	
		Governors looked at a training document previously sent out; governors were informed they are welcome to attend any of the courses.	Clerk to email out to governors again.

The meeting closed at 7.30pm

Signed: _____ Chair of Committee Date: _____