

Heathwood Lower School
Minutes of the Management and Resources Committee Meeting
Held on Tuesday 20 October 2020 at 8:10pm

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| In attendance: | Susanne Dove (SD) | Head Teacher |
| | Paula Bangs (PB) | Co-opted Governor |
| | Beth Sedgewick (BS) | Parent Governor |
| | Rose Gunter (RG) | Co-opted Governor |
| | Jonathan Young (JY) | Parent Governor |
| | Hayley Fitch (HF) | Co-opted Governor (Committee Chair) |
| | Carol Wyatt (CW) | Co-opted Governor |
| | Sarah Sandiford | Clerk |

| No | Item | Action |
|-----|---|--------|
| 1.0 | <p>Welcome and Apologies for Absence HF welcomed everyone to the meeting. No apologies for absence had been received.</p> | |
| 2.0 | <p>Declaration of personal or pecuniary interest on any agenda item None received for the meeting.</p> | |
| 3.0 | <p>Minutes of the meeting held on 5 February 2020 to be agreed The governors had received a copy of the minutes prior to the meeting. It was agreed that they were a true and accurate record of the meeting and could be signed by the Chair.</p> <p><i>Agreed: to approve the minutes of the Management & Resources Committee meeting held on 4 February 2020, to be signed as a correct record.</i></p> | |
| 4.0 | <p>Terms of Reference It was agreed that no changes were needed.</p> | |
| 5.0 | <p>2020-21 Budget This had now been approved by the Board.</p> | |
| 6.0 | <p>Two tier No progress had been made locally in the last six months but Central Bedfordshire Council was understood to be having 1-1 meetings with Headteachers. SD's meeting was on 22 October. It was understood that further information would be released in November with a report to the CBC Executive in December and that consultation with parents was likely between 4 January – 31 March 2021.</p> | |
| 7.0 | <p>Sports Premium Grant and Pupil Premium SD advised she was more than half way through three reports. It was clarified that the SPG was usually spent on a contribution to the Leighton-Linslade Sports Partnership (which was still happening) and external support such as The Future Games (TFG) – which could not currently happen so the funds had been spent on playground</p> | |

Signed as a true and accurate record

Chair:

Date:

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| | <p>equipment. Michelle Geddes had agreed the school was quite within its rights to refuse external visitors due to the coronavirus risk.</p> <p>Michelle Geddes had done a report on uptake for music lessons, which was low.</p> <p>A query was raised about laptop funding – this was not applicable as only for families with social workers.</p> <p>A query was raised about catch up funding – this would be investigated further.</p> | |
| 8.0 | <p>Staffing - training</p> <p>A brief overview was given.</p> | |
| 9.0 | <p>Responsibility reports – pay committee recommendations</p> <p>See separate confidential minutes</p> | |
| 10.0 | <p>Policies</p> <p>The annual policies for review were on the school website or the governors shared drive.</p> <p>HF advised she had reviewed them all – some had been redone last year. BS and RG had also read all policies on the shared drive except the finance manual.</p> <p>It was noted that Michelle Geddes had thought the Charging Policy could be more robust (link in her report for further information).</p> <p><i>Agreed to approve all policies and to state, where applicable, which ones were adopted Central Bedfordshire Council or EPM (HR) policies: Scheme of Delegation, Charging Policy, Lettings, Commercial Bad Debt, Parent Bad Debt, Virement, Admissions, Safeguarding, Health and Safety (Inc. COVID).</i></p> | |
| 11.0 | <p>Building Fabric & Maintenance/ Health and Safety</p> <p>JY had met recently with the site manager, who was on top of maintenance and had no urgent issues. It was noted that Simon had really stepped up since Covid, going over and above the call of duty including doing all the filming of the promotional video.</p> <p>It was noted that the school had been putting more power into the electricity grid than it was using.</p> | |
| 12.0 | <p>AOB</p> <p>Parent face masks – there had been a few issues as this was not mandatory but a request to protect vulnerable people – most parents were complying.</p> <p>Attendance was high – there was very low absence due to pupils self isolating.</p> | |
| 13.0 | <p>Close of meeting</p> <p>The meeting closed at 8:48pm.</p> | |

Signed as a true and accurate record

Chair:

Date: