

**Minutes of the Management & Resources Committee  
Wednesday 13 November 2019**

**Present:**, Susanne Dove (Head Teacher) Paula Bangs, Hayley Fitch, Rose Gunter, Jonathan Young, Elleesa Rushby (Minutes)

**Attendance**

<b>SD 100%</b>	<b>RG 100%</b>	<b>HF</b>
<b>PB 100%</b>	<b>JY 100%</b>	

**1. Apologies and Declaration of Interest**

**Apologies:** All governors were present

Governors are asked to complete and return their PI forms if they have not already done so. No new matters of PI were given.

**2. Minutes from previous meeting**

The minutes of the last meeting were agreed as a true and accurate record of the meeting.

A question was raised about the cost of swimming lessons, which will be answered at the next meeting. **HT**

A question was asked and answered about insurance for staff.

**3. Election of Chair & Vice Chair**

HF self-nominated and was seconded by RG for the role of Committee Chair

JY nominated by PB and was seconded by SD for the role of Vice Committee Chair.

Both posts will run for the remainder of the current academic year.

**4. Terms of Reference**

The committee had reviewed the ToR and decided that they were fit for purpose with the following amendment. They discussed if the committee had sufficient numbers and were assured that they did. However, the committee felt that for balance, to vote on any matter, governors without a role in the school needed to be in a majority and also for the meeting to be quorum. **Clerk/HT**

**5. Budget outturn**

The HT distributed the revised budget for comments and questions. She highlighted the income from SEND, the Jazzercise income and I01, the Teaching staff pay grant, which had not been expected. The School also receives income for offering a moderation service as the AHT is a trained moderator.

HT

I08 photocopying was queried and the HT will investigate.

The HT pointed out that the percentage of some of the outgoing budgets looked quite high but it was important to remember that water, solar energy and window cleaning were paid up front. A water meter had been installed which had come as a bit of a shock This was due in part to a leak which has since been sorted.

PE Sports grant: The office will allocate this. There is additional money for gym equipment and that's why it looks like an overspend.

E19 – PPG is now itemised in the budget

E19 – School councils budget to be increased next year

HT

It was noted that there was no budget allocated to WIFI.

The carry forward was £88,275.

The CoC signed off the budget.

## 6. **2 Tier**

The HT reported that some schools had not commented on the email from the LA, despite a reminder email. The CoG expressed concern that schools will get swallowed up by academies if the matter of going two tier is drawn out.

Shefford and Stotfold are now in consultation. The Schools for the future website is now online. The HT is still working with Biggleswade.

HT to invite an LA representative to a future meeting.

HT

## 7. **SPG/PPG**

No comments on this matter.

## 8. **Staffing/Training**

RG and HF had attended an OFSTED briefing which they had found very useful. The Clerk suggested that whoever is clerking the School should attend the same meeting so that ideas from the Clerk Seminar and the briefing could be shared and strategic planning take place.

Change Management training would be beneficial if any can be sourced.

JW is attending Safeguarding Train the Trainer next year which will be cost effective as it will mean that she can train staff.

The HT asked if governors felt it was worth buying into the LA CPD package for next year? Governors to consider this.

**All**

9. **Responsibilities - Headteacher Pay**

**See separate confidential minutes**

10. **Policies**

Charging and Remission - Agreed

Virement- Agreed

Privacy Notices GDPR- Agreed

Photocopier charges - Agreed

Safeguarding- Agreed

Health & Safety to be reviewed by JY

**JY**

Fire Risk Assessment- Agreed with some school specific amendments.

*Q: When was the last PAT test?*

A: It is due 12.12.19

*Q: Who is the HT's deputy in her absence?*

A: There are three named staff members

The Emergency Plan/Disaster Recovery Plan to be discussed at FGB.

**FGB agenda**

11. **Buildings, Fabric and Maintenance**

The damaged fingerguards have been changed.

Nicer accessories have been fitted to the outside toilets

Fire alarm testing will take place on 20.11.19

Water temperature will be monitored to ensure it is not just cold pipes affecting it.

The dishwasher has been fixed.

Most of the ivy has been removed and the Site Agent is sourcing black matting to suppress the weeds.

Work on the Reception playground will start in the Spring.

The running track is to be monitored as governors are concerned that the split will freeze/expand during winter. To be reviewed in Spring.

All of the log books are up to date.

The Site Agent's boiler is now fixed.

A comment was made by a parent about conkers being allowed in a nut free school. A governor remarked that conkers are not actually nuts and this does need to be fed back.

**12.** There was no AOB

**13. Personnel**

There were no matters to discuss.

**Dates of future meetings**

Wednesday 11 December FGB

Wednesday 2 February Comms

Wednesday 11 March FGB

Wednesday 29 April Comms/Budget FGB

Wednesday 15 July FGB

**All to note.**

If governors are unable to attend or know that they will be late, please email the clerk or contact the School Office.

**Signed**

**Date**