

Bridgemere Church of England Primary School
Resources committee meeting
Thursday 28th February 2019, 18:00

Minutes

<u>Present:</u> Beverley Dolman (BD), Sam Foyle (SF), Elizabeth Ford (EF), Richard Lewis (RL)		
<u>In attendance:</u> Stacey Rowley (SR: Bursar)		<u>Apologies:</u> Rachael Griffiths (RG)
<u>Clerk:</u> Stacey Rowley		<u>Distribution:</u> All governors, Su Turner
1.	<u>Welcome and apologies</u> EF chaired the meeting EF led governors in a prayer Apologies for absence were received and accepted from RG	
2.	<u>Declarations of Interest</u> EF declared she was governor on the RLLAT board. BD confirmed she was Executive Headteacher of RLLAT Declarations of interest were confirmed to be received and loaded onto Governor Hub (excluding EF and BD and these will be recorded at full governors)	
3. 4.	<u>Minutes of the last meeting and matters arising including the minutes</u> Minutes agreed from last meeting Matters arising: Item 3: Training documents – to be discussed under SFVS Item 8: BD has not written to the LA, to be completed by next meeting Item 10: Key for school governors. Agreed that we have not missed this so will not renew subscription.	BD
5.	<u>SFVS</u> Deadline 31 st March 2019, to be signed off at full governors 14 th March 2019. EF to complete with the assistance of BD on Tuesday 5 th March 2019	EF / BD
6.	<u>Manual of financial procedures</u> Section in MOFP which still needs completing by governors with financial management responsibility. EF already completed. EV and 1 other to complete at FGB.	EV + TBC
7.	<u>Governor roles and structure</u> Paul Whitehead has resigned from his post Kathy Percival has resigned from her post	

	<p>Rachael Griffin has indicated that she is moving parish so will also be resigning. She is willing to stay until July but is also happy to step down earlier if we find a replacement.</p> <p>BD presented the RLLAT structure and asked if we would be moving onto this structure in the summer term in preparation for conversion in September. This was confirmed.</p> <p>RL would be moving onto the RLLAT Directors board but also remain on the Bridgemere Governors until we joined the trust officially.</p> <p>Suggested we would appoint 4 possibly 5 new parent governors that have applied with the view that Helen Chantry will speak to 3 about becoming foundation governors. SR to invite them to the next meeting.</p> <p>New governors to complete skills matrix to determine what responsibility they will have within the governing body.</p> <p>Two of the proposed parent governors are also on the parent council. School to confirm if they would like to remain on parent council as this is a conflict of interest.</p> <p>Agreed that these new Governors will ensure we remain quorate if our application to join RLLAT is unsuccessful.</p>	<p>SR</p> <p>SR</p> <p>SR</p>
8.	<p><u>Governor Induction Packs</u></p> <p>Discussion around adapting current RLLAT induction pack. BD to action.</p> <p>Training records to be discussed at full governors on 14.03.19</p> <p>Once a new training and development governor appointed they need to investigate training options for all.</p>	<p>BD</p> <p>TBC</p>
9.	<p><u>Budget Overview</u></p> <p>SR discussed the three year budget forecast, and presented a budget overview document to Governors highlighting the positive carry forward into 19/20 and the in year deficit budget we have for the year ahead. We still continue to forecast a positive carry forward due to the significant carry forward this year.</p> <p>EF thanked SR for her work on the budget</p> <p>Budget to be signed off at Full Governors 14.03.19</p>	<p>FGB</p>
10.	<p><u>Premises Update</u></p> <p>Boiler – We currently have a temporary boiler after our existing boiler failed shortly after Christmas. The diocese have been managing the project alongside Lancaster Moloney. The diocese are applying through the LCVAP funding for the cost of the new boiler and hire costs of the temporary plant. The governors have been requested to send an email accepting liability if this application is not successful.</p>	<p>ALL</p>

	<p>Governors decided this amount was beyond their delegated powers as a committee and it would have to be discussed at full governors.</p> <p>Questions were raised around the temporary boiler and the amount of time we have had this on hire.</p> <p><u>School Security</u> Security report from Cheshire Police was presented highlighting that our vulnerable areas in school are the access points and blind spot by the carpark. Agreed that due to budget constraints we could not afford a camera and gate system. Grants to be looked at or potential sponsors.</p> <p>From a safeguarding prospective we would look into the mirrored film for Class 1 to minimise this risk.</p> <p><u>Defibrillator</u> Parish council installing a defibrillator on the school car park and have requested that it is powered from the school.</p> <p>Governors have agreed this on the basis it does not cost the school to install the power supply.</p>	<p>FGB</p> <p>SR</p>
11.	<p><u>Academy Conversion</u></p> <p>BD presented an update of the academy conversion explaining that she has submitted all information requested of her. In particular the Dfe have asked questions around the reduction in pupil numbers in which we submitted a report detailing these reasons.</p>	
10	<p><u>AOB</u></p> <p>Sport Grant report – submitted by RG in advance of the meeting. Governors agreed how funding is being spent</p> <p>School Closure – The school was closed for two days when the boiler failed. We have cancelled our inset day on the 9th May to make up one of these day however due to limited time we are unable to make up the second day. Governors agreed.</p> <p>Early Close – 29th March 2019 – Due to the increase in timetable for the teaching staff during Autumn term ‘Active 30’ it was agreed to close the school early at 1:30pm on Friday 29th March. Boost and all after school clubs will be cancelled too so no provision for children on this date after 1:30pm.</p> <p>Date of next meeting – to be confirmed at the full governors meeting</p>	

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Part Two - Minutes

1	<u>Part two minutes of the last meeting and matters arising</u>	
2.	The part two minutes of the resources meeting on 20 th June 2018 were accepted as an accurate record. There were no actions arising.	
3.	<u>Staffing</u> SW is due to go on Maternity leave on 10 th June 2019. Only two applications received so far. Closing date 1 st March. NW due to go on Maternity leave mid-July. Due to staffing and class number we will not be replacing her during her maternity leave.	
3.	<u>AOB</u> No other business discussed	
	The meeting closed at 20:00	