

St Catherine's VC C of E Primary School  
Resources Committee  
Tuesday, 17<sup>th</sup> April 2018 at 09:30

**Minutes**

***Aim High, In Life, In Learning, With God - Together***

**Committee members:** Jay Raynham (Chair), Ange Wallis (Head), Peter Falconbridge, Julia Thurlow, Mike Marsh, Andrew Davies

**In attendance:** Tracey Fisher (School Business Manager – invited attendee), Jo Devonshire (Acting Deputy Head – invited attendee), Jay Raynham (Chair), Ange Wallis (Head), Peter Falconbridge, Julia Thurlow, Mike Marsh, Andrew Davies

No.	Item	Who?
1.	Welcome, receive <b>apologies</b> and approve <b>absence</b> JR welcomed all	
2.	To declare a <b>conflict of interest</b> on any item on the agenda and withdraw for that item None declared	
3.	To approve the minutes of <b>6<sup>th</sup> November 2017</b> and consider <b>matters arising</b> <b>Junior Building Roof</b> – TF now has a quote for works to the junior building roof - £300,000 from Kier. <b>Ongoing</b> <b>Pool Enclosure</b> – Pool enclosure proposal in hand. Candee Hassell (sports coach) looking into funding streams. <b>Ongoing</b> <b>Bench in Junior Playground</b> – Bench not removed from upper playground. Chris Hale to complete this action. Reviewed 27/06/17; decision made to add a “do not stand on” notice as bench has been in situ for many years and only used as means to climb wall once after school hours / under parents’ supervision. Pupils no longer on site out of hours unless attending a supervised after school activity. Close once notice in place. Update 06/11/17; In Progress. <b>CLOSED 17/04/18</b> <b>Health and Safety</b> – haven’t yet contacted county for air quality readings or information. Update 27/06/17; reader on gates next to link road not Reception so results questionable. Update 06/11/17; NO2 tube results for Broxbourne (Jan - Dec 2016) ug/m-3 figures obtained and distributed. Only May to August 2016 available. Using Easting and Northing provided pinpoints the reader in the car park of the care home opposite the junior building. All within recommended limits (11.12 to 21.15), however, those taken at the junction of Burford Street and Dinant Link Road (opposite the underpass), were consistently high (46.35 to 55.18). Parents are encouraged to walk or cycle to school and turn engines off while waiting outside (children have access to a bike shed), and there are plenty of trees. To date one child has left the school citing asthma as the reason. More trees and hedges can be added if air quality deteriorates. AW to obtain advice on any further action the school can take. <b>CLOSED 17/04/18</b>	TF  CH/TF

	<p><b>Fire Marshalls</b> - TF has asked for staff volunteers to express interest in being fire marshalls. To date has had one enquiry in response. TF stated that additional fire alarms have been installed in infant and junior playgrounds to ensure alarm can be heard when children are outside. Update 27/06/17; TF to ask for volunteers again as only one so far, not enough for training to be worthwhile. Update 06/11/17; No further volunteers. Fire Test last half term went extremely well. Registers and areas all covered. Only thing lacking in not having trained Marshalls is that nobody can tackle a fire, however, it is unlikely that it's ever advisable to do so, and it's not a statutory requirement, so this has been fully explored. It was noted that Daniel Wallis has applied to be a retained Fire Fighter. TF to remind teachers to shut doors after checking their area is clear. Close once confirmed completed. AW to add use of fire equipment to induction process. <b>CLOSED 17/04/18</b></p> <p><b>Proposed building expansion works</b> – Following two previous meetings there will be a final public consultation for expansion to two form entry from Sep 2018 held on 10<sup>th</sup> July. The proposal is for two additional classrooms in the staff car park next to the junior building, with linked access. It will be a permanent, not modular, building. This will start in March 2018 for completion by September 2018. In addition, two classrooms in the junior building will be knocked through to make one larger classroom and a group room. The ICT suite will be relocated to a room with a suspended ceiling and new lighting. This will be carried out in the summer break in 2018. Staff parking bays will be provided in the service road and in front of the canteen. Double gates by canteen will stay as they are, but the fence will become L shaped. The top car park will be re-tarmacked. TF will obtain a quotation for tarmacking further and providing additional suspended ceilings at the same time. <b>Update 17/04/18; Out for tender.</b> No finance from County for this, however, the area outside the canteen will be resurfaced as part of the expansion plan. Playground will have to be used as a temporary car park during works.</p> <p>Contractors have been on site carrying out topographical surveys. TF will ask if we can keep copies of all surveys at school for future reference. <b>Update 17/04/18; In progress</b></p> <p>The school will receive a £35,000 lump sum and can express wishes to the architect, for example, safety and access wishes</p> <p><b>Boiler</b> – Heating commissioned and warm. Snagging list being sorted. Teething problems in the Canteen. TF to confirm all completed. <b>CLOSED 17/04/18; boiler works completed, maintained and running well.</b></p> <p><b>Electronic Access</b> – First quotation £13,000 to include all external doors and a camera entry system (£5,000 system alone), for added security and staff on site log for fire safety (fob only access for staff, including for photocopier use). TF to obtain a second quotation. Update 06/11/17; No funds at present. Awaiting full site quotes for installation. <b>Update 17/04/18; TF used forum for</b></p>	<p>TF</p> <p>TF</p> <p>TF</p> <p>TF</p>
--	--	---

advice and obtained 3 quotations, best is £4.7k. Decision made to go ahead with this system and add to as necessary after expansion as this will provide a full list of staff on site for evacuation purposes as they will swipe in / out for lunch, etc

**Quotations** – TF to check if replacement of junior building facias and soffits part of re-roofing quotation? Add new facias to infant window quotation? Fencing £23,000 but TF investigating leaving old fence up and putting new fence further out to reduce costs. Update 06/11/17; Junior building soffits and facias NOT part of quote. Fencing currently on hold as still some life in it / insufficient finances. **Update 17/04/18;** Fencing not in budget, will be monitored. **Ongoing.**

**Budget** - Last period's budget monitoring report was unavailable for the committee to review as there has been an issue with posting the payroll as the apprenticeship levy has been deducted via the payroll and the entries do not match with the bank statements so TF could not post and reconcile and is awaiting instruction. TF will send period 1 & 2 out to committee week commencing 03/07/17. **CLOSED 17/04/18;** TF emailed latest budget to committee.

**Wurly Gig Family Music Festival** is being held in the town centre and school grounds on Saturday 5<sup>th</sup> August 10:00 to 22:00. Hosted by Love Hoddesdon in conjunction with Borough of Broxbourne / counsellors. Public access to grounds only, organisers providing portable toilets, stages, security, complete clean up, etc. - only acts / promoters able to access buildings. Risk assessment carried out with promoter (play scheme in holidays unaffected). School will receive a £1,000 donation. TF to notify diocese for their info. Update 06/11/17; Wurly Gig a success, however, TF and Steve Harris of 'Love Hoddesdon' chasing organiser (Nick Shipton) to collect barrels left on site and for reimbursement for replacement manhole covers broken by lorries driving over them. £1K donation never received. **CLOSED 17/04/18;** £1K received with help from TF and Love Hoddesdon. Organiser will not be used again and payment in advance sought for any future use of school grounds.

**Review and Update Three Year Accessibility Plan** Updated plan together, JT to type in, go through with Sarah Brown, SEN Co, send out for approval and re-publish. Update 06/11/17. JT met with SB, updated plan. **Ongoing agenda item. CLOSE HERE**

**Canteen Roof** – Leaks around upstanding roof lights, patched up and tarpaulin in place, last leak was just before half term. Three quotations obtained, last stated uneconomical to repair, needs replacing. TF contacted county for an emergency capital bid which has been submitted. Budgeted £16K, now £40K. Canteen facias to be painted after roofing works. **Ongoing.** See section 4 Premises, below

**SFVS** due in April. TF will contact CI to arrange and discuss passing over to another member of the governing body. **CLOSED 17/04/18;** CI to carry on working with TF on SFVS submissions going forward

TF

	<p><b>Teachers Pay Award</b>  Software allows 1% + appraisal point. Additional 1% is £4,184. Unanimous decision to award the additional 1%. Letters will be sent to staff and will include 'as recommended from review'. Uplifts applied to be specific and pay grades listed. No trade union reps to consult with so will send copy of staff letter to them. Individual salary letters will be reviewed and re-sent with new figures backdated to September. <b>CLOSED 17/04/18</b>; All informed</p>	
4.	<p>To receive update on Resources</p> <p><b>Premises;</b></p> <p><b>Canteen Roof</b> – Emergency capital bid for £33k granted. TF to Project Manage. Cost to school £5K. Will include suspended ceiling. To be carried out over summer holidays. Kier involved with these and expansion works.</p> <p><b>Swimming Pool</b> – Liner needs replacing. Quotation received for £60K to replace liner and pipes. TF to seek advice / quotation for liner only. Swimming cancelled for 2018. Curriculum covered as swimming received previously and in future. Investigating means of obtaining a pool roof, may attempt to gain a grant</p> <p><b>Parago</b> – Fully investigated Herts preferred system to electronically tag all school equipment in all rooms (all tables, chairs, stationery, everything), and track all policies. Cost of £3252 already in budget; this covers installation, input of all data onto the system (three days' work) and training / support. Annual cost of £359 to maintain. Current Asset Management costs are £900 to Kier. Agreed for TF to send out for approval</p> <p><b>Music Suite</b> – School are hosting a charity event to raise funds for the music suite in memory of Mandy Staiano. Souled Out will be playing on 23<sup>rd</sup> June on the school field from 3pm to 9pm. A standalone building for music will be cheaper than a school extension, but safeguarding needs to be considered (£100K was quoted to extend the existing music room). TF to look into banks that fund match charities</p> <p><b>The Ark Children's Centre</b> – Barnardo's have lost the contract for Hoddesdon's Children's Centres; TF will monitor for any future closure as the building is attached to the school grounds</p> <p><b>Nature Area / Pond</b> – Now fully completed</p> <p><b>Health &amp; Safety;</b>  JR to carry out a Health &amp; Safety check after this meeting and assess whether previous actions have been completed with C Williams and TF</p> <p><b>Finance</b> (to include budget monitoring report, SFVS update &amp; Teachers Pay Award);</p> <p><b>Budget</b> - TF emailed figures to all. £116K carry forward (as of December 2017) is for the ceilings / canteen roof, and there were some savings on staffing costs. More accurate figures will be available on Friday 20<sup>th</sup> April, to include the remodelling of the SLT</p> <p><b>SFVS</b> – Submitted. Huge thanks to TF and C Irons for doing this</p> <p><b>Teachers Pay Award</b> – Agreed, disseminated</p>	<p>TF</p> <p>TF</p> <p>TF</p> <p>TF</p> <p>TF</p> <p>TF</p> <p>JR / TF</p>

	<p><b>Personnel</b> (financial only); No resignations received. An advertisement for a class teacher to accommodate the larger year groups / eight classes in Juniors from next September resulted in 8 applications to shortlist and interview. Position advertised as salary dependent on experience. Preference for single age classes going forward</p> <p><b>Safeguarding</b> (premises only); Area outside staff room re-fenced / secured</p> <p><b>Monitor actions against 3-Year Accessibility Plan;</b> The plan will be reviewed and updated frequently by Sarah Brown and JT in their SEND Link Visits. S Brown has been on extended leave post-surgery. JT will update and review with S Brown on her return</p>	JT / SB
5.	<p>To review/approve the following policies: <b>Pay Policy</b> – AW / PF to review and send to governors to agree at next Resources Committee</p> <p><b>Whistle Blowing Policy</b> – Minor changes to 5.1, 5.2 and 5.3. Updates to list of contacts, helpline and email. All approved. AW to update and publish</p> <p><b>Disaster Recovery Plan</b> – TF to review and send to governors to agree at next Resources Committee</p> <p><b>Lettings Policy</b> – TF benchmarked prices listed in both schedule 1 for non-profit making groups, and schedule 2 other groups, and found them to be a little low, so an increase was suggested. Possible increase to £17.50 an hour. Football club are leaving a mess on the playground and in the changing rooms; introduction of a fixed charge to clean or deposit / extra charge for field / changing rooms being considered, possibly £100 deposit to be used if not left as found. All changes to be agreed by AW and TF and not introduced before September to give sufficient notice to users. <b>AW / TF to update current Lettings Policy and send to governors for approval.</b></p>	<p>AW / PF</p> <p>AW</p> <p>TF</p> <p>TF</p> <p>AW/TF</p>
6.	<p>To receive <b>any other business</b> as agreed by the Chair</p> <p><b>General data Protection Regulations</b> - Needs to be in place from February, by 18<sup>th</sup> May 2018 at the latest, audits will take place from June onwards. There is a possibility that County will provide Data Protection Officers for us to buy into. It will involve only taking what information is needed, protecting that information and removing it if required. Fines are payable where not adhered to. Memory sticks will be encrypted. There will be more information and training for staff and teachers coming, no further detail at present. School will appoint a staff member to monitor. The governing body have a responsibility to oversee this so will appoint a link. TF will email CI to request more information and PF volunteered to be the link governor. <b>Update 17/04/18;</b> Toolkit package purchased. TF and D Wallis have attended training. Need to appoint Voluntary Data Officer to carry out termly checks, if anomalies are found they must be reported – other schools discussing ‘swapping’ School Business Managers termly to carry out checks and reports or appointing a Governor. TF to arrange for a Data Officer course for PF and JT. <b>Ongoing</b></p>	TF / PF / JT

	<p><b>School Expansion</b> - Currently on hold due to the architect / project manager leaving the company in charge of the works and the local authority subsequently finding another company. A meeting has been arranged for next week. Sam at Planning has said that all deadlines will be met. Planning has been submitted. As a contingency plan, two temporary mobile classrooms at the top end of the junior playground will be needed from September 2018 to accommodate the current enlarged classes. If the permanent solution is delayed it will also affect the internal works planned over the summer. JR and PF to attend future planning meetings. <b>Update 17/04/18;</b> Expansion to start in May. Prefabricated building to be finished in the same style as the existing building with a pitched roof. Energy efficiency for these buildings are good and they have a lifespan of 20 years. Design already agreed. <b>Ongoing</b></p> <p><b>PTA</b> – Treasurer has resigned. £7K in PTA bank could possibly go towards swimming pool repairs or new music suite</p>	
7.	<p>To confirm <b>time of next meeting</b> – Monday 11<sup>th</sup> June 2018</p> <p><b>Date of next meeting – Monday 11<sup>th</sup> June 2018 at 17:00</b></p> <p><b>Meeting closed at 11:30</b></p>	