

St Catherine's VC C of E Primary School
Resources Committee
Monday 11th June 2018 at 17:00

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 apologies and approve absence JR welcomed all	
2.	To declare a conflict of interest on any item on the agenda and withdraw for that item JD withdrew from the Deputy Head appointment discussion (final AOB item)	
3.	To approve the minutes of 17th April 2018 and consider matters arising Junior Building Roof – TF now has a quote for works to the junior building roof - £300,000 from Kier (excluding soffits and facias). Ongoing Pool Enclosure – Pool enclosure proposal in hand. Candee Hassell (sports coach) looking into funding streams. Ongoing Tarmacking TF will obtain a quotation for tarmacking and providing additional suspended ceilings. Update 17/04/18; Out for tender. 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. Ongoing Topographical Surveys; 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. Update 17/04/18; In progress. Ongoing Electronic Access – System purchased, will be in place in September 2018. To be closed once in place Quotations –Add new facias to infant window quotation and soffits and facias to junior building roof? Ongoing Fencing - £23,000, but TF investigating leaving old fence up and putting new fence further out to reduce costs. Fencing currently on hold as still some life in it / insufficient finances. Update 17/04/18; Fencing not in budget, will be monitored. Ongoing Canteen Roof – Emergency capital bid for £33k granted. TF to Project Manage. Cost to school £5K. Will include suspended ceiling. Update 11/06/18; Cannot be completed over the summer holidays due to expansion works, declared safe to postpone and re-scheduled for October half term break 2018. Ongoing Canteen facias - to be painted after roofing works. Ongoing Swimming Pool – Liner needs replacing. Quotation received for £60K to replace liner and pipes. TF to seek advice / quotation for	TF CH/TF TF TF TF TF TF TF

	<p>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. Ongoing Parago – Fully investigated Herts preferred system to electronically tag all school equipment in all rooms (all tables, chairs, stationery, everything), and track all policies. Update 11/06/18; System installed / data entered / up and running. D Wallis will update with any future IT purchases and C Williams with any future hardware purchases. TF to load policies. To be closed once in place</p> <p>Music Suite – 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. Update 11/06/18; TF to ask parents via newsletter if they work for a business that has fund matching. TF and JT to meet to discuss funding. Ongoing</p> <p>The Ark Children’s Centre – 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. Update 11/06/18; YMCA will take over contract in November 2018 and plan to use as a hub. TF will monitor. Ongoing</p>	<p>TF</p> <p>TF / JT</p> <p>TF</p>
4.	<p>To receive update on Resources</p> <p>Premises;</p> <p>Health & Safety;</p> <p>JR carried out a Health & Safety check on 17/04/2018 and checked on previous actions with C Williams and TF. C Williams still working through actions.</p> <p>Finance (to include budget monitoring report, SFVS update & Teachers Pay Award);</p> <p>TF emailed previous budget and will send latest once all April / May input completed. PF to check if budgets and minutes to be included on Governor Hub.</p> <p>Personnel (financial only);</p> <p>Appointments made;</p> <p>1 x Full time experienced teacher</p> <p>3 x Full time newly qualified teachers</p> <p>1 x Part time (2.5 days a week) newly qualified teacher for maternity cover</p> <p>Budgeted all at mid-range, so have made some savings.</p> <p>Safeguarding (premises only);</p> <p>Building expansion works safely fenced off from the school and canteen.</p> <p>Monitor actions against 3-Year Accessibility Plan;</p> <p>The plan will be reviewed and updated frequently by S 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 by the end of term.</p>	<p>TF / CW / JR</p> <p>TF / PF</p> <p>JT / SB</p>
5.	<p>To review/approve the following policies:</p> <p>Health & Attendance Policy – TF to update and send out for approval.</p> <p>Pay Policy – AW / PF to review and send to governors to agree at next Resources Committee. Needs to be finalised by 31/10/18 for December 2018 pay awards.</p> <p>Whistle Blowing Policy – Minor changes to 5.1, 5.2 and 5.3.</p>	<p>TF</p> <p>AW / PF</p> <p>AW</p>

	<p>Updates to list of contacts, helpline and email. All approved. AW has updated and will publish. Close once published.</p> <p>Disaster Recovery Plan – TF to review and send to governors to agree at next Resources Committee.</p> <p>Lettings Policy – 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. AW / TF to update current Lettings Policy and send to governors for approval by the end of term (to be in place for September).</p> <p>Emergency Evacuation Plan TF updated and published to accommodate expansion works.</p>	<p>TF</p> <p>AW / TF</p>
6.	<p>To receive any other business as agreed by the Chair</p> <p>General data Protection Regulations – Still need to appoint Voluntary Data Officer to carry out termly checks, TF arranging for a Data Protection Officer course for PF in the Autumn term. Working towards compliance. Privacy policies to be on website by 22/06/18.</p> <p>School Expansion – Building work has started and is running smoothly. Prefabricated building to be in place by 22/06/18 ready to be bricked. Internal works including lowering of ceilings to be completed over the summer break. Deep clean booked for infants only, schedule tight for juniors, will book once certain of works completion date. Builders will clean all new and altered classrooms.</p>	<p>TF / PF</p> <p>TF</p>
7.	<p>To confirm date and time of next meeting – To be confirmed once annual planner completed by PF and C Irons</p> <p>Date of next meeting – TBC</p> <p>Meeting closed at 17:45</p>	