

St Catherine's C of E Primary School
Resources Committee
Monday, 14th November 2016 – 5.00pm

MINUTES

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

Present: Ange Wallis (Co-Head), Jay Raynham (Chair), Peter Falconbridge, Julia Thurlow

Apologies: Mandy Staiano, Mike Marsh, Meyrem Flint (resigned)

In attendance: Tracey Fisher – School Business Manager (invited)

No.	Item	Who?	When?
1.	<p>Welcome, receive apologies and approve absence</p> <p>JR welcomed all.</p> <p>Apologies received from Mandy Staiano and Mike Marsh.</p> <p>Absences approved.</p>		
2.	<p>To declare a conflict of interest on any item on the agenda and withdraw for that item</p> <p>None declared.</p>		
3.	<p>To approve the minutes of 27th April 2016* and consider matters arising</p> <p>The minutes were agreed as a true record of the meeting and signed by the Chair.</p> <p>Item 3 (item 3/3/3/6) Premises: Roofing application not submitted. CI to resend email with details. CI suggested check if funding still available with Herts Property (Trevor Mose) before submitting business case - <i>TF confirmed she had made contact and the same process needed to be applied to access funding for the roof – submitting a business case. TF reported to support a business case, a survey will need to be carried out and governors' agreement was sought. Q. What is the approximate cost of a survey? A. £350 plus VAT. Governors agreed to TF commissioning a survey. Action in hand with Mouchel. TF to contact Mouchel for an update</i></p> <p>Item 3 (item 7) Photocopier: Proposal received – TF is seeking the best deal in terms of lease and cost. She has some queries she would like to follow up before bringing back to committee. Item on next agenda – TF reported this had been put on hold as she is aware of cost effective deals within other schools. This information has been shared at 'Business Manager' meetings arranged by Herts for Learning. TF to liaise with other BMs. Item will be put back on agenda when more information available and prior to lease renewal.</p> <p>Item 3 (Item 4) Update on access to Trust Fund for</p>	<p>CI</p> <p>TF</p>	

<p>proposal to update school IT systems: <i>Governors agreed for the business plan to be submitted to the Diocese. Q. What will you do about the pool enclosure? A. We will ask Chris Jones (Sports lead) to look at the additional funding streams he has leads on. Action in hand.</i></p> <p>Item 3 (Item 4) H&S (Asbestos Management): AW will check if refresher training is needed as she had completed the training two years ago. <i>AW reported she is booked on the refresher training on 23rd March 2016. Action: TF to check if refresher training for Legionella is needed. TF confirmed MS to be booked on refresher (3-year duration).</i></p> <p>Item 4 Premises: JR carried out site visit and followed up with visit report (copy attached). Quotes to be obtained for recommended works contained in report. Action in hand – some items covered in LPPA report (see Accessibility Plan below) 3 boilers being replaced (scheduled for summer) and pipes and radiators in junior buildings. Check if heating in infants is included. TF confirmed only boiler replacement in infants – radiators and pipes not included. Update; whole new heating system will be included in the infant building Pathway quotes approximately £6K. It was noted the whole pathway was not uneven, only the last 6 metres. Updated quotes to be obtained. Action in hand.</p> <p>Item 4 Finance: Item 4 Safeguarding (premises only): Noted the bench in junior playground is close to the fencing and could be used as a step-over. Also tendency for children to stand on it. Heads to ask Chris Hale if it can be moved – noted bench is concreted in. Action in hand – noted will need to be done during holiday period as mechanical grinder will be used.</p> <p>Item 5 Policies: All suggestions for Accessibility Plan to be collated for draft to be drawn up. JT to email feedback from parents following tour of school to committee. On agenda – see item 5. Accessibility Plan published. Action completed</p> <p>Review of Draft Emergency Recovery Plan: TF and CI had met on 7th January to start drafting a plan. Deferred to next meeting. On agenda – see item 5. Emergency Recovery Plan published. Action completed</p> <p>Premises:</p> <ul style="list-style-type: none"> - James Ottery (HCC - H&S Officer) came Easter to look at playground. This is not an area considered to be H&S risk but JO shared concern regarding the loose gravel. HCC unlikely to fund resurfacing of playground so quotes to tarmac being sought. - AW shared an idea of seeking sponsors for playground resurfacing <p>Q. How will that work? A. Sponsors are given an opportunity to sponsor a square metre (approx. £12 per sq.). Q. Do you have a ball park figure of the total costs? A. Approximately £70K.</p> <ul style="list-style-type: none"> - Pupils completing ‘daily mile’ and there have been a couple of minor accidents on the loose gravel – a 	<p>TF</p> <p>TF</p> <p>AW/MS</p>	
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	<p>log is being kept</p> <ul style="list-style-type: none"> - Works currently taking place in the local area (public highways) resurfacing roads. A new material alleged to be hard-wearing, longer-life and cheaper being used– might be worth investigating. CI to obtain leaflet with details - Consider a working group to oversee project <p>JR to contact Cathy Irons for details of new surfacing</p> <p>Q. Could we approach the PTA to raise funds? A. We are looking to obtain funding to cover that total cost but if unsuccessful this is an option for consideration.</p> <ul style="list-style-type: none"> - HCC planners came yesterday regarding junior building expansion (classrooms). Talked through plans and were hoping to dovetail this with the boiler works but not possible. - Classroom expansion takes priority over boiler works so latter on hold – date not confirmed - Tree survey (extensive) highlighted some issues resulting in a £9387 cost. We are seeking alternative quotes but it is deemed urgent <p>Action in hand. TF obtaining more quotations</p> <p>Q. Are any of those trees needing work hanging over the pedestrian subway? A. No, they were lopped last year.</p> <p>Health & Safety:</p> <ul style="list-style-type: none"> - 5 year fixed wiring test completed during Easter holiday. Minor remedial works highlighted and awaiting quotes. <p>Action in hand. TF to contact Chris Hale for quotations</p> <p>Q. Has the paperwork been signed off? A. Yes, all certificates received and filed.</p> <ul style="list-style-type: none"> - JR conducted H&S walkabout. Main area for concern is perimeter fence which is leaning outwards <p>Q. Does the fence need to be that high as the trees create a continuous boundary? A. No but a fence would need to be erected as the trees would not be sufficient for security.</p> <p>Q. Is there a safeguarding issue – could a pupil get out of the school grounds? A. No, it is purely a maintenance issue. The fence is solidly erect with no openings, just slightly leaning where the branches are pushing the fence outwards.</p> <p>Agreed to obtain quotes for whole perimeter fencing</p> <ul style="list-style-type: none"> - JR liaised with site manager (Chris Hale) regarding asbestos matters – contained in visit report. <p>Action in hand. TF to obtain quotations for lower perimeter fence, boundary trees to be cut in depth and investigate trees proven to reduce pollution</p>	<p>JR</p> <p>TF</p> <p>TF</p>	
4.	<p>To receive update on Resources</p> <p>PREMISES:</p> <ul style="list-style-type: none"> • Classroom extensions completed over the summer break. The suspended ceilings and lighting have made a big difference. It will cost £5K per class do the rest but is so beneficial <p>Added to works list. Action in hand</p> <ul style="list-style-type: none"> • Building work to extend the canteen to include toilets has commenced <p>Q. How are pupils accessing the canteen during works?</p>	<p>TF</p>	

<p>A. The fire exit is being used as the entrance to the canteen throughout the works and is well policed as it is just outside the perimeter of the school fencing</p> <p>Q. When will works be completed? A. All will be finished when the children return to school on 5th January. Q. How are the works being funded? A. The works have been funded by County as part of our agreement for taking the two bulge years.</p> <p>Boiler Update:</p> <ul style="list-style-type: none"> HCC are scheduled to start installing the new boilers over the February half term break. There will be a boiler for each building and the swimming pool. The heating system will be replaced with wall heaters instead of radiators for both Infant and Junior buildings. Budgeted Capital Allowance spend. 16-week job. Pool will still be in use in May to Sep as it will have its own boiler <p>Décor: TF to obtain quotations for redecorating the external timber outside the canteen and infant building and hall floor / corridors for Spring / Easter. £10 to £12K of the bulge class funding will be spent on the main hall and corridor decorating</p> <p>Q. Propose having Notice Boards at regular intervals along the corridor. A. Approved by all pending costs</p> <p>TF to obtain new quotations as existing over a year-old now</p> <p>Infant Windows:</p> <ul style="list-style-type: none"> Bid completed, awaiting response <p>Junior Roof:</p> <ul style="list-style-type: none"> Mouchel still not quoted. <p>TF to chase and submit the report for bid / grant as soon as completed</p> <p>It was noted that the junior building has improved a great deal and that the infant building needed attention now</p> <p>HEALTH & SAFETY:</p> <ul style="list-style-type: none"> JR completed an inspection at the start of the new term in September. <p>Chris Hale to confirm completion of actions arising (noted on inspection report)</p> <ul style="list-style-type: none"> A pupil has left the school due to the air quality outside monitored by a sensor on the gate. <p>AW to ask a HCC planner to explain the readings and find out what can be done to reduce pollution (noted that trees can help)</p> <ul style="list-style-type: none"> A pupil managed to leave the school grounds by getting under the main gate near the canteen. Chris Hale to check gate and lower or extend if necessary <p>FINANCE: TF explained Budget Monitoring spreadsheet dated 28/09/16. The capital income is £7,500 approx. same as last year as held for both years for boilers (2 x £7,500 = £15K for boilers). R&M £27K bulge funding E12B code to be used for decorating. Pupil Premium funding £12,400 is indicative / changes throughout the year with census; can</p>	<p>TF</p> <p>TF</p> <p>TF</p> <p>AW</p> <p>TF</p>	<p>Mar 17</p> <p>Jan 17</p> <p>Mar 17</p> <p>Mar 17</p> <p>Mar 17</p>
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<p>increase or decrease.</p> <p>Update on diocesan funding by PF: Letter sent in May requesting £48-50K accrued interest from school trust fund held by diocese from the sale of the school house many years ago (diocese are trustee / have control) to fund provision of interactive white boards throughout the school. They have explained that the trust is prohibited for anything but Religious Education costs, however Governors can request interest for providing additional resources. Clarification has been sought from David Morton as letter typical of how trusts are managed but not typical of church schools in Herts. Copy of clause requested. TF received £1,500 dividend from diocese and will email Ian Blythe to explain this and find out how trust has been set-up.</p> <p>Update on pupil premium: 'Free School Meal' system allocates £1,600 per pupil, which has to have all expenditure accounted for. Parents have to apply and tend not to until year three onwards as all Reception to year two pupils receive free school meals now. School to try asking every parent for their National Insurance Number when their child begins school or possibly introduce incentives like free PE kits</p> <p>Agreement to open 2016/17 Fund Account: Fund account changed to Barclays. Barclays lost paperwork and will not accept copies held by TF and cannot get charge cards for 2 x Heads until sorted out which we need for best deals and claiming VAT back. All agreed to get new fund account paperwork through to finalise new account set-up</p> <p>Electronic signing in system: It is a health and safety requirement to track who is on or off site. An electronic signing in system enables staff to swipe in and out from the office keeping an up to date accurate record of those left on the premises. Visitors are also recorded, pictured and given a temporary card. Electronic gate temperamental so whole new security system can be installed rather than just fixing the gate (though current gate to stay and be adapted). CCTV monitor in office and on gates. TF has seen and it's easy to use. 'Key fob' can be synced for photocopier. Cost is £5K. May need to extend car park and entrance / provide additional bays</p> <p>Q. Can governors have a 'key' too. A. Yes Approved by all</p> <p>De-delegation of Fire Department / HFL: TF to email Simon Newland to explain all schools paying £10 per pupil for the next financial year only to find out what services are included and make a comparison to buy in all services so as Governors and school can respond</p> <p>Q. £3,270 for 327 pupils; is this in addition or instead of original charges? A. TF to investigate.</p> <p>PF & MS to discuss once full details available</p> <p>PERSONNEL (FINANCIAL ONLY): Year 1 Long term supply teacher contract terminated and replaced with known teacher. Year 2 Additional TA (1 x each class AM only) budgeted for. Long term supply from Johannesburg in Barlow class. After school club leader</p>	<p>PF</p> <p>TF</p> <p>TF</p> <p>PF / MS</p>	<p>Dec 16</p> <p>Mar 17</p> <p>Dec 16</p> <p>Jan 17</p>
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	<p>resigned for a better paid job, Sam Jacobs is returning to take over</p> <p>SAFEGUARDING (PREMISES ONLY): See: Premises; Canteen extension works and Junior Roof. Health and Safety; Pollution, Gate. Finance; Electronic signing in system and de-delegation of fire department / HFL Fire Drill: There have been two fire drills, one unplanned at 08:45 and the other planned at lunch time. Both went well however could be improved by the introduction of voluntary fire wardens / Chief Marshall all with named hi-vis jackets easily visible by the emergency services AW to seek voluntary fire Marshalls</p>	AW	Jan 17
5.	<p>To review/approve POLICIES / PLANS</p> <p>Teachers Pay Policy (Model Pay Policy Questions):</p> <ul style="list-style-type: none"> • 2.1 The Governing Body will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate <p>Q. How does this happen in practice? A. Assume that this is delegated to the head teachers but would refer to the bands further down the policy. In other words, a teaching post is determined as bands 1-3. If we are looking for more experienced, we refer to the higher bands. Anything out of the ordinary, we would come to the govs for approval e.g. leadership scale post etc.</p> <ul style="list-style-type: none"> • 2.6 Lead Practitioners <p>Q. Just to confirm. This section is being removed? A. Yes</p> <ul style="list-style-type: none"> • 5.7.3 Honoraria payments can also be used to reward additional or onerous tasks or a specific piece of project work at the same grade or lower, for a specific period over 4 weeks or more. In such circumstances the payment would not normally exceed the value of the difference of an employee's monthly salary and one or two incremental points higher, this relates to spinal column points not hay grades <p>Q. Should 'hay' be 'pay'? A. No Hay grades I assume relating to support staff</p> <ul style="list-style-type: none"> • 6.8.2 Employees and their appraiser will as a minimum annually attend a formal appraisal meeting, where their performance will be formally assessed in respect of each appraisal period. The aim of the meeting will be to determine PRI ratings / appraisal review outcomes or performance related pay (PRP) outcomes where appropriate, to set objectives for the coming year and to determine any professional development requirements. In assessing the performance of the Head teacher, the Governing Body will consult the external adviser 		

	<p>Q. What does PRI stand for? A. PRI Performance Related Increments</p> <ul style="list-style-type: none"> • 7.1 The Governing Body will ensure that each teacher's salary is reviewed annually with effect from 1 September and that each teacher is notified of the outcome by no later than 31 October each year or 31 December for the Head teacher, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled <p>Q. Have the teacher salary reviews taken place and how were they notified? A. After the committee meets and we have finished the appraisal cycle, we send a copy of final appraisal document which states is there is to be an increase or not and what that is.</p> <ul style="list-style-type: none"> • 8.2 Progression on the pay range for a member of teaching staff, including members of the leadership group will be subject to a review of their performance set against the annual appraisal review and the Governors' relevant skills level descriptors, as applicable. Employees will not move from Band 1 to Band 2 or from Band 2 to Band 3 on their range or ISR as appropriate until all the elements of the Governors' skills level descriptors applicable to the post for either Band 2 or Band 3 respectively have been met <p>Q. What are these descriptors? A. See appendix audit document</p> <ul style="list-style-type: none"> • 9.1.3 An application will be successful, if the Head teacher and the Pay Committee are satisfied that: <p>Q. Is the Pay Committee the PRC, The Resources Committee or a committee established just for the purpose of reviewing applications for UPS? A. PRC I assumed. We would bring that to the PRC</p> <ul style="list-style-type: none"> • 10.4 Appeals will be heard by the Pay Appeals Committee <p>Q. As above – is the Pay Appeals Committee the PRC, The Resources Committee or a committee established just for the purpose of reviewing pay award appeals? A. New thing to me. You will need to establish one I suppose – rather like you did with the exclusion</p> <ul style="list-style-type: none"> • Appendix 1: Teaching Reference Points/Salary Bands. The Governing Body agreed to use the leadership pay reference points published to support the School Teachers' Pay and Conditions Document. The specific pay ranges and bands for leadership posts in this school are: Head Teacher ISR Points L18 – L24. Deputy Head Teacher Leadership Range L14 -18. Assistant Head Teacher Leadership Range L 3 – 8 		
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	<p>Q. The FGB Minutes from 16/03/16 state that we amended the Deputy Head Teacher ISR Range to 13-17. A. Sorry I went from the last pay policy which wasn't amended! Will amend.</p> <p>Q. Can we please add that staff informed by letter that governors amended the ISR range for Deputy Head and that PRC stands for Pay Review Committee. A. MS / TF to re-format and re-send out for approval and inform all staff.</p> <p>Agreed subject to these changes</p> <p>Health and Safety Policy:</p> <ul style="list-style-type: none"> • Staff made aware of portable firefighting equipment in new policy but this needs to be added to the staff induction along with the in house checks carried out by Chris Hale and details on voluntary Marshalls and their duties <p>TF to update</p>	MS / TF	Jan 17
		TF	Jan 17
6.	<p>To receive any other business as agreed by the Chair</p> <p>Request for unpaid leave: Confidential minutes</p> <p>Finance Training:</p> <ul style="list-style-type: none"> • TF makes us aware of basic principles, however 2 x Governors need to attend full training on Monday 16th January, 7pm to 9pm at Ware Priory (Code FM17). JR & PF to book themselves on <p>Groundworks / Laing: JT to make contact with lead given by JR for possible playground works</p>	JR / PF	Dec 16
		JT	Dec 16
7.	<p>To confirm date of next meeting</p> <p>Next meeting to be held at 09:30. Date to be confirmed by JR</p> <p>Meeting closed at 6.30pm</p>	JR	Jan 16