



Markeaton Primary School, Bromley Street, Derby DE22 1HL

MINUTES
Resources Meeting
Thursday 25th June 2020 at 5.00 pm

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
24/20	<p><u>Present – This was a virtual meeting due to the Coronavirus crisis</u></p> <p>Nicki Jenkins, Chair (NJ), Steph Marshall Power (SMP), Ian Johnson, Headteacher (IJ), Matt Ball (MB), Lauren Gascoyne (LG).</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence:</u> None received.</p>	
25/20	<p><u>Declaration of Interests</u></p> <p>Governors were asked if they had any interests to declare regarding the content of this meeting. None declared.</p>	
26/20	<p><u>Review of Membership</u></p> <p>There is one vacancy for a Co-opted Governor which will be addressed at a later date. There will also be another Co-opted vacancy at the end of SMP's extended term. SMP is currently pursuing candidates for this.</p>	
27/20	<p><u>Review of minutes from Resources meeting 23 April 2020</u></p> <p>The minutes had been circulated to Governors prior to this meeting.</p> <p>The minutes were accepted by all Governors as a true record of the meeting. They will be signed and dated by the Chair when the current crisis is over.</p>	Accepted
28/20	<p><u>Matters arising</u></p> <p>21/20 The Statement of Internal Control has yet to be amended and signed.</p> <p>No further outstanding items from these minutes.</p>	LG SMP.NJ
29/20	<p><u>Budget Update</u></p> <p>The budget documentation had been circulated to Governors prior to this meeting. IJ asked if there were any questions but none were raised at this point. IJ explained that two main issues had impacted on the carry forward figure. The first was the pay scales for non-teaching/support staff. When the figures were input into the budget planner it automatically calculated. Six weeks ago Rachel Noble got in touch and said we had used the wrong planner which did not include the 2.75% increase. This version was</p>	

	<p>removed and the correct version uploaded. As the issue had failed to be identified earlier, this has had a £20k impact on the budget. IJ said that because of lockdown he intended to be very cautious with the budget. SMP asked if other schools had faced the same issue but this was not known.</p> <p>The second issue is that the increase in pension contributions had not been factored in which was £9k. IJ had also tried to show reductions in the year end forecast because of lockdown. Some elements have been more predictable than others. The expenditure on food for example will be less but then the income from dinner money is less too. The projected carry forward figure looks reasonable but the full impact will not be known until around Christmas. IJ is in the process of claiming for the extra spending as a result of the Covid 19 crisis. Outside sinks have been installed at a cost of £7k but this has been money well spent. SMP enquired about the Sports Premium funding. IJ said that the second of 2 payments is due but he was unsure if this will continue through the next academic year. SMP asked if extra cleaning can be claimed for. IJ said it could. There had been an extra cleaner throughout the day for contact cleaning and anything else occurring.</p> <p>IJ explained that there were a few items that had not been included in the planner such as screens which had been bought for each classroom. We will no longer have to budget for projectors and bulbs. We have now got magnetic fire door closers which cost £4k.</p> <p>NJ commented that there will be fewer parental contributions made without PTFA fund raising. IJ said that he rarely made plans for this money so the impact will be minimal. SMP asked if there had been any communication with the PTFA about future fundraising. IJ said that they have decided not to do any as people don't have extra money at the moment. The term is up for all of the current members so it will start up again in September.</p> <p>IJ said that school now has most things except for more laptops so spending will be limited next year.</p>	
30/20	<p><u>Health and Safety/Premises</u></p> <ul style="list-style-type: none"> • Review of risk assessment <p>IJ said that the risk assessments have now been completed and amendments made. There have been 3 occasions when school has had to close a 'bubble'. Two members of staff had reported symptoms but both had tested negative. One group was closed then reopened. There had also been a child in Y1 with symptoms leading to the closure of the bubble. Results to follow. IJ said that he had sent out a BAME risk assessment which included groups such as clinically vulnerable or pregnant. Staff felt that the main one was robust enough to cover all categories. IJ said that social distancing had been difficult and there were now more stickers showing than floor to remind the children of the control measures. NJ asked what would happen if advice went down to 2 metres social distancing. IJ said that he would continue as is. MB said that on the Risk Assessment Safety Audit (for classrooms and office) produced by Sally and Ade, 5 items have been signed off and 11 are still being reviewed. MB to send summary to BW to include in this report.</p> <ul style="list-style-type: none"> • Health and Safety audit update <p>IJ said that he is still waiting for the Health and Safety Audit Review due before lockdown. MB said there had been no re-audit yet but a number of action points have been done already.</p> <p>IJ said that the fire evacuation procedure has been amended since</p>	MB

	lockdown and is now ready for inspection. School had undertaken a fire drill today which went well. There are some issues to overcome as some of the Covid 19 prevention advice is conflicting. For example keeping doors open for ventilation.	
31/20	<u>Headteacher's Staffing/Personnel Update</u> See separate confidential minute	
32/20	<u>Finance</u> Covered in 29/20.	
33/20	<u>Determination of Confidentiality</u> 31/20 Staff and Performance Management	
34/20	<u>What difference has this meeting made to our pupils?</u> Governors have discussed effective use of resources and ensured safety of the staff and children.	
35/20	<u>Date of next meeting and items to include</u> FGB 16 July 2020 at 5.00 pm	

The meeting ended at 6.00 pm

Signed _____ Dated _____