



Markeaton Primary School, Bromley Street, Derby DE22 1HL

MINUTES
Joint Resources and Full Governing Board Meeting
Monday 29th April 2024 at 5.30 pm via Teams

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
20/24	<p><u>Present</u></p> <p>Laura Martin, Chair (LM), Ian Johnson, Headteacher (IJ), Louise Wilber (LW), Siobhan Bedford (SB), Claire Cole (CLC), Lauren Gascoyne (LG) arrived at 5.25pm, Harsha Ramesh (HR)</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence</u> – Claire Connor, Laura Fox-Lee</p> <p>This was a joint meeting with both the Resources Committee and the Full Governing Board to discuss the budget and for Governors to approve it. Some of the standard agenda items have been removed and will be discussed at the next FGB on 16 May 2024. LM apologised for the date changes and thanked Governors for their attendance at short notice.</p>	
21/24	<p><u>Declaration of Interests</u></p> <p>Governors were asked if they had any interests to declare regarding the content of this meeting. Nothing declared.</p>	
22/24	<p><u>Review of minutes from Resources 18 January 2024</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 were signed and dated by the Chair.</p>	Accepted
23/24	<p><u>Matters arising</u></p> <p>05/24 40/23 LM has thanked some of the canteen staff for their hard work to ensure a high grading in the recent canteen audit. LM intends to pass on Governors thanks to all.</p> <p>05/24 41/23 LM and LG have now completed the SFVS.</p> <p>There were no further outstanding actions from these minutes.</p>	LM
24/24	<p><u>Budget Plan – Circulated Documents</u></p> <p>All of the budget plan documents had been uploaded to Governorhub well in advance of this meeting. Governors were asked to familiarise themselves with the documents and prepare any questions for the meeting. LM explained that they were the standard yearly documents and asked if there were any</p>	

	<p>questions. CLC asked if staff were happy with the limit put on petty cash spending. Did they feel that there were any restrictions by the limit. What if school wanted to buy bulk? IJ said that he did not feel restricted by the £500 limit as school did not currently buy in bulk. However, IJ said that they were now looking into facebook marketplace for products. A seller must be able to produce a receipt for the purchase though. IJ went on to say that the only bulk purchases at the moment might be for the tuck shop. LG said that Governors should be spot checking invoices to ensure that figures balance. LM asked if there had been any changes to the Lettings Policy. IJ said there had not but he was considering increasing the letting rates. If this was the case then the policy would be amended. No further questions were raised. LM/IJ to sign off the appropriate documents.</p>	LM/IJ
25/24	<p>Budget Plan Approval – Circulated Documents</p> <p>IJ explained that finances are mapped for 3 financial years. The issue of staff costs was raised but IJ said that they were actually the lowest they had been for a while. HR raised a question about an item on the document but LM explained that some of the items on the template are not appropriate for the school as is in this case. CLC raised a question about the visual impairment staff costs. IJ said that the support is essential for any visually impaired pupils at Markeaton and funding is in place for this. The last 2 years have been exceptional regarding the funding. Before a HLTA retires a staff member is put in place to work alongside them to ensure continuity. The ERF will be closing at the end of August so school will only get half of the funding then. This has been factored in.</p> <p>CLC raised a question about predicting teacher pay awards and staffing when comparing years. IJ said that there is no way of knowing definitively so 4.5% has been forecast. IJ said that regarding staffing, the number of mid-day supervisors will remain constant. TA numbers can fluctuate depending on pupil needs. However, these roles are not advertised as staff come from a supply agency. When special needs pupils leave this gives IJ more flexibility. IJ said that if the supply staff are good then there is opportunity to convert to a yearly contract in order to keep them.</p> <p>IJ said that a cause for concern next year is the impact of the new SEND funding formula. Currently staff determine costs then agree funding with the LA. Governors asked how SEND is funded and IJ explained the different categories of funding. IJ went on to explain that the office staff have been able to secure support to overseas families. Pupil Premium numbers have increased for more and more families this year due to increased costs of living. CLC asked who the school energy suppliers are. IJ said that DCC procure contracts for this.</p> <p>IJ said that he is considering a raise in the cost of school dinners. There have been no increases for the past 5-6 years and food prices have increased dramatically. An increase will ensure the continuing quality of the meals without compromise. Governors agreed with this move. LM requested that parents are given plenty of notice.</p> <p>IJ summed up the financial position of the school explaining that there is a healthy carry forward figure. Money was spent last year to ensure improvements within the school. Top spec computers have been provided, improvements to classrooms and outdoors have been completed. IJ said that Cosy Furniture provide end of lines when requested ensuring a huge price reduction. IJ will continue to use them.</p> <p>Governors unanimously approved the budget. LG left at this juncture (6.08 pm).</p>	<p>Agreed</p> <p>Approved</p>

26/24	<p><u>Policies/Documents for Ratification</u></p> <p>All policies were circulated to Governors via Governorhub before this meeting. There was some discussion around DBS checks and what constitutes unregulated activity. IJ explained about external organisations and that they are responsible for their own checks. LM said that it would be beneficial for Governors to carry out random checks on Governor days. SB felt that the healthy eating and whole school food policies are not as well written in terms of sensory needs.</p> <p>Data Protection Policy DBS – School Bus version Healthy Eating and Drinking Policy Whole School Food Policy</p>	<p>Accepted Accepted Accepted Accepted</p>
27/24	<p><u>Premises/Health and Safety</u> This report was circulated on Governorhub prior to the meeting. Site Manager/Headteacher reports</p> <p>Maintenance priorities</p> <p>IJ stated that Simon Burdell has taken over from Ade as Site Manager. IJ explained that school used to outsource the maintenance priorities but Sally and Ade took over this role. Simon is now taking over to manage the cyclical maintenance. Derby City Condition Survey from January 2022 was received in February 2023 – Ade has been working through this and Simon will continue to do so.</p> <p>Tree survey 21.11.23. £1,800 for the work required in the Forest School area; c. £3,500 for the rest. Forest School area is in use again but Sam Holmes has a Risk Assessment for the area and has been advised to check the area carefully before each use until the work is carried out.</p> <p>J. W. Simpkin carried out a Fire Door inspection on 6.12.23. Quote for work priced at £14,766.34, mostly around £400 per door for bottom and door edge lipping to be fitted. This is because the doors weren't the right size in the first place, when they were installed and signed off by Derby City Council during the Summer 2012 refurbishment. This was an action in the Action Plan for the Fire Risk Assessment which took place on 23.5.23, but we have suggested that, if Derby City require the work to be carried out, they should fund it. It was also an action in the Action Plan for the Health & Safety Audit which took place in December 2023 and January 2024 that the remedial actions in the Fire Risk Assessment should be completed, and our completed FRA Action Plan was sent to Colin Moffatt (Derby City Fire Safety Team) on 28.2.24.</p> <p>Derby City carried out a Building Fabric Review on 15th December 2023. Report received 12th February. Several ceiling cracks to monitor.</p> <p><u>Health & Safety</u></p> <p>Photocopier being in the upstairs hall is still a fire hazard issue. Derby City H&S Audit took place on 8.12.23 and 10.1.24. Action Plan being worked through - Governor termly inspections to be reinstated once the new Site Manager has started; SLT to do 'H&S for Managers' training on Flick Learning; First Aid Needs Assessment carried out – a bit of a nonsense, this, as it indicates how many first aiders we should have but, being a school, nearly half the staff are first aid trained; Site staff to sign to say they have read COSHH sheets and Risk Assessments; a new (DCC) Contractors Induction Form was suggested, but the one we have from YMD Boon is more compact;</p>	

	<p>Julie Miles to provide a Risk Assessment for Violence and Aggression, and we should ensure staff have attended appropriate training, i.e. SCIP.</p> <p>SB asked how many staff are SCIP trained and if interventions training is commonplace. IJ said that specific staff are trained, usually support staff. If pupils pose a threat of causing direct harm to themselves or others then it may be necessary to take them to a safe space. IJ said that space is limited in school and he would like another room similar to the sensory room for this purpose. LW stated that staff recognise escalating issues so incidents of intervention are few. IJ said that pupils are always encouraged to recognise their own triggers.</p> <p>Simon has asked all staff to turn off their laptops at the plug socket at the end of the day. He will turn off all tablets at the end of the day and turn them on again first thing in the morning so they are fully charged for the day ahead. This is because, in certain circumstances, lithium batteries have been known to suddenly catch fire. Trent Safety Services, who service our fire extinguishers, recently visited to advise Simon regarding fire safety, and this was his recommendation.</p> <p>Simon is working through RoSPA Play Safety reports 19.2.24 on gym and outdoor play equipment.</p> <p>Jo Blackshaw has completed her EVOLVE Advice training.</p> <p><u>Accidents</u></p> <p>Accident report forms received since 18th January include a cleaner and the caretaker injuring their knees by slipping outside on sticky ground in the KS1 area by the external cleaning store (outside lighting timing was subsequently altered); several children tripped and fell in the playground, one needing stitched in his chin at hospital, another broke his collarbone, and another fractured his wrist.</p> <p>All accident forms are copied to Derby City Health & Safety.</p> <p>All first aid carried out is recorded on Medical Tracker.</p> <p><u>Staff Update</u></p> <p>IJ said that a member of staff has handed in her notice and will leave at the end of the year.</p> <p>Two further support staff will not have their contracts renewed as some SEND pupils will be moving on.</p>	
28/24	<p><u>SFVS</u></p> <p>The SFVS is now complete and has been submitted.</p>	
29/24	<p><u>Determination of confidentiality of business</u></p> <p>Nothing confidential identified.</p>	
30/24	<p><u>What have we achieved from this meeting?</u></p> <p>Governors have agreed the budget plan for the next 3 years. Governors have established that school is in a good stable position financially.</p>	
31/24	<p><u>Dates of next meetings –</u></p> <p>FGB Meeting 16 May 2024 at 5.30pm in School</p> <p>Curriculum Meeting 30 May 2024 at 5pm in School (Subject to Change)</p> <p><i>All Meeting Dates for 2023-2024 on Governorhub</i></p>	

The meeting ended at 6.30 pm

Signed _____ Dated _____