



Markeaton Primary School, Bromley Street, Derby DE22 1HL

MINUTES
Resources Meeting
Thursday 20th January 2022 at 5.00 pm via Teams

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
01/22	<p><u>Present and apologies</u></p> <p>Lauren Gascoyne, Chair (LG), Laura Martin (LM), Matt Ball (MB) arrived 5.20pm, Ian Johnson, Headteacher (IJ),</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence:</u> None received. All present.</p>	
02/22	<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. All Governorhub declarations have now been completed.</p>	
03/22	<p><u>Review of Membership</u></p> <p>LM continues to attend Resources meetings until a new governor is recruited with the skills to join this committee. Claire Connor has recently joined the Governing Board and LM/IJ have met with a potential parent, Laura Fox-Lee. LM to email the whole of the FGB with information about Laura in order for them to make a decision about recruiting her before the next FGB meeting. BW recommended that it is advisable to recruit another member for the Resources Committee in order to ensure quoracy. LM to pursue this.</p>	<p>LM</p> <p>LM</p>
04/22	<p><u>Resources Committee Terms of Reference</u></p> <p>Chair to sign on behalf of the committee members.</p> <p>MB had amended the TOR and circulated to Governors prior to this meeting. Governors unanimously agreed to accept the revised TOR once grammatical errors have been amended. Chair to sign on behalf of the committee members.</p>	BW
05/22	<p><u>Review of minutes from Resources meeting 14 October 2022</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 virtually signed and dated by the Chair on Governorhub.</p>	Accepted

06/22	<p><u>Matters arising</u></p> <p>26/21 LM stated that she would like to reinstate the role of Duty Governor of The Month and this will be included on the agenda for the next FGB.</p> <p>32/21 LM to write a letter to DCC on behalf of the Governors regarding the coping stones issue.</p> <p>No further outstanding items from these minutes.</p>	<p>BW</p> <p>LM</p>
07/22	<p><u>Governor Training for 2021-22</u></p> <p>LG has completed training on the Learning Link. LG also sent out an email to all Governors in order to highlight what training is available to them. LM said that it is already apparent that there are skills shortages in finance and HR issues which will need to be addressed by the FGB.</p> <p>LG said that the skills audit results will also identify areas for training. BW is currently chasing Governors for their completed skills audits which were issued in November. This is proving very difficult. LG suggested a session with Governors all together to explain how to score themselves. LM felt that this would be very useful. LG to organise.</p>	<p>LG</p>
08/22	<p><u>Policies/Documents for Ratification</u></p> <p>None circulated.</p>	
09/22	<p><u>Headteacher's Staffing/Personnel Update</u></p> <p>See separate confidential minute.</p>	
10/22	<p><u>Budget Monitoring Report</u></p> <p>This document had been circulated to Governors prior to this meeting. IJ had emailed Governors and recommended that they review the comments section of the report which explains why there may be an over-spend, under-spend or any other additional unexpected income/debt. This would enable Governors to pick out specific costs that they had concerns about.</p> <p>Expenditure - IJ said that in terms of significant overspend, Teacher (F1019) and Teaching Assistant (F1026) supply costs must be monitored. However, any significant increases are as a result of Covid absences, making it difficult to generate an end of year forecast. IJ explained that if a TA works with a SEND child then the child must have supply staff for support.</p> <p>Another cost which can fluctuate is E1010 Learning Resources - non ICT which IJ will monitor. Again this was identified in the comments section of the report.</p> <p>Income – IJ said that he would also have to keep a close eye on S1038 Out of Hours Activities which includes Wraparound – YMCA. This if forecast to generate £10k but in reality IJ will be pleased if half of this is achieved.</p> <p>IJ informed Governors that there is a finance meeting next week which will give a better idea of final figures for the year.</p> <p>LG asked if there were any further questions. None raised.</p>	

11/22	<p><u>Audited Accounts – circulated prior to this meeting</u></p> <p>No areas of concern raised.</p>	
12/22	<p><u>Premises/Health and Safety</u></p> <ul style="list-style-type: none"> • Site Manager/Headteacher reports • YMD Boon Maintenance Schedule <p>IJ informed Governors that the YMD Boon condition report had identified areas to address which include: additional roof space insulation, re-covering the remaining slate roof, the coping stones issue, some internal doors and the front wall by the pedestrian gate.</p> <p>There were various comments raised and all works will be completed before Easter. IJ asked if Governors are happy to leave this item to IJ/SS to prioritise. MB commented that any concerns are usually classed as red in the report if they are considered urgent. The items raised above are not classed as urgent. Governors agreed that IJ/SS could resolve.</p> <p>More pressing is the fire escape from Bromley House. Fire drill advice has always been to wait upstairs for help. As a result of the survey report from Diane Banks, there needs to be an update on the Fire Evacuation Plan. Various items of equipment have been purchased to improve evacuation. The Fire Service were concerned that there is only one staircase but felt that there is enough time to isolate upstairs. This means that an outside fire escape will not be required on the Bromley House building.</p> <p>The evacuation procedure has been updated and school has been split into segregated areas. Allocated fire wardens will bring evidence to show that they have searched their area before they leave the building. The alarm system is being updated.</p> <p>MB asked if IJ needs to feedback to YMD Boon but IJ said that it is not necessary. MB also asked that in the absence of YMD Boon, who is doing the Health and Safety audit. IJ said that he may reach out to YMD Boon as it is possible to pay for 5 visits.</p> <p>IJ has also received a quote for electric gates at the front to be attached to the car park entrance. A buzzer will be required for the gates to be opened which will provide an extra layer of security and ensure that the Fire Service can get in.</p>	Agreed
13/22	<p><u>Determination of Confidentiality of business</u></p> <p>Staffing</p>	
14/22	<p><u>What difference has this meeting made to our pupils?</u></p> <p>Discussion of health and safety issues has ensured that the children are in a safe environment to learn.</p>	
15/22	<p><u>Dates of next meetings –</u></p> <p>Resources 28 April 2022 at 5pm (Teams) Curriculum 3 February 2022 at 5pm (Teams) FGB 17 February 2022 at 5.30pm (in School) <i>All Meeting Dates for 2021-22 on Governorhub</i></p>	

The meeting ended at 5.40 pm

Signed _____ Dated _____