



Markeaton Primary School, Bromley Street, Derby DE22 1HL

MINUTES
Resources Meeting
Thursday 15th October 2020 at 5.00 pm via Teams

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
36/20	<p><u>Present – This was a virtual meeting due to the Coronavirus crisis</u></p> <p>Nicki Jenkins, Chair (NJ), Ian Johnson, Headteacher (IJ), Matt Ball (MB), Lauren Gascoyne (LG).</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence:</u> None received. All present.</p>	
37/20	<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>	
38/20	<p><u>Review of Membership</u></p> <p>Election of Chair and Vice Chair for Resources Committee – There had been some communication between all Governors in order to accept MB as Chair of this committee. This was unanimously agreed. MB to Chair the next Resources meeting. Governors also unanimously voted to appoint LG as Vice Chair of this committee.</p>	Agreed
39/20	<p><u>Resources Committee Terms of Reference</u></p> <p>The Terms of Reference for this committee were agreed by Governors. However, it was noted that there should be some mention that 3 governors are required to be present in order to ensure quoracy. Chair to sign and date on behalf of the committee members once amended.</p>	NJ
40/20	<p><u>Review of minutes from Resources meeting 25 June 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
41/20	<p><u>Matters arising</u></p> <p>28/20 The Statement of Internal Control has yet to be amended and signed. NJ informed Governors that this document explains how finance is monitored.</p> <p>30/20 Health and Safety Audit update – covered later in this meeting.</p> <p>No further outstanding items from these minutes.</p>	NJ

42/20	<p><u>Governor Training for 2020-21</u> Training and development requirements will be identified on analysis of the skills audit (once Governors have submitted). LG had completed some online training and will also attend the next Chairs' Briefing. IJ to hold a briefing after half term with an overview of key areas. The Virtual Training Programme Autumn 2020 has been uploaded to Governorhub and can be found in DCC resources folder.</p>	
43/20	<p><u>Policies/Documents for Ratification – Circulated</u> No individual policies brought for ratification. BW to send revised policy schedule to NJ for completion.</p>	
44/20	<p><u>Headteacher's Staffing/Personnel Update</u> See separate confidential minute</p>	
45/20	<p><u>Premises/Health and Safety</u> SBM/Site Manager/Headteacher reports - Maintenance priorities. Documents to support the above had been circulated to Governors prior to this meeting. There had been a Health and Safety Audit on 15 September 2020 and an action place had been created and circulated to Governors (who had previously had the opportunity to ask IJ for clarification via email). YMD Boon has been appointed as the Health and Safety consultants for this year. IJ said that they had been there with support during risk assessments for both partial and full reopening. NJ queried why not just utilise the usual provision from the local authority. IJ said that if a third party is used the LA is still involved and the risk assessments had to be submitted to them for feedback too. Training - IJ said that he is in the process of chasing up DCC with regard to allergy awareness training for staff. NJ asked if this could be completed online but IJ said that some of it should be face to face. Sally Shaw has arranged for a trainer to attend to deliver Epi-pen training. Health and Safety training had been arranged for all staff through DCC but this was cancelled during lockdown. Awaiting new dates for this. Fire Arrangements – NJ asked that in light of the recent fires at two Derby schools, what are the current fire/safety arrangements? Also, following the fires the fire services emphasised that the schools did not have sprinkler systems in place. Has Markeaton ever looked into this? IJ said that if a fire broke out during the night the alarm would automatically contact ASI who will contact Security Plus. If it is due to a fault then the alarm will be reset. If multiple alarms were to go off then the fire brigade will be alerted. IJ said that the LA had contacted schools to clarify situations with them. NJ stated that the fire service had promoted the use of sprinklers. IJ said that DCC might be forced into action on this in the future. However, it would be useful to research costs and installation time. MB felt that school should definitely investigate this. IJ said that there had been a fire drill in school during the last week. Ade had created different scenarios so that potential issues could be highlighted. One issue was the maintaining of bubbles. As Health and Safety Governor, MB to work through the action plan. MB and SS working on updating the format of the premises/health and safety report. NJ said that the commentary needs amending to focus on what is happening now and in the future.</p>	<p>MB</p>

	The Health and Safety Policy was signed by MB on 13th October 2020 on behalf of all Governors.	
46/20	<p>Finance The budget monitoring document had been circulated to Governors prior to this meeting. NJ commented that the figures look promising. IJ said that that the carry forward figure looks favourable but there were some considerations to make. During lockdown it was confirmed that Sports Premium funding will continue for another year which means an extra £11,000 added to the budget. This is a bonus and will be allocated to YMCA. The catch up fund of £22,000 has been included. This will mean increased TA support is needed at additional cost. There will also be other kitchen and cleaning costs to consider. NJ stated that although there was not currently a high infection rate there needs to be money allocated if extra TA supply is required. IJ said that there was little sickness in school currently but we are entering cold and flu season. NJ stated that staff may need to self isolate at some point. IJ said that he cannot claim for self isolating staff.</p> <p>Catch-up Funding – IJ stated that the catch up payment is £80 per child so for Markeaton this will be multiplied by 420. It will be received in four payments. IJ said that he had met with Kate Nash who had advised that the tutor list had not yet been released. However, it is essential to assess how much learning has been lost first..</p> <p>MB asked if IJ had learnt anything from the previous lockdown. IJ said that lockdown had produced savings as a consequence of not being in school but that the saving had been spent on other areas.</p> <p>IJ said that school had already bought white boards for all classrooms and the car park had been completed. If there is any carry forward at the end of the academic year then he will be pleased with that outcome.</p>	
47/20	<p>AOB – Not on original agenda IJ had met with Kate Nash and she had asked about the school dinner arrangements. IJ informed her that school was now operating as it was before lockdown. She spoke to kitchen staff and felt that the system they had put in place was amazing. IJ said that school was now also using the upstairs hall. Staff had bought a hot trolley and the food was being put into insulated containers to enable children to access a hot meal from both floors. It has been very successful. NJ to email thanks to kitchen staff on behalf of all Governors.</p> <p>LG had met with Elaine Grey to discuss the invoice process in the office. Oracle training was discussed (as required by DCC) as staff were not confident in using it. NJ said that the training would have to be delivered by the LA and staff need to be very clear on which part of the system they need training on. NJ asked LG to ensure that a completed Governor Visit Form is uploaded to Governorhub.</p>	
48/20	<p>Determination of Confidentiality</p> <p>44/20 Staffing.</p>	
49/20	<p>What difference has this meeting made to our pupils?</p> <p>Governors have ensured that systems are in place to keep children safe at school.</p>	

50/20	<p><u>Dates of next meetings –</u></p> <p>Resources 4 February 2021 at 5pm Curriculum 22 October 2020 at 5pm FGB 26 November 2020 at 5pm</p> <p><i>All Meeting Dates for 2020-21 on Governorhub</i></p>	
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The meeting ended at 6.00 pm

Signed _____ Dated _____