



Markeaton Primary School, Bromley Street, Derby DE22 1HL

MINUTES
Resources Committee Meeting
Thursday 18 January 2024 at 5.00 pm via Teams

<u>Item</u>	<u>Topic</u>	<u>ACTIONS</u>
01/24	<p><u>Present and apologies</u></p> <p>Laura Martin, Chair (LM), Ian Johnson, Headteacher (IJ), Clare Cole (CLC), Lauren Gascoyne (LG).</p> <p>Clerk: Billie Welford</p> <p><u>Apologies for Absence:</u> Claire Connor</p>	
02/24	<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>	
03/24	<p><u>Review of Membership/Governor Training</u></p> <p>LM welcomed CLC as a new Governor joining this committee. LM said that with her financial skills and background she will be a valuable addition to the Board. All vacancies have now been filled.</p>	
04/24	<p><u>Review of minutes from Resources Committee meeting 19 October 2023</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 LM
05/24	<p><u>Matters arising</u></p> <p>33/23 The position on the Board has now been filled. LM said that she will continue to Chair the resources committee meetings temporarily until a replacement is found.</p> <p>40/23 Regarding the high grading as a result of the recent canteen audit, LM has passed on thanks to SS but still has to thank the canteen staff for their hard work in person.</p> <p>41/23 LM and LG have made a start on the SFVS and now have a deadline for completion.</p> <p>There were no further outstanding actions from these minutes.</p>	LM LM/LG

06/24	<p><u>Governor Training</u></p> <p>Training and development requirements</p> <p>LM asked if CLC has looked at the new DCC dates for the new governor induction. CLC said that she has yet to do so. SB is also looking to book this training. LM to speak to SS regarding Flick accounts for both SB and CLC in order for them to complete mandatory training.</p> <p>LM had circulated resources from her own recent training that she has completed. LM is also attending Ofsted training next week.</p> <p>LG said that there had been no further notification of other completed training or requests to undertake it. However, LM and LG to look more in-depth at the recently completed skills audit to identify what further training might be required.</p> <p>Governors will continue to meet collectively in school for monitoring. The next of these meetings will take place on 6th March and 12th June with further discussion on structure at the next FGB.</p>	LM
07/24	<p><u>Policies/Documents for Ratification</u></p> <p>No new policies were brought to this meeting.</p>	
08/24	<p><u>Headteacher's Staffing/Personnel Update</u></p> <p>See separate confidential minute</p>	
09/24	<p><u>Budget Monitoring Report – post 17 January 2024 meeting</u></p> <p>This report had been circulated to Governors prior to the meeting. IJ asked if there were any questions to raise. CLC asked about the recent staff pay award and whether funding was provided to cover it. IJ said that it is partly funded. The budget planner includes a percentage rise for all staff but the recent 6% is a lot higher than is usual. It was impossible to budget for such a large chunk of extra money.</p> <p>CLC asked what will happen next year. Will it be part of the general funding? IJ said this would be a sensible idea but that in reality it will come out of the normal budget. IJ said that one of the reasons behind the teacher strikes was that they didn't want the pay rise to come out of the budget pot. IJ said that he would probably budget 3-4% rise for next year just to be safe.</p> <p>CLC asked about the TA staff and whether they had received the same pay award. IJ said that theirs was different. IJ said that there is also a variation on the forecasted amount for TAs. IJ said that he uses an agency for supply staff and that after 22 weeks they can request a contract. IJ said that if the person is good at their role then he would offer a contract which is usually time specific. IJ said that there is never time to advertise for TAs and he has not for the past 7 years. CLC asked if there were increased costs for the flexibility of using agency staff. IJ said that costs work out quite similar as agency staff don't receive holiday or sick pay. They are only paid if they are in work.</p> <p>LM asked IJ if there was anything further that he would like to draw Governors' attention to. IJ said that it looks as if there has been a significant increase in SEND funding. This is because the VI funding used to be awarded separately. This can be predicted more accurately now when he knows who will be coming into school.</p> <p>LG asked how the changes in the school office were working out. IJ explained that he had recruited to replace Elaine Grey but the replacement left before the start date. There are now 2 part time staff with no significant change in costs. LM noted that the team work better together now.</p>	

	<p>IJ said that regarding capital, it looks like a lot of money has been spent. This is because the new internet connection has been installed, ipads have been purchased and the boiler has been changed in Bromley House. IJ explained that capital can be rolled over in order to afford heavy purchases and this is how it was afforded. All is going well and staff are delighted at the improvements.</p> <p>LM asked if IJ had received any requests to rent the hall. IJ said only the YMCA and there had been the occasional gym class.</p> <p>IJ explained to Governors that it has been identified that a break out room is required but space is short. He has asked Ade to look into renting a modular building to place at the front of the school.</p>	
10/24	<p>SFVS Discussed previously 05/24.</p>	
11/24	<p><u>Premises/Health and Safety</u> SBM/Site Manager/Headteacher Reports Maintenance priorities</p> <p>SS had provided a premises update prior to this meeting. IJ said that the cyclical maintenance checks are in-house now and are still working well. The Landlord Compliance Audit on 27th September went smoothly with no follow-up comments.</p> <p><u>Other Work</u> Tree Survey December 2022 – urgent tree work has been carried out but there is still work to be done. Further tree survey 21.11.23. SS waiting for a price for the work required.</p> <p><u>Health & Safety</u> DCC Health and Safety Audit took place on 8.12.23 and 10.1.24. Feedback has been positive and the report is due w/c 15th January but has not arrived yet. The photocopier being in the upstairs hall is still an issue. Jo Blackshaw has completed her Educational Visits Co-ordinator training and is about to review our Educational Visits Policy based on the knowledge she has gained. When staff are planning to go out on a trip/visit the system logs the details, the number of children etc and provides a risk assessment. This is finally signed off by IJ.</p> <p><u>Accidents</u> No accident report forms received so far this term. All first aid carried out is recorded on Medical Tracker.</p>	
12/24	<p><u>Determination of Confidentiality of business</u> 08/24 Headteacher's Staffing/Personnel Update</p>	
13/24	<p><u>What have we achieved from this meeting?</u> Governors have discussed school resources and staffing. Governors are ensuring a safe environment for the children with as many resources as possible.</p>	
14/24	<p>Dates of next meetings –</p> <p>Curriculum 8 February 2024 at 5pm (in School) FGB 15 February 2024 at 5.30pm (in School) Resources 25 April 2024 at 5pm (Budget-in School before FGB)</p>	

	<i>All Meeting Dates for 2023-24 on Governorhub</i>	
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The meeting ended at 5.45 pm

Signed _____ Dated _____