

ST MARY'S C OF E PRIMARY SCHOOL.

Resources Committee Meeting

Date: 13th June 2016 Start Time: 17:15 Finish 19.11

<p>Present:</p> <p>A Scarrett M Peart Chair L Beer (arrived 17:30) K Bines M Dendle J Hope P Harris (arrived 17:25) L Waters (arrived 17:22) S Rowe (Minutes)</p>	<p>Apologies:</p>	
<p>Agenda:</p> <ol style="list-style-type: none"> 1. Apologies 2. Declaration of Business Interests 3. Minutes from last meeting 4. Staff Structuring for September 5. Health & Safety Walk 6. Risk assessments 7. Policies: Optimising Staff Performance & Managing Capability 8. Budget –incl approval of Air Con quotation for Hall. 9. Skills required for a new Foundation Governor. 10. Benchmarking 11. AOB 	<p>Minutes signed as being accurate:</p>	
<ol style="list-style-type: none"> 1. Apologies - none 2. K Bines advised that his wife works at the school. 3. Previous minutes agreed – <i>no action required.</i> 4. AS advised the staff structure for September was currently confidential amongst staff members. AS confirmed that he had received two letters of resignation, one from Martha Unwin, who will be moving to the Netherlands and one from Aimie Trathen who will be working within the Woolacombe Federation at the school in Coombe Martin. He also advised that Julia Skinner will be on a year secondment at Hartland School. KB suggested an exit interview and AS agreed that this was a good idea. 	<p>MP to email MU and AT inviting them to an exit interview.</p>	

<p>AS then advised that there will be three new teachers next year, Leah Davy, a NQT from the ACCT school direct programme, Rebecca Greenslade, from Lincolnshire with 4 years' experience and Michelle Jackson who currently works as a Primary Lead at Holsworthy Federation.</p> <p>AS then talked through the staffing structure list which is attached.</p> <p>5. MP read out the daily, weekly and monthly checks which Darren Cairns had to complete.</p> <p>During the walk around the following points need actioning.</p> <ul style="list-style-type: none"> - <i>steps to the field DC has put one strip on to test if ok. As it seems ok, rest need to be completed as do the steps up to year 1 from outside the hall. During the walk it was confirmed that all steps around the building need to have the yellow strip added.</i> - <i>A gate outside the year 1 classroom and at the top of the stairs needs to be provided enabling an enclosed area for the children.</i> - <i>The climbing equipment on the KS2 area needs pressure washing.</i> - <i>Overflow on the disabled toilet in the Year 3 /4 block needs looking at as it is leaking onto the playground.</i> - <i>Weed and turf area behind the Year 3 /4 block.</i> - <i>Drain cover by the willow dome near Turnstones class is loose.</i> - <i>Drain cover by year 6 building is uneven.</i> - <i>Slabs around the year 3 /4 area need repointing.</i> - <i>Slab on the way up from the gate to the reception area of the school needs to be re cemented.</i> - <i>Art and D&T cupboard needs to be cleared up.</i> <p>AS advised that the current library will be the new year 5 classroom and used for PPA in the afternoon. The current first aid area will be transformed into the library and the first aid area will be moved near to the cooking area. <i>This</i></p>	<p style="color: red;">AS to advise DC</p>	
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<p><i>will be done during the summer break.</i></p> <p>6. Fire risk assessment.-<i>amend 3.33 from a no to yes.</i> <i>Whole School. work equipment page 15.</i> <i>Change shedder to shredders</i></p> <p>7. Policies</p> <ul style="list-style-type: none"> - <i>MP asked if we buy into Devon HR services. AS confirmed that we did.</i> - <i>Section I: where it mentions GTC (General Teaching Council) KB questioned where the referral should now go to as the GTC no longer exists.</i> - <i>KB proposed hearings which lead to dismissal should be dealt with by first committee of Governors. Hearings that lead to suspension should be dealt with by the headteacher. JH seconded.</i> - <i>KB proposed amendments LB seconded.</i> <p>8. Budget has to be updated on every amendment.</p> <p>Amendments to be made:</p> <ul style="list-style-type: none"> - <i>Due to ROD moving out of the class this has led to the deletion of the overtime for the Asst Head Teacher.</i> - <i>Savings will be made from staffing – no language link, reduce of full time TA and TA reducing hours.</i> <p>In the previous budget agreed by governors did not include school meal expenditure. With this added in, AS confirmed that the current carry forward will reduce from the figure previously circulated to 53244</p> <p>AS advised that we had got a quotation £6977 for heating/air conditioning for the school hall. <i>JH proposed it, MD seconded.</i></p> <p>9. Foundation Governor.</p> <p>MD offered to speak to CRC to see if anyone who would be interested would like to talk to her about the position and what it entails. It was agreed that the new governor would need to have – time, willingness and skills that can be used to help the school move forward.</p> <p>10. Benchmarking.</p> <p>JH asked if the E03 – Educational Support Staff per pupil was value for money. – <i>AS confirmed that it was and that pupil progress data confirmed that.</i></p>	<p><i>AS to advise SW</i></p> <p><i>AS to advise SW</i></p> <p><i>AS to confirm.</i></p> <p><i>SW to make amendments.</i></p>	
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<p>11. AOB. JH said that he could see from the walkaround that the condition of the school was outstanding and he would like to give thanks to cleaning and caretaking staff.</p> <p>Meeting closed at 19.35pm</p>		
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