

**GLADSTONE ROAD PRIMARY SCHOOL**  
"Learning, caring, growing together"

**MEETING OF THE RESOURCES COMMITTEE OF THE GOVERNING BODY**

**DATE:** Tuesday 16<sup>th</sup> May 2017

**TIME:** 6.30 p.m.

**PRESENT:**

Mrs Emma Jane Birley  
Mrs Andrea Cowley  
Mr Shaun Marshall  
Miss V Lewis (Clerk)

Mr Ray Williamson  
Mr Keith Wright  
Mrs Sarah Stuart

**Additionally Present:**

Mrs Caroline Sarney (School Business Manager)

**MINUTES**

1. Welcome from Chairperson

EJB welcomed committee members to this evening's meeting, including new members of the committee, AC and RW.

**Action: None Required.**

2. Apologies for absence; consider acceptance of apologies

Apologies received from: -

Peter Southward – he has another appointment to attend.

Jonathan Jeeves – Has been delayed in Whitby and will not be back in time for the meeting.

All apologies were considered and accepted.

**Action: None Required.**

3. Confidentiality

Item 10 may have some confidential content though this will not need to be recorded in a Confidential Minute as the information will be released to parents before the minutes from this evening's meeting are agreed, signed off and displayed.

**Action: None Required.**

4. Declaration of Interest in any Agenda item

None made.

**Action: None Required.**

5. Minutes of previous meeting 07.02.17 and Matters Arising

The Minutes from the meeting on 07.02.17 were presented. Proposed by EJB and seconded by RW. Minutes were signed by EJB and returned to the Clerk for filing as per procedure.

**Action: Minutes from meeting 07.02.17 to be filed as per procedure**

**By: Clerk**

6. Finance – Mrs Sarney

The outturn figures have been confirmed and the balance to carry forward is significantly better than expected from the revised budget forecast from November. Income received has been higher than expected and some expenditure savings have come from:

- mild winter has meant less weather related repair work and reduced spending on fuel
- no decorations (classrooms etc) were done 1617
- some works have been delayed 1617 to 1718 pending outturn figures
- staff savings due to natural wastage
- at recent staff training day all staff were made aware of the level of saving required and this has filtered through with more thoughtful/purposeful spending on resources (SS agreed with this and said staff are putting more thought into purchases requested etc)

CS added that the LA have not yet charged for funded sports buses (at a cost of £11,000) and this may yet be adjusted in the next month's charges. We will just wait and see.

Governors were asked, in light of the more positive outturn, to consider appointing a couple of additional TAs to join the behaviour/inclusion team on fixed term contracts. Several members of the inclusion team are also sports coaches who are therefore out of school in the afternoons undertaking sports coaching. The new posts would be extra staffing for this gap. ***Governors all agreed to this proposal.***

Staff Meals:

Historically Junior School leadership staff had a rota of supervising the dining hall being provided with a complimentary school meal. Though the rota system no longer exists it seems that things have evolved and now staff who have 1:1 lunchtime responsibility are taking a free school meal. Whilst this is understandable to a certain degree those staff with lunchtime cover duty then either get a different lunchtime or finish immediately after lunchtime finishes, allowing them to eat after work. School adheres to all legal requirements re appropriate breaks and working hours. It has also become apparent that some staff who are not 1:1 are also taking free school meals; some of whom eat in the dining hall, but some who do not. This is costing school a significant amount of money and a consistent policy needs to be put in place to clarify things for staff to come into effect from September 2017.

AC said that perhaps staff should be consulted re the policy in the same way they would about changes to terms and conditions (due to the historical nature of the 'policy' thus far). CS agreed and said that responses and feedback would be sought in time for the full governing body meeting 27.6.17

**Action: Draw up consultation document re Staff Meals Policy**

**By: CS/VL**

7. Premises / Health & Safety Update

There are works scheduled for the Summer including restructuring of the behaviour support suite and lower school repair works to the roof and guttering. This is being funded from NYCC Capital contributions. School is also paying for resurfacing of the EYFS corner playground due to the current tarmac being in a very poor condition.

Additionally there is currently a feasibility survey being undertaken re: creating a lower school hygiene room suitable, in particular, for a prospective Year R pupil with related severe medical needs. Whilst it is possible the pupil will eventually end up being admitted elsewhere (GRPS is not the catchment school or parents first choice) a lower school hygiene room provision would be a useful addition to the school site. CS is hopeful that if work does go ahead there will be some Capital funding to pay for the project.

**Action: None Required.**

## 8. Gender Specific Reading Resources

**Message from Chair of Governors Richard Adams (not on this committee):**

*When we look at the school data it is clear that some boys do less well in reading etc in some instances. In discussion with a number of people it was identified that there might be a need to ensure we have enough reading material that really appeals to and excites boys. We might not have the money etc but at least I have raised it as an issue and perhaps the resources committee might want to have a quick think about it?*

EJB said that she agreed, she said as a parent her own son had found the selection limited and was not enthusiastic about reading school books. KW said some spending has already been made on reading stock for KS1 and KS2 and hopefully once the results from the recent assessments are known there should be evidence that the expenditure has made a difference. If there is still an obviously wide differential between girls and boys would governors agree to further provisional spending on reading books across the key stages. ***Governors agreed pending reassessment of need in September 17 following key stage test results.***

SS asked that EYFS be included in this spending as they had had no new reading stock in over 5 years. Governors agreed this was appropriate.

RW has been into school to hear readers and said that many boys had commented that they didn't read at home as often as girls. He was keen to support the purchase of more encouraging reading materials.

KW said that asking pupils what they want to read might be a good way forward and suggested children take a survey. School will set up a questionnaire on SurveyMonkey and ask teachers to complete with pupils as part of their ICT lessons.

It was also proposed to hold a 'Book Drive' where parents were asked to donate any books their child(ren) might have outgrown that were in good condition. The idea will be referred to the Literacy Coordinator and Librarian to look at in conjunction with results from the reading book survey answered by pupils.

**Action: Draw up SurveyMonkey questionnaire for pupils to complete**

**By: Clerk**

## 9. HR Policies to Approve & Adopt

- Disciplinary Policy (HR012)
- Resolving Issues at Work (HR016)
- Developing Performance (HR011)
- Capability (HR006)
- Hearings and Appeals (HR012A)
- Whistleblower Policy (GEN021)
- Redundancy, Reorganisation and Redeployment Policy (HR027)

All the updated policies are model LA versions which have been agreed by relevant unions and audited by legal services. They are personalised to reflect the school's individual characteristics and any relevant individuals. ***Governors agreed to adopt the policies.***

- Intimate Care Policy (HS024)
- Nappy Changing Policy (HS025)

These policies are also model LA documents which the school did not have in place. However in light of the possible new starter with extensive toiletry needs it would be best to have them agreed. Full procedures re this area are available from the CYPS Health & Safety Policy and Guidance Handbook and though not specifically aimed at schools CS will modify should need arise.

Following guidance, a specific nappy changing record has been started in the Lower School this week (previously nappy changes were noted in each child's home:school book) showing the child's name, who was present and the time/date.

*Governors agreed to adopt the policies.*

**Action: Policies to be signed and filed as per procedure**

**By: CS**

## 10. Staffing Structure 2017/18

### **SENCo**

KW thanked governors for endorsing the idea of yearly assistant SENCOs but advised that following further thought and in consultation with the LA SEN Adviser it has been decided to appoint another full time SENCO in order to ensure all statutory requirements are met. The post has been advertised with a start date of September 17 (there is in house provision in place until the end of the Summer Holiday). There have been several strong expressions of interest so far, with some prospective applicants touring the school already, and one application received already. Interviews are scheduled for next week.

### **Teaching Staff**

The staffing structure remains largely the same. There were some vacancies to fill, including two maternity covers. Following a successful recruitment process Mat Donald has been appointed to KS1 maternity cover, Emily Blenkin to KS2 maternity cover and Danielle Fardoe to Year 5 permanent post.

The SLT format remains the same, as well as year leaders with the exception of Year 4 and Year 6 who will be swapping places; Michaela Livingstone from Y4 to Y6 and Kerry Ridsdale Y6 to Y4.

Hazel Brown and Fraser Brown are moving to Year 5 and will continue to jobshare.

### **Support Staff**

The support staff structure is just being finalised. Additional staff have been appointed to EYFS and the Inclusion Team following a successful recruitment process which saw 11 strong candidates be interviewed and 9 appointed (including 3 maternity covers).

It is hoped Mrs Stagg, who is doing very well following her treatment, will be able to start a phased return from September 17 but this will be confirmed nearer the time.

### **Training**

A training budget for 4 x HLTAs has been set already, though some of the new appointees already have the qualification which is a bonus!

In order not to lose the £11k apprenticeship levy money CS has asked for expressions of interest from TAs for 4/5 available places to undertake a Level 2 or 3 TA qualification.

**Action: None Required.**

11. A.O.B.

**Staff Lettings**

2 members of staff have asked about hiring the hall to run clubs not associated with school: Mrs Bradley (Relaxed Kids) and Miss Mountford (Zumba for Staff).

EJB said that if only GRPS pupils and staff would be able to attend is it appropriate to charge rent? ie. the dance school that hires the hall on Saturdays is open to children from any school. However, it was raised that if an attendance fee is being charged Mrs Bradley and Miss Mountford would be making money so a rental charge would be appropriate.

The usual rate to hire the school hall is £10 per hour without heating and £15 with heating. Governors discussed and agreed a reduced rate of £5 fee per session with effect from after half term.

**KW / Ofsted**

KW has passed his Lead Inspector training. School will shortly be receiving payment for the days spent out of school throughout the training and assessment process. KW will do a small amount of inspections which will produce income of £335 per day (3 days) as a team inspector and £535 per day (5 days) as a lead inspector.

KW thanked governors for releasing him to attend training.

**Action: Send letter and booking form to Mrs Bradley / Miss Mountford**

**By: VL**

**Meeting Closed at: 7.50pm**

**Signed (Chair)** \_\_\_\_\_ **Date** \_\_\_\_\_

