

MINUTES OF MEETING



**Nottinghamshire
County Council**

Name of organisation Trent-Rylands Federation
Trent Vale Infant and Nursery School *and* Beeston Rylands Junior School

Meeting title: Resources Committee

Date and time: Monday 11th October 2021 4.30pm

Location: Virtual – Zoom

Membership

'A' denotes absence

Mrs C Turner (co-head teacher)
Mr S Williams(chair)
Mr C Jones
Mrs S Kaye left the meeting at 5.09pm
Mrs L Sharples
Ms L Griffiths
Ms J Barrett (co-head teacher)
Mrs S Osborne (co-head teacher) joined the meeting at 4.40pm

In attendance Minute Clerk: Mrs J Gibson
Trent Vale Office Manager: Mrs S Kaye – left meeting at 5.04pm

Action

R/01/21 Apologies for absence

Apologies for absence were received from
S Osborne – attending another meeting, will arrive late
L Shepherd and S Hartley Hill

R/02/21 Declaration of interest

Mr C Jones made a declaration of interest. Mr Jones partner is a teacher at Beeston Rylands Junior school. No other declarations of interest, either direct or indirect, for items of business on the agenda were made.

R/03/21 Agreement of minutes from previous meeting – 25th May 2021

The minutes of the summer term meeting held on 25 05 2021 having been previously circulated were agreed by the chair and agreed as signed, due to social distancing.

R/04/21 MATTERS ARISING**- BRJS School Fund Audit**

The audit has been completed and emailed to NCC Finance.

R/05/21 FINANCE**2020-22 medium term budget****- Completion of 2020-21 budget****i. TV**

SK advised the reforecast has been completed with Vickie Lievesley and the current prediction is a £21,318 deficit.

The income has been impacted by very low nursery numbers; with covid parents felt it was not the right time to switch children to a new environment.

A pay increase of 1.75% for support staff has been added to the budget. In Jan/Feb there was a pay freeze, subsequently this proposed increase has been announced with no indication of funding to cover it.

School have received complaints regarding trees in the nursery garden bordering Grenville Road and £1200 has been spent on this work along with 2K repairs on playground equipment.

Continued increase in cleaning cost due to covid; the annual budget for this has been spent within the first term.

SK advised the playground repairs can be switched to DFC funding. 6k is received annually and this work would qualify as an improvement under the terms of spending. This funding is usually spent on ICT so would limit expenditure on this. **A governor queried existing allocations of this amount.** SK advised 2k had been spent on laptops and an electronic entry system with 4k not allocated. **The chair invited comments. A governor queried the normal spend and at this stage could anything be foreseen.** CT advised both schools are better equipped with ICT than they have been for years. Jodie Lopez has secured free ICT equipment from TTS; they are asking for a podcast and feedback in return. SK advised next year some smartboards may need to be replaced, any remaining DFC funding from this year can be carried forward to next year's budget.

The chair asked for a vote on approval – the governing body approved

ii. BRJS

JG advised the reforecast with Vickie Lievesley is booked this Thursday, an update can be sent following this. Currently the predicted c/f is £56,764 and has been committed to review of staffing structure 2022/23. Have £26,500 committed in the budget for the sports field fencing/trim trail that needs reviewing. No grant is available for the fence so this will not be going ahead. **Governors discussed and**

it was agreed a decision would be taken following the budget reforecast. JG to provide feedback and this will be taken for discussion at the full gov meeting if necessary.

- **Approval of virements**
 - i. **TV**

£2041 building and maintenance revenue budget to DFC.

- ii. **BRJS**

£880 to furniture not in original budget

The governing body approved

- **JM Support (new agenda item added)**

Happy JM is to provide support. Daily rate is £400 per day with up to 15 sessions. Have had 3 sessions with a 4th booked in and a possible 5th in December. Bearing in mind the budget is it now the right time to move forward as the new SLT team with their plans. **Governors discussed and questioned issues around this including costs met between both schools, anticipated support required, allocating amount to each schools budget, other support available SIP advisor/mentor from another school/family of heads and flexible support.**

The governing body agreed 6k split across the Federation to use flexibly.

- **School Fund – funds available and audit**
 - i. **TV**

The balance stands at £721.34, commission has been received from the school photographer and story books for the classrooms have been purchased.

- ii. **BRJS**

The balance stands at £910.91 and was audited in the summer.

R/06/21

INVENTORY – TV then BRJS

Items to be disposed of

The ICT suite has been decommissioned at TV - 13 iPads + MacBook. 8 PCs + monitors. Also an old camera, laptop and laminator.

The smartboards and projectors have been replaced in 5 classrooms at BRJS. Since then we have received a request for an old smartboard and projector to be re-sited in the TA area. Hancox IT are looking at this and will advise if possible. Have left all 5 of each on the list as if this is not possible they will need disposing of with the other equipment due to lack of storage space.

JG

The governing body approved

Items to be devalued

There were no items to be devalued at either school

R/07/21

GDPR

- **Explore external support companies**

JM had been looking into this and has information for one company looking at data mapping and data protection compliance. There is a zoom meeting on Thursday, reservations around the potential cost.

A governor queried if school have a DPO and toolkit. School do have both, all is ok when everything is running smoothly, a lot of time is taken up when investigation is needed. **A governor advised a business manager within their workplace acts as an ADPO visiting schools to support GDPR within the city.** CT asked if the information could be emailed to her – agreed. **Governors discussed and questioned assessment of risks and costs, checking with colleagues in the family of school for their processes and the data protection for schools service run by the County Council, the details of this were passed to CT.**

LG

CT

R/08/21

PERSONNEL ISSUES

None currently, however have been looking at leadership and financial support. Propose asking Vickie Lievesley to provide ½ a day support for this. **Governors discussed the benefits.**

The governing body approved .5 day consultancy for VL

R/09/21

APPRAISAL

- **Headteacher - objective setting**

Wendy Wheldon along with Chris Jones and Lisa Shepherd have agreed objectives based on SIP, these will feed into staff appraisals. **A governor queried if all 3 co-heads are happy with their objectives,** they confirmed they were.

- **Teaching staff annual reviews**

This has been completed by JM

- **Teaching staff objectives**

These are based on the headteachers objectives. Have worked on them with JM and also have a meeting with Wendy Wheeldon booked. **A governor asked the appraisals be looked at from a quality perspective; the personal development section be completed by heads and passed to CT**

CT

R/10/21

HEALTH AND SAFETY

- **Autumn Term health and safety visit**

- **Health and safety governor**

S Hartley-Hill is the new H&S governor. CJ is currently using a personal email to contact her and will share this with CT & SW. **A governor queried the use of personal email and advised it would need to move to the school email for GDPR purposes. A governor queried when the next visit will take place,** this will be arranged during the Autumn Term.

CT

- **Latest Covid-19 Risk Assessment**

- **Outbreak management plan**

The latest version of these are on the governor hub. **A governor queried if there were any significant changes.** The OBMP would be implemented if there were 5 cases within school that related to each other. With regards to covid school is somewhere between the stages of covid outbreak and no covid. At the Junior school star assembly takes place outside, weather permitting, or over zoom. At the Infant school assembly is over zoom. The schools are now mixing more with Junior's spit between lower and upper school and Infant's split between early years and KS1. School will open up more as it can in slow steps, it's not back to normal yet but not in bubbles either.

		Action
R/11/21	<p>POLICIES to be ratified</p> <ul style="list-style-type: none"> - Annual review of the Charges and Remissions Policy - same - Annual review of the School Pay policy – defer to next meeting details from the LA for this policy only published on portal today - Annual review of the Freedom of Information Publication scheme and data protection policy – not completed defer to next meeting - Annual review of the Appraisal policy - same governor query review date within the document to be updated plus section 4.2 - Annual review of the School Disciplinary (Capability) policy – no update on portal yet (2016 version) – same, not updated yearly - Annual review of the Management of Human Resources policy – same - Annual review of the Whistleblowing Policy – achieved summer 21 - Annual review of Reporting Staff Absence – Employee Guide – no update on portal yet but reporting details changed to be CT,JB and SO pages 3/4 - Annual review of the procedure for Dealing with Allegations of Abuse against Teachers and Staff – no update on portal yet but up to date Keeping children safe is cited on Trent Rylands Policy. Governor query is there a policy for keeping children safe in education. CT confirmed this and will send a summary of changes out to governors - Annual review of the School Disciplinary Procedure – Managing Conduct of School Staff – no update on portal yet – This is part 1 – same - Annual review of the School Disciplinary Procedure – Managing Allegations of School Staff – no update on portal yet This is part 2 – same - Annual review of the Complaints Procedure – same - Annual review of the Rarely Cover Policy - same - Annual review of the staff handbook – achieved – check new staff have. Held at each school to help staff out, will get update at Pupil Outcomes meeting - Annual review of the school dress code – same. Governor query does MDSA rule still apply re no tabard with gloves and plastic apron still worn. CT confirmed this still applies - Annual review of the Policy for Staff Working in Teams – same - Annual review of the Attendance Management in Schools – Employee Guide – check portal (2017 version) same not updated yearly - Annual review of the Procedure of Placement of Teaching Assistant Students – same. This is a very old policy and only held at TV. Governor query what is it trying to achieve. It was decided TA students would be managed under the volunteering policy so is no longer required. 	<p>CT</p> <p>CT</p> <p>CT</p> <p>CT</p>
	<p>All of the above policies, with the exception of those deferred to the next meeting or no longer required, will be passed for ratification at full governors</p>	
R/12/21	<p>Determination of confidentiality of business It was</p> <p>resolved</p> <p>that all papers and reports be made available as necessary</p>	

R/13/21 Confirmation of date for next meeting

The governing body

agreed the following dates for future meeting:-

spring term – Monday 31st January 2022 – 4.30pm

Please ensure a meeting link is sent out with the next Agenda

The meeting closed at 5.44pm.

Signed(chair) Date.....

