

# MINUTES OF MEETING

**Name of organisation** Beeston Rylands Junior School

**Meeting title:** Resources Committee

**Date and time:** Wednesday 6 May 2020

**Location:** Virtual – Microsoft Teams

## Membership

'A' denotes absence

	Mrs J Moss (executive head teacher)
	Mr M Jackson (chair)
	Mr C Jones
	Mrs L Shepherd
	Mr S Williams
	Mr C Jones
	Mr A McPherson
	Mrs L Sharples
A	Mr D Todd
	Mrs K Naylor
	Mr C Aldridge
	Mrs K Foale
	Mrs D Baguley

**In attendance** Minute Clerk: Mrs J Gibson

## Action

### R/01/20 Apologies for absence

Apologies for absence were received from Mr J Harper.

It was

**resolved**

that the governing body consent to this absence.

### R/02/20 Declaration of interest

Mr C Jones and Mrs L Shepherd made a declaration of interest. Mr Jones partner is a teacher at Rylands Junior school and Mrs Shepherd's sister is a teacher at Trent Vale Infants school. No other declarations of interest, either direct or indirect, for items of business on the agenda were made.

**R/03/20 Approval of minutes of Resources Committee meeting**

*The minutes of the spring term meeting held on 5 02 2020 having been previously circulated, were agreed by the chair and agreed as signed, due to social distancing. All actions from the previous meeting*

- Safer Recruitment Training
- Governor allowances
- 'Date purchased' column added to inventory
- Financial skills matrix
- Governor information on the website
- Governor aspect of the Single Central Record
- Federation contracts

*are on the current agenda and detailed under the appropriate heading.*

**R04/20 Covid 19 update**

*Childcare support* has been provided for 6 weeks and is generally accessed by 12-20 pupils. This number has been increasing as partners of key workers are starting to return to work. Today there were 27 pupils in school.

*Free school meals* - there have been many issues with the Edenred scheme, so the schools have reverted to the Wonde scheme which works much better. Food parcels and other support has also been provided by local community organisations.

*Safety* – all staff have been split into teams and families are contacted, information collated and fed back to the SLT. Where families have a child/ren at both schools they are put into family groups so they receive one phone call per family. Calls continued over the Easter holidays once a week, with vulnerable families' phoned twice a week or contacted direct by the SLT team who hold their own list of families to contact. Calls are dropped to once a fortnight where all are coping well. Parents and carers are aware they can contact school using the Trent Vale phone number. Weekly, on Monday, all records are collated and checked to ensure all have been contacted. Any concerns not escalated at the time are dealt with.

*Home Learning* – physical packs of work were sent out at the beginning of lockdown which parents preferred. Going forward it was decided this was not the right thing to do as it was not promoting the government social distancing advice as people would have to collect or deliver the packs. A letter is sent each week advising of the online resources available.

**A governor queried if we had enough staff in the teams to cover the increased number of children attending school**, The Executive Head Teacher advised that midday supervisor assistants were working longer hours in school to allow 4 members of staff to be available at all times to help with the children.

The only staff member to have been ill with the virus was the caretaker, no other staff have needed to self-isolate.

Staff have done video challenges, reading stories, exercises and others for the website. The website has been reorganised and all learning resources are available using the new home learning tab.

**The governors passed on their congratulations and said this was brilliant and shows that all that is being done in terms of cleaning and social distancing is working really well.** The Executive Head Teacher agreed this was a testament to what had been put in place with additional cleaning of toilets and work surfaces carried out each lunchtime by staff.

**A governor queried if coronavirus staff absences pattern was similar across the family of schools.** The Executive Head Teacher advised no other school has raised difficulties with staffing.

The current hours of opening for school is 8am-5pm and this will be the same through May half term.

*Safeguarding* – A risk assessment has been undertaken for all significant SEN children, none of these children are attending school. There are 3 vulnerable children with social workers who are not in school. Two siblings live with dad and are due to be removed from social care, weekly phone calls are made with dad. The other child lives in Derby with dad and is happy with 1 or 2 chats with a teacher weekly. All information has been sent to the LA and shared with the safeguarding governors.

**A governor queried if staff would be able to take a break if school is running through the May holiday.** The Executive Head Teacher said staff work a week, take a week off and work from home for a week. There were no expectations from staff over the Easter period apart from making the phone calls to their allocated families. The May holiday will depend on the government announcement due on Sunday, will try to give staff a break but it may be more difficult to do. A survey has been sent out to all staff and feedback has been positive, may have to provide some cover for children over the summer holidays and views were also sought on this.

Moving forward the proposed contact app may cause problems if it identifies someone has had contact with another with the virus.

The Executive Head Teacher usually works at school on Monday and Friday as this works well for handovers. The SLT have a daily meeting in the hall to plan the way forward and they have a family school meeting on Monday.

**Governors thanked the Executive Head Teacher for a very thorough update.**

**A governor asked if there was any concerns that school would like raising with the LA. Edenred difficulties has previously been fed through to the LA. Big concerns currently about what is happening in homes now during lockdown, can the LA do anything further to support safeguarding.**

The Executive Head Teacher advised the general consensus from the Chilwell family of school was that the LA were a week behind schools. Both the LA and schools receive the same guidance and whilst schools act on them immediately the LA take longer. It is frustrating when a requested safeguarding summary sheet is completed and returned on the day requested only to receive a phone call days later from the LA requesting exactly the same information, this has happened before and is just one example. It is understood there are different drivers, however schools pre-empt. Both receive information from the DFE every day and often schools have already acted on this before the LA bulletin has been sent out. It is appreciated it is tricky but an LA colleague phoned the other day and had no idea of problems encountered with Edenred. **Feedback will be taken to the LA. Any anecdotal or safeguarding issues can be passed to the LA via KF.**

The Executive Head Teacher raised problems with technology issued to families. A FSM family with 5 children were not eligible for a laptop as it was considered there was technology in the family as one of the children had a laptop. This meant a disadvantaged Y10 student was unable to access technology, a school laptop was stripped by schools ICT support and sent to the family.

**The chair directed attention back to the agenda and it was agreed that JM and KF will meet outside of this meeting to discuss concerns in detail.**

JM &amp; KF

R/05/20

**Finance***2019-20 underspend – Governors Year End Financial Statement*

Following a visit by Vickie Leivesley the confirmed final figure at Trent Vale is -£13k, this is a huge achievement as at one point it was looking likely to be -£40k BRJS is looking at around £90k but could be more.

**A governor stated that there is nothing wrong with the Junior school investing in Year 2 children at Trent Vale school.** The Executive Head is looking at the Junior school purchasing ICT equipment to support investment in students. TV will also bill BRJS for the additional costs incurred during BRJS closure i.e. heating, water etc.

*2020-21 budget plan*

The forecast for Trent Vale is £7k deficit. The office manager advised that, due to the current situation, there was a loss of income with regards to room hire for the breakfast/after school club and additional nursery sessions. **Governors congratulated the outcome which is much more positive than anticipated.**

An advance is still required for the early part of the year, last year £9k was borrowed from the LA, although it has to be repaid very promptly. The solution this year is to advance £10k from BRJS for the additional costs incurred during their closure and then repay any money not spent to BRJS once the final costs are calculated. This is quicker than borrowing from the LA.

**The governors approved the Trent Vale Infant and Nursery school budget**

The forecast for Beeston Rylands Junior is +£125k and some will be utilised to supplement and support moving forward from the lockdown.

**The governors approved the Beeston Rylands Junior school budget***Approval of virements*

Not applicable

*School Fund – funds available and audit*

TV account currently stands at £629.70

BRJS account currently stands at £568.29

Both are at an appropriate level and will be audited as and when possible.

R/06/20

**Inventory***Items to be disposed of*

BRJS have no items for disposal. TV have 3 items, 2 laptops and a microscope which is old and not compatible. This was agreed and will be signed off at a later date for disposal.

*Items to be devalued*

Not applicable

R/07/20

**GDPR**

The Executive Head Teacher advised that due to the current situation children's safety had been put ahead of the guidelines. Staff were using their own mobile

phones to contact parents, ensuring no caller id was used, FSM addresses given out (with parents' permission) for food parcels. **A governor queried if any guidance had been given regarding GDPR** the Executive Head Teacher advised none had been received. **Governors agreed that safety came ahead of GDPR, however it was advised that all sensitive information sent in spreadsheets should be password protected and everybody, as far as possible, should take steps to protect data and themselves. A governor queried technology and if school had access to sharepoint.** The Executive Head Teacher advised that this crisis has highlighted a massive lack of ICT infrastructure within the schools, personal email addresses are being used for some staff and, due to the lockdown, ICT support did not have enough time to make changes to allow all staff remote access to the server. The required ICT infrastructure has not been needed before and therefore wasn't available.

**KF left the meeting at 18.30pm**

**A governor agreed risky decisions may have been made but they were made in the best interests of the children.** Within both schools it has also highlighted problems communicating with parents which is being addressed. Currently there is only a text messaging service, an exercise is being undertaken in both schools collating email addresses to rectify.

**R/08/20**

### **Personnel Issues**

*Annual review of the staffing structure*  
BRJS structure remains the same.

*NQT at Trent Vale*

Appointing a replacement for Michelle Davis, the position has been advertised and interviews will take place May 18<sup>th</sup> on zoom. A governor will also be required for the interview, Lisa Shepherd volunteered to join the interview panel.

Training will be required for staff at some point with a move to storing information

**JM**

*Nursery*

Looking full by Christmas 2020. Have costed using 2 x G4 TA's plus 1 unqualified (24 children) and Mainscale Teacher plus 1 TA (26 children) which would cost around £5k more. If the teacher option is decided on school would go to a recruitment agency, would not recruit a permanent teacher as numbers could change again in September 2021.

There will also be 2 substantial special needs children, 1 requiring full support and the other needing almost full support.

*SEN TAs at Trent Vale*

Would need 1 or 2 as detailed above. Would utilise MDSA's who are interested in this role.

**A governor suggested it may be appropriate to send regular emails out with updates and ideas for your child to keep parents interest in sending their child to the nursery school.** The Executive Head Teacher agreed.

**JM**

**R/09/20**

### **Appraisal**

*Teaching staff - termly reviews*

All on track, all staff were at the correct point when entering lockdown.

R/10/20

**Health and Safety***Summer term health and safety visit*

Not applicable

*Risk assessment for school opening during Covid-19 Coronavirus*

A detailed risk assessment has been completed which is reviewed and updated weekly. It has been sent to governors and made available to all staff in school.

**Governors congratulated a good job and said it had involved a lot of work.**

The TV office manager advised she had set up process of phoning new nursery parents weekly and queried if this was GDPR compliant. **A governor advised that parents need to explicitly give consent for this, written is preferable to verbal.** The TV office manager will email all parents to establish consent.

SK

R/11/20

**Policies to be ratified***Annual review of the Staffing Structure*

Staffing structure will be dependent on recruitment, BRJS will remain the same

*Three year review of the Induction Policy*

This was discussed in the last resources meeting.

*Three year review of the Governor Induction and Development Policy*

**A governor noted there was a bereaved child paragraph in the policy, this will be removed. A governor noted this was a good policy and was it being followed,** it was agreed that feedback would be sought from new governors and updates would be made if necessary.

JM

*Annual review of the Recruitment and Selection Policy*

Adopted LA policy as usual

*Annual review of the Code of Practice on the English language requirements for public sector workers*

Accept until changes (instead of doing annual review)

*Three year review of the Job Share Policy*

This has changes incorporated and needs to move to an annual review. **A governor queried the policy as it relates to teaching staff only.** The Executive Head Teacher agreed to change the policy title to reflect that it is for teachers and to adapt policy for other staff as required in the future

JM

*Annual review of the Lettings Policy*

All ok, move to annual review

*Three year review of the Disposal of Obsolete Equipment Policy*

**A governor queried if the data wipe on ICT equipment is documented.** This will be reviewed and the policy amended if necessary, it was confirmed by the TV office manager that a certificate of disposal is provided.

JG

*Three year review of Pupil Off Site Visits Policy and Procedure*

Adopted the LA policy, move to an annual review. The Executive Head Teacher queried if the H&S governors were happy with the policy, **the governors confirmed they were.**

All of the above policies were agreed and ratified subject to the agreed actions.

**R/12/20 Confirmation of date for next meeting**

The governing body

**agreed the following dates for future meeting:-**

autumn term – Wednesday 7<sup>th</sup> October 2020 – 5.30pm

**R/13/20 Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary

**R/14/20 *HT appraisal update for appraisal governors***

On the agenda for discussion with appropriate governors after the close of this meeting. The Executive Head Teacher said she was happy to discuss in front of all governors but due to the current situation there was no update to add

**R/15/20 Any other business**

None

**The meeting closed at 7.01 pm.**

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Signed ..... (chair).....Date.....