

# MINUTES OF MEETING

**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 31<sup>st</sup> January 2022 4.30pm

**Location:** Virtual – Zoom

## Membership

'A' denotes absence

	Mrs C Turner (co-head teacher)
	Mr S Williams(chair)
	Mr C Jones
	Mrs L Shepherd
	Mrs L Sharples
	Ms L Griffiths
	Ms J Barrett (co-head teacher) joined the meeting at 5.01pm)
A	Mrs S Osborne (co-head teacher)
	Mr J McPherson

**In attendance** Minute Clerk: Mrs R Beech  
Trent Vale Office Manager: Mrs S Kaye – left meeting at 5.15pm

## R/14/21 Apologies for absence

### Action

Apologies for absence were received from S Osborne due to illness.

## R/15/21 Declaration of interest

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

**R/15/21 Agreement of minutes from previous meeting – 11th October 2021**

*The minutes of the summer term meeting held on 11 10 2021 having been previously circulated were agreed by the chair and agreed as signed, due to social distancing.*

**R/16/21 MATTERS ARISING****i)Annual review of School Pay Policy**

This was now being implemented within both schools

**ii)Correction of the appraisal policy.**

Small corrections had now been made.

**iii)Annual review of the School Disciplinary Procedure- Managing Allegations of School Staff**

This is now Federation policy

**iv)Autumn / Spring term health and safety report TV and BRJS**

This is now on Governor Hub.

Helen Fox was given time to update files and procedures for first aid and medicines.

**A governor asked** if all actions were now complete – CT said that they were. CT also added that a grade 5 TA at BRJS needs ½ day each Sept for transition and record updates.

**v)Gates to BRJS field**

The field had been broken into, the lock had been broken. The police had been informed and the lock had now been replaced.

**vi)Request from Beeston Football club**

A request had been received from Beeston Football Club to use the School field at the weekend. They wanted to use the facilities free of charge but offered to maintain the field in return.

This was discussed at length and it was decided that a charge would be necessary.

CT would organise further enquiries to establish what other venues already used by the club charged and what impact it had on the facilities.

CT

**R/17/21 FINANCE****i)2021-22 Budget Update****TV**

SK explained that the previous forecast was a deficit of £23,077 and we have had other maintenance issues since then (gates/fence/plumbing etc.) which would likely increase the deficit to £25000 approx. However, we have been advised that we will receive some extra SEN money before year end, £2,750 HLN and approx £5,500 family money so she is currently predicting a deficit of between £16,000

and £17,000. Any deficit position will result in Finance asking for our debt recovery plan. The most recent 3 year forecast that Vickie Lievesley prepared for the school showed a return to a surplus position after 1 year and it is considered that Finance should be happy with this. Vickie Lievesley is coming in on 10<sup>th</sup> March to do a final reforecast before year end.

**BRJS**

CT read the following information which had been prepared by Mrs J Gibson, BRJS Office Manager;

Purple mash has been purchased for both schools by BRJS at a cost of £800 per school, the E20 ICT learning resources budget has overspent as this was not in the reforecast. Trent Vale to reimburse BRJS from their 2022/23 budget.

The E26 Agency supply staff contingency was originally allocated £3k, this was increased to £6k in the reforecast. To date the total spend is £8616.

Supply cover has been needed to cover SO's Y6 class, CT has covered SO as head at BRJS. TV will invoice BRJS £2220 for supply staff cover to the end of half term. This is to cover JB's class for co-head cover to be in place at both schools. These costs are included in the current total spend. An insurance claim for SO has been raised for supply cover over 13 days at £110 per day

Exec Head recruitment - £3500 allocated £3759 currently spent. BRJS budgeted £3500 - agreement to share cost of spend over original allocation with TV.

**The chair asked for comments and questions.**

**A governor asked** if we were running at a surplus at BRJS.

CT

CT said that we were. CT would circulate an email to governors once she had spoken to JG and gathered the relevant information.

**A governor asked** if the additional costs were likely to continue.

CT said that in the light of the current number of cases of Covid we were seeing in school, it was a possibility but hard to say.

**ii) Approval of virements****TV**

SK explained that Finance had contacted school regarding an accounting issue at year end last year where a capital grant for £1500 was received in the new year but the expenditure had gone through in the previous year. Finance have now vired £1500 between capital codes and the end result is that we will carry forward an extra £1500 DFC into next year. We are therefore hoping that when we add this to next year's allocation we will be able to approve the replacement of some of our older Smartboards

Mrs Janine Barratt Joined the meeting at this point.

**BRJS**

CT said that agency supply costs will continue to increase. Due to the absence of one Co-Headteacher and the pandemic the workload of the remaining two headteachers was becoming unmanageable so Mr Harper at BRJS and Miss Gough from TV were being given some non-contact time to complete some of the tasks normally taken on by a deputy head. A prediction of another £1k on top of the £2,500 overspend (depending on covid absences) should be expected to accommodate SO absence, possible Covid related absence and the additional non-contact time.

**The chair asked for comments or questions.**

**Several governors commented** on the unpredictability of the current situation with Covid.

**The governing body approved**

### iii) School Fund – funds available and audit

#### TV

The School Fund stands at £534.63 after paying for books for the children's Christmas presents. The fund is due to be audited after the end of March 2022 and we will ask Janet Humpherson, former Office Manager to do this again.

#### BRJS

The School Fund stands at £947.11. Approx £480 of this total will be used to subsidise the lower schools visit to Cadburyworld. Parents group would usually help with this but have no spare funds as no fundraising events held over the last 2 years due to covid..

### iv) Annual Review of the Finance Policy

The policy has been reviewed and amendments made due to changes in roles.

### v) School Financial Value Standard

This needs submitting to Finance by 31<sup>st</sup> March and needs to be approved at Full Gobs. SK said that there are several pieces of work required for its completion. Several governors volunteered to help and SK said she would be in touch with them with details.

Full Gobs

SK and  
Volunteers

### vi) Services to Schools 22/23

Office managers have been gathering quotes and preparing a document comparing last year and next, in order to obtain discounts where possible and monitor potential spending.

The deadline to renew with Notts CC Risk and Insurance for next year was Friday 28<sup>th</sup> January. The DfE Risk Protection Arrangement which is significantly cheaper. The decision not to renew with Notts CC and accept the DfE Risk Protection Arrangement was made by Chris J, Sam W and Co-Heads in order to accommodate the deadline.

R/18/21

### INVENTORY

There were no items to be disposed of or devalued at either school.

		<b>Action</b>
<b>R/19/21</b>	<p><b>GDPR</b></p> <p>This item was postponed to the next meeting.</p> <p>Sarah Kaye left the meeting</p>	<b>Agenda item for next meeting</b>
<b>R/20/21</b>	<p><b>PERSONNEL ISSUES</b></p> <p>The agenda item regarding a pregnant member of staff was no longer necessary as advice had changed.</p> <p>The impact of the long term absence of a Co-Headteacher was discussed. <b>A governor asked</b> how it was affecting the other co-headteachers and staff in general. CT explained that she was in contact with a Headteacher at another school who had been appointed as a mentor, and another Headteacher who was a more informal support. Both CT and JB agreed that they were providing good support for each other and the fact that they had worked together for a long time previously was paying off now as they knew each other's strengths.</p> <p><b>The Chair of Governors</b> thanked CT and JB and told them they should ask for help when they felt it necessary.</p>	
<b>R/21/21</b>	<p><b>APPRAISAL</b></p> <p>This item was postponed to the next meeting.</p>	
<b>R/22/21</b>	<p><b>HEALTH AND SAFETY</b></p> <p>Already discussed at length - see previous item R/16/21/iv The role of Health and Safety Governor is vacant. CT agreed to send a role description to give current governors an idea of what the role entails.</p> <p>Risk assessment – The headteachers are frequently updating this according to guidance from the Government and County Council.</p> <p>Outbreak management plan – This doesn't change but advice is taken from PHE when case numbers reach the specified percentages.</p>	<b>CT</b>
<b>R/23/21</b>	<p><b>POLICIES to be ratified</b></p> <ul style="list-style-type: none"> <li>- Annual review of the Finance Policy</li> <li>- School Financial Value Standard</li> <li>- Services to Schools</li> <li>- Local Asbestos Management Plan</li> <li>- Annual review of the Health and Safety Policy</li> <li>- Annual review of the Emergency Plan</li> </ul>	

- Annual review of the School Smoke Free Policy
- Annual review of the Admissions Arrangements
- Three year review of Governor Allowances
- Annual review of the Continuing Professional Development Policy
- Three year review of the Induction Policy – due 2023
- First Aid Policy
- NQT Induction Policy
- Annual review of the Governor Induction and Development Policy

**A governor pointed out** that many policies still carry the name of Mrs Moss as Headteacher.

RB checked website and there is caveat on the front page of the website explaining the general temporary change of roles within the federation.

**All of the above policies will be passed for ratification at full governors.**

**R/24/21**

**Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary

**Confirmation of date for next meeting**

**A governor asked** whether the timings of the meetings fit in with the annual reporting timescales.

CT will speak to the office managers to establish when the information is available and whether the timescale is appropriate. **CT**

The governing body

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

Summer term – Monday 23<sup>rd</sup> May 2022 at 4.30pm via zoom.

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

**The meeting closed at 5.46pm.**

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

