

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: Tuesday 9 February 2021 9.30am

Location: Virtual – Zoom

Membership

'A' denotes absence

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

In attendance Minute Clerk: Mrs J Gibson
Trent Vale Office Manager: Mrs S Kaye

Action

R/30/20 Apologies for absence

Apologies for absence were received from all marked absent due to work commitments.

It was

resolved

that the governing body consent to this absence.

R/31/20 Declaration of interest

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

Personnel Issues

These have already been discussed at the extraordinary meetings already held

R/32/20 Approval of minutes of Resources Committee meeting

The minutes of the autumn term meeting held on 7 10 2020 having been previously circulated were agreed by the chair and agreed as signed, due to social distancing.

R/33/20 MATTERS ARISING

- BRJS School Fund Audit

Not completed due to covid. Hoping to get this audited during the summer term along with the 20/21 school fund.

JG

- Vision and Values

To be passed to full governors for discussion/agreement on Thursday. **The chair advised would like to get this officially adopted prior to recruitment path and queried if this was the latest document.** JM will email all governors the latest version.

JM

**R/34/20 FINANCE
2020-21 budget update****i. TV**

The predicted surplus of 8K was reduced to zero in the reforecast, however it is hopeful there may be a very small surplus. There have been additional building maintenance cost, including a new boiler. There has been income loss due to room rental and nursery income is down. JM acknowledged in an unprecedented year an excellent job has been done with the budget.

ii. BRJS

There is a surplus in the sport fund; we will be asking advice on use of this funding looking at extra MDSA provision or swimming which costs around 5k per year. **A governor queried that it must be difficult to spend on sports in the current climate.** JG has messaged Vickie Leivsley, the DfE have advised it is ok to carry forward the Sept 20-Mar 21 grant for use in the summer term.

Committed balance needs to be looked at. 20k allocated to ICT and only 10k spent. Next year has a 20k allocation this means there will now be 30k. There has been supply issues with ICT equipment, ipads ordered in September have only just arrived. Need to future proof the budget as this is the last year a higher number of children will transfer to the junior school. In 2022 lower numbers will transfer and hit the budget. Currently looking at a healthy surplus, there are a few additional costs for TA cover.

The chair advised 3.5k is required for purchasing government recruitment services from the LA and it had been agreed this would be better to come

from BRJS budget. JM advised there would also be additional clerking costs, any cost sent to TV to be charged to BRJS.

Approval of virements

No virements at Trent Vale. Devolved formula capital has been used to purchase 5 staff laptops and replace the ICT server. Last year capital was converted to revenue to help with the budget. **A governor queried if schools are allowed to convert funds.** SK advised permission has to be asked and given by Finance, which they did last year.

Beeston Rylands need to vire £1728 to cover senco training. There is a transition period from the existing senco stepping down and the new senco taking on the role. Anyone new to the role has to take a formalised training qualification which school pay for along with paid additional training days, both will work together training every other Thursday. The new senco will take on the role in September.

The governing body approved

School Fund – funds available and audit

i. Trent Vale Infant and Nursery School

The balance stands at £923.23 and was audited in July. £400 is being moved to the budget

ii. Beeston Rylands Junior School

The balance stands at £710.82 and will be audited in the summer.

Annual review of the Finance Policy

This had a full review and changes made last year. The policy is the same with the dates amended. SK will email the policy to JM.

SK

SFVS

A lot of work carried out on this last year. Matrices have been sent to governors. **A governor queried that this was the same as last year.** JM confirmed it was and it has to be completed every year. Another governor is also required to complete this, AMcP agreed. JM advised financial benchmarking needs to be completed by a governor, MJ agreed to this and SK will email the link. MJ will email any findings to school, the SFVS will be agreed at full governors in March.

SK MJ

Services to schools

Quotes are just coming in, these will be available for full governors as they will be required for budget setting. Happy with the services we have had and due to current circumstances will stay with them. It was acknowledged that there is a depth of knowledge within NCC that has been extremely useful this year.

R/35/20

INVENTORY – TV then BRJS

Items to be disposed of

TV list consisted of
The old phone system (replaced with voip)

2 x old ipads (donated to Broxtowe food bank community following break in at their premises)
Nothing to be devalued.

BRJS list consisted of
3 x pupil laptops (beyond economic repair)
Staff laptop (beyond economic repair)
The old phone system is also to be added to this list

A governor queried if the server from TV needs adding to the disposal list.

JM advised that it may have been rebuilt rather than replaced, school will check if it needs to be on the disposal list.

JG

The governing body approved

Items to be devalued

There were no items to be devalued at either school

Hancox IT have indicated the server at BRJS may be coming to an age where it needs replacing. Costings to be obtained for a replacement.

JG

R/36/20

GDPR

**Annual Review of Freedom of Information Publication Scheme
Annual Review of the GDPR toolkit**

A new tool kit was purchased; JM will update policies and procedures.

JM

R/37/20

8. PERSONNEL ISSUES

Covered at another meeting. **A governor queried if there were any others to note.** Teachers with 1-year contracts at TV need to be reviewed.

R/38/20

APPRAISAL

- ***Executive Headteacher – termly review***
- ***Teaching staff – termly reviews***

Around remote education for all, this was proved very successfully when school had to move to remote teaching at a moment's notice.

The Executive Head Teacher advised staff well-being is the main priority. Going forward JM is looking at adding pupil socialisation to the action plan, staff have already been thinking about what to introduce when everybody is back in school. Connections kept through zoom but not the same as negotiation skills, taking turns etc.

Leadership and Management

Visions and values complete and passed to full governors. **A governor queried re JCC formal review committee and was it agreed that regular reviews would be held.** JM agreed and acknowledged this did happen in the past. somebody new in post would need this to happen with appraisal governors meeting termly.

Teaching staff annual reviews

The teachers appraisal mirrors the Executive Headteachers and remote teaching going well. Staff well-being is tricky as staff are exhausted, this is what we need to be mindful of. KF role important as it is somebody else staff can go to for wellbeing.

R/39/20

HEALTH AND SAFETY**Spring term health and safety visit**

A date is to be arranged with Darryl Todd to visit school. It would be useful for him to see how it works in covid. Risk assessments completed along with individual staff and pupils and a summary has been sent out to the LA. Have also identified vulnerable and special needs children and if they are in school/engaging.

A few children not engaging have been identified and will look to offering a part time place in school after half term. May need to look at risk assessment once we know what is happening as currently cannot go above 15 in class at any one time. **A governor advised we need to be prepared to have plans in place should we need to look for a H&S governor as the existing governor may step down at the end of year.**

JM will ensure all non-covid risk assessments i have been reviewed by the H&S governor in time for full govts.

R/40/20

POLICIES to be ratified

- **Annual review of the Finance Policy** reviewed and the same
- **School Financial Value Standard** go to full govts
- **Services to Schools go to full govts**
- **Pupil Premium Strategy and Catch-Up Funding Plan** both together as for disadvantaged pupils. Will look at again at pupils outcome meeting
- **Local Asbestos Management Plan** all fine and asbestos checks being carried out at each school
- **Annual review of the Health and Safety Policy** all ok have amended where first aid kits are kept and updated first aiders
- **Annual review of the Emergency Plan** updated
- **Annual review of the School Smoke Free Policy** the same
- **First Aid Policy** this is a new policy. A model policy was utilised and checked at both schools. JM also reviewed the medicines policy and going forward all policies will have been reviewed and put on an annual review to aid the transition with a new head
- **Annual review of the Admissions Arrangements** LA policy
- **Annual review of the Continuing Professional Development Policy** the same
- **Annual review of the Induction Policy** the same
- **NQT Induction Policy** model policy and have checked this is what happens in school
- **Annual review of the Governor Induction and Development Policy** a governor looked at this last year. Have joined on an accessibility plan that has been reviewed by SLT and Senco.

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

R/41/20 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary

R/42/20 Confirmation of date for next meeting

The governing body

agreed the following dates for future meeting:-

spring term – Thursday 6th May 2021 – 5.30pm

The meeting closed at 10.18am.

Signed(chair) Date.....
