

St Paul's Walden Primary School

Resources committee minutes 12th February 2019

1	Present – Anne Reid, Nancy Adshead, Paul Dawes, John Bales, Jo Roberts, Vicky Walrond (Chair) Apologies – John Norman, David Rowsell
2	Matter Arising – DR advised that the H&S policy was still to be amended and some checks were not yet carried out. Review again at next meeting in March.
3	Accelerated Reader Scheme For years 1-6 whilst reading age is at a sufficient level it is felt that comprehension skills could be improved. Suggestion to introduce the above scheme to test pupils on knowledge of a particular text 24-48 hours after completing it. The 3 year cost for this system is £3,622 – so effectively £1200 per year. All agreed this was a great idea that would motivate and incentivise the pupils to focus on reading. To be effective the school will require additional IT investment to increase the number of iPads available at any one time. NA to approach Henry Smith Foundation for financial support & also follow-up on the offer of 2 new ipads and up to 12 ex council tablets via Councillor David Barnard.
4	Catering Contract The quality from Herts catering has been reducing over time and is now not at a standard that is acceptable. Therefore new catering companies have been approached to quote for the business. From these the committee unanimously agreed on NA's recommendation for preferred new supplier. Details to be communicated to parents by 27 th March, with taster sessions around parents evenings.
5	Finances VW will continue to monitor on a monthly basis.
6	Schedule of Financial Delegation To go back to LJ & NA to rework. Need to clarify items on fixed columns & review responsibilities.
7	Willows Classroom Estimated total cost of £13k – of which there is provision on the 2018 budget for £7k. New flooring for Willows & corridor is urgently required and accounts for £5.5k of total cost. This work was approved by the committee to be carried out at the earlier convenient time. For the refit of the classroom, including new furniture etc, more quotes would be obtained.
8	Policies Lettings – Recommendation is to charge all outside agencies. Exceptions can be made with good reason. Policy also highlighted the requirement for all lettings to have sufficient 3 rd party liability insurance (either themselves or through the school policy) and to have an up to date completed risk assessment. NA to update Resources Committee annually (Aug) with a summary of lettings information.

	Health & Safety – Policy approved. On-going work around compliance as per item 2 above. Medical Policy – intention is to combine Medical Needs & Medical Conditions into a single policy & add details.
9	New Flooring Approved - See point 7 above.
10	Governor Audits Continue to probe and investigate focus areas. New responsibilities to be allocated.
11	HFL Contract Currently buy-in HIP / Financial services / Maths & English leadership & subject support. Do not have ICT support in current contract. Agreed to continue with existing agreement for current services.