

St Paul's Walden Primary School

Resources committee minutes 19th March 2019

1	<p>Present – Anne Reid, Nancy Adshead, Paul Dawes, John Bales, Jo Roberts, Vicky Walrond (Chair) Apologies – John Norman, David Rowsell</p>
2	<p>Update from HIP visit – Overall encouraging comments and feedback. The HIP noted that the responses from pupils had changed in a positive way since the visit last year.</p>
3	<p>Catering contract This is signed and the new supplier starts as planned. It does require a new hatch design. Herts catering have advised a price increase £2.45 to £2.60 so timing of change is good. Sample food will be on offer at parents evening. Parents to receive notification by letter and would start to receive their individual log-ins to access the ordering system. It was noted at this point that there have been incidents around allergy issues. Pupils had brought peanut butter / Nutella into school despite the problems this could cause. NA to send an e-mail reminder to all parents. Discussed becoming a 'Nut free school' and amending Health & Safety policy but at this time it was decided not to action either suggestion.</p>
4	<p>Month 10 finances Everything on track to come in on budget at the end of the year. Reserves are healthy and only down slightly from previous period. Governors were reminded to use the DFE benchmarking site for staff remuneration.</p>
5	<p>Policies Lettings – direction from county is to charge all external users, however exceptions can be made with good reason. The committee agreed that all before & after school activity providers would be exempt from any lettings cost, as they are providing a valuable resource that is of direct benefit to school and pupils. Village Voices will pay an annual contribution to the school in lieu of lettings costs & insurance cover, whilst the PTA would not pay any lettings fee but would arrange their own insurance cover. Data Security – needs to be reviewed further in respect on the numerous separate but similar policies. Including GDPR / Data Protection / Freedom of Information / Personal Records etc. PD to carry out a complete assessment of all related policies for next resources meeting. Attendance – agreed to add details regarding children making their way to/from school unsupervised. This should be in line with the current government recommendation of a minimum age of 10 years old. The decision was taken not to enforce parental fines for term time absences. Also agreed to no longer present 100% attendance awards – as it was felt this could encourage children with contagious sickness to attend school with the potential for the spread of illness to other pupils.</p>
6	<p>Willows classroom / flooring Flooring work to be carried out in Willows classroom and corridors over the Easter holiday. Quote received for Willows furniture of £6k – NA to visit St Andrews & other local schools for ideas and recommendations. Plan to request additional quotes for comparison.</p>

7	<p>Library Shelving & furniture installed. Applied for a grant to provide new books for the library but were turned down due to level of PTA funding on hand. Governors to discuss with PTA plans for effective use of those funds.</p>
8	<p>GDPR audit Audit has been completed and we are awaiting the report. Auditor pointed out a number of times that she was not primarily a GDPR specialist.</p>
9	<p>Road Crossing Patrol County Properties sponsorship will end at Easter. PTA have previously indicated that this is not something they wish to fund. Given the seemingly imminent start of construction on the site opposite this could be something that the developer could finance. Meeting arranged with Land Development Director at next FGB. Also NA to ensure that staff use all available parking spaces on the school grounds, thereby leaving the on road stopping points free for parents.</p>
10	<p>Staff Insurance New contract with Education Mutual providing the same level of cover for £800 less.</p>
11	<p>Health & Safety Audit has been carried out and agreed action plan is being worked through. Any major works are now completed. A follow-up check should be arranged for May to ensure compliance and to create a rolling action plan.</p>
12	<p>SFVS Benchmarking of spend should be carried out by governors. In addition, the following areas need oversight – Audit of Voluntary Funds / Continuity Plan / Register of Assets Schedule of Financial Delegation This needs to be reviewed in regards of separation of duties. Areas highlighted to be investigated include Local Authority approval for capital expenditure over £15k & statement of internal control. Requires updating and adding to next meeting agenda for approval</p>
13	<p>Interactive Whiteboard Quotes received for Clevertouch IWB on a mobile trolley in the library. This should be the latest technology and compatible with any future roll out of upgraded AV equipment to the classrooms.</p>