

**Ashley Junior School
Resources Committee Meeting
Wednesday 4th October 2017**

Present:

Tracey Stevens (TS)Chair	Co-opted
Ian Rix (IR)	Headteacher
Natasha Frisk (NF)	Co-opted Arrived 6.10 p.m.
James Rand (JR)	Co-opted
Tim Bradley (TB)	Local Authority
Norman Bullen (NB)	Partnership

In Attendance:

Lindsay Ratcliffe	Local Authority Clerk
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Challenge
Support
Impact
Action

Meeting was quorate at all times

Item	Action
1. Welcome and Apologies: Chair opened the meeting, welcomed all. No apologies had been received. It was noted that NF would be arriving late.	
2. Declaration of Pecuniary Interest (relating to this agenda) None declared	
3. Minutes of last meeting: Wednesday 5th July 2017 Minutes were signed as a true record of the meeting	
4. Matters arising: None	
5. Terms of Reference: These are to be submitted to FGB for approval	
6. Budget: Review 6.1 Review/Monitoring Spending against current budget plan: HT produced a presentation relating to the current budget. It was noted that although there appears to be a high overspend, some annual costs have been paid from the first part of the budget. <div style="text-align: center; background-color: #00FFFF; padding: 2px;">FS Arrived: 6.10</div> Sports Funding has not yet been received: the amount due will be notified on 24 th October 2017. A governor commented that spending on LSA was above the projected spend HT explained that children needing support requires an adjustment in staffing and costs. The committee was asked to set a date for the November review of budget. 6.2 Budgetary Implications for Number on Role: HT reported that currently there are 262 children on role. This is an increasing number. Hampshire has agreed to pay for an extra teacher over the next four years. This payment has been received for financial year ending April 2017. 6.3 Proposed Budget Revisions:	

	<p>Date set Wednesday, 22nd November 2017 at 6.00 pm.</p> <p>Other questions:</p> <p>A question was asked about lettings</p> <p>HT, LL and Chair of Gap Club had met to discuss the rental agreement. HT explained the historical links with the school and that it was initially funded via a government initiative to produce care from 8.00 am- 6.00 pm. In 2012/13 the numbers of children had fallen and there was no funding. School agreed to reduce the fees and to clean the premises . The only increase has been in line with inflation. Realistically, the rent paid should be £9500 (Current payment is £4500). The club is facing difficulties with falling numbers and may close in January.</p> <p>There were comparisons made regarding other lets such as the facilities for Badminton which are higher than Gap Club.</p> <p>An enquiry was made whether Gap Club was run as a profit making business.</p> <p>HT informed the meeting that it was non-profit making. That the Chair understood there was a need for the school to make a more realistic charge.</p> <p>There was discussion about the Rugby Club’s use of the playground as a parking area and the damage caused by parking as well as the costs to the school. HT acknowledged close links have existed between the club and the school in the past. A meeting with the president has been set up to discuss costs to the school of maintenance and repair. A cost of £1500 per annum has been suggested. This would include hire of the pitch. This would cover costs of repairs and upkeep of the playground. It would be cost neutral.</p> <p>Governors considered this to be fair.</p> <p>A query was made about the security of the site. It was noted that the club do have a key and should be locking the gates.</p> <p>Another governor stated there should be a contingency fund for unforeseen events such as an oil leak on the playground from a parked car. It was stated that costs to the school should not be incurred; however good community relations should be maintained.</p> <p>The committee voted unanimously that HT should negotiate with the Rugby Club.</p>	<p>HT meet Rugby Club Pres</p>
<p>7</p>	<p>Health and Safety:</p> <p>7.1 Health and Safety Audit:</p> <ul style="list-style-type: none"> • An audit had not been completed at this time . • Risk Assessment is up to date • A Fire Drill has been carried out. From the drill it was realised that a number of PEEPs need to be adjusted. • Evacuation of the Hall is to be carried out on 5th October. This activity will be filmed to demonstrate that the Hall can be evacuated in an appropriate time. <p>7.2 Administration of Medicine : Policy Review</p> <ul style="list-style-type: none"> • Review was completed with C Moore (Admin) The Policy was amended in line with advice such as the school may keep an emergency inhaler and spacer for asthma sufferers. • There are emergency health care plans in place for certain conditions such as epilepsy. • Children are expected to take more responsibility e.g. for own inhalers. A green medical bag is placed in each classroom which is checked and monitored. <p>Questions were asked about safety regarding keeping medication in the classroom. HT stated that children were educated about medicines. Another query was made about potentially dangerous drugs. HT informed the governors that this type of medicine was kept in a locked cupboard with notes about the amount prescribed and appropriate dosage. 3 members of staff are trained to administer medicine in school and a fourth colleague is about to undergo training.</p>	

	<p>Further queries were made about the sharing of medical information from EHCPs. HT was able to report that all key individuals had this information and sign to state they have seen this information. Following this, enquiries were made about children attending residential who may require medication. HT stated that in any case of this type a full risk assessment would be carried out to ensure that a child with medical needs could be safely taken on residential visits.</p> <p>7.3 First Aid Policy Review: This policy is currently undergoing review and will be discussed at the next meeting.</p> <p>Questions were asked about lockdown procedures HT stated that this had been discussed but there was concern about causing panic amongst the children. The HT said that a paper exercise would be put in place explaining what would happen in the event of lockdown.</p> <p>Governors stated that other schools including infant schools have had a lockdown drill even within the infant sector, the governors considered that it would be beneficial for the school to practise the procedure. HT agreed.</p> <p>Lockdown drill to be completed</p>	<p>Clerk to add to Agenda.</p>
8	<p>Policy Review:</p> <p>8.1 Accessibility:</p> <ul style="list-style-type: none"> • HT and Hampshire team have met • Plan was displayed this is based on an up-to-date Hampshire model • The Hampshire representative was happy with the corridor width/ramps/parking. • Some suggestions were made to improve accessibility for the wider community: and example was given regarding replacement of door handles – this will happen over a period of time due to the high number and cost. Door frames to be painted a different colour to doors will aid those with sight impairment. Another improvement could be a message to parents to ask if they require documents in large font for example. • Signage should be pictorial as well as written and not all be in capital letters. <p>Questions were asked about those with hearing impairment. HT stated that children had receivers and staff used sender units regularly. The cost of an induction loop was considered. It was suggested that a microphone may help in the hall when members of the public were present. Relevant staff are trained regarding hearing impairment .</p> <p>Following the discussion the committee adopted the policy review unanimously. Timescales were enquired about. HT stated this was a five year plan. Some things could be achieved very quickly</p> <p>8.2 Absence (Staff) This policy has not changed. The school continues to pay staff for the first day of absence when that absence is linked to a dependent. There was some discussion about this as it goes against County recommendations, however governors adopted the policy after the HT's explanation of the rationale.</p>	
9.	<p>Pay:</p> <p>9.1 Performance Related Pay Review:</p> <ul style="list-style-type: none"> • Performance Management for teaching staff is complete. • Performance Management reviews for LSA's will begin next week • Pay policy has not been updated as negotiations regarding teachers' pay are ongoing. • Pay Committee will meet in November. 	
10.	<p>Pupil Premium and Sports Funding:</p>	

	<p>Sports funding is expected on 24th October 2017. HT is making enquiries to find out if Forest School could be covered under this heading as this encourages an active lifestyle. Pupil Premium Review was displayed.</p> <p>The largest spend in this area is SEMH provision. Numbers were enquired about. HT noted that many PP children had SEMH issues as well as SEND. HT confirmed that this number and amount of spending has increased over time. This accounts for £74,000 from the Pupil Premium budget.</p> <p>An enquiry was made about the number of pupil premium students at the school: 25 – 25%.</p> <p>A governor noted that there was a clear correlation between spending in this area and outcomes for PP children.</p>	
11.	<p>Landscape Project:</p> <ul style="list-style-type: none"> • An architect will visit the site to identify possible changes. • Two workshops are planned: a morning meeting on 20th November, a p.m. meeting on 22nd November for parents to discuss spending . • Examples of spend would include fencing to ensure the site is secure. • December 6th: a smaller group to meet including governors and key individuals from the community. • A governor informed the group he has a commercial drone pilots licence and that he would happily use this expertise to produce photographs and plans including 3D picture. He would do this for no charge. • A pupil questionnaire discovered 7% (20 children) felt unsafe at school. When asked why they stated the hole in the fence which has been constantly repaired. Security is a priority. • Money from the sale of the house. • Governors were informed that the tenants were happy and that the DfE stated that when a buyer was found for the house a clear plan of spending should be produced. • LL has given instructions to Mitchells to place the house on the market. • Query was made about the point on the deeds of the plot of land (see FGB minutes) relating to Brockenhurst College. • Head was happy to report that the College will not make a claim and will sign any deeds over to the school. 	
12.	<p>Governors Training:</p> <p>NB is now the training co-ordinator. A request was made that the completed skills audit be forwarded to him.</p> <p>Skills audit will be used to identify strengths and weaknesses then suggest training routes. NB will complete Bullying Awareness Training on 11th October. HT invited him into school during Bullying Week.</p> <p>Ofsted Training for all governors to take place on November 6th</p>	Clerk to forward completed audit
13.	<p>AOB</p> <ul style="list-style-type: none"> • Clerk circulated Management of Safeguarding Documents to all present at the request of the DHT. All will sign to state they have read and understood the documents at the next FGB. • Governors were invited by HT to either look through higher attaining pupils Maths books or to walk around the school. • Unanimously, the committee voted to the walk. The focus of the walk was to be based on 3 Key Questions: <ol style="list-style-type: none"> 1. Consistency: working walls, literacy & numeracy prompts. 2. That Medical Bags are in place. 3. Access to water 	

	Meeting closed 7.40 p.m. Governors went on school tour. Date of next meeting: FGB 8th November, 2017, Proposed Budget Revisions/Review 22nd November 2017, Resources: 24th January, 2018. All meetings to commence at 6.00 p.m.	