

**Ashley Junior School  
Resources Committee Meeting  
Wednesday 15<sup>th</sup> May, 2019  
at 6.00**

**Present:**

T Bradley            Chair  
E Ward  
N Hutchins  
P Cousins  
I Rix  
N Bullen

**Apologies:**

**In attendance:**

L Ratcliffe LA Clerk

Challenge

Support

Impact

Action

**Action Grid**

Minute	Subject	Action Point	By Whom?	When?
6.1	Health & Safety	Site walk/risk assessment	H & S Governors	After half term
10	Capital allocation	Spreadsheet re: spend/planned spend using capital from house sale	HT	Before next meeting

<b>1.</b>	<p><b>Welcome and Apologies</b> All were welcomed and thanked for their attendance. Chair welcomed HT back.</p> <p>No apologies had been received.</p>	
<b>2.</b>	<p><b>Declaration of Pecuniary Interest (relating to this agenda)</b> <b>None</b></p>	
<b>3.</b>	<p><b>Minutes of the Last Meeting(23rdJanuary, 2019)</b> Minutes were accepted as a full and complete record and signed by chair</p>	
<b>4.</b>	<p><b>Matters arising (not dealt with elsewhere on the Agenda)</b></p> <ul style="list-style-type: none"> <li>• Still some updates to website</li> </ul>	
<b>5.</b>	<p><b>Budget: Review</b> <b>5.1</b> Review Income/Expenditure to date against current budget plan <b>5.2</b> Agree Budget to be presented to FGB</p> <p>Items had been circulated prior to the meeting. HT apologised for the late arrival of these to governors, however they had been dispatched as soon as they had been received by the school.</p> <p>Some issues were explained regarding reference number which had not been changed dating back to 1980s at the time when the school was a maintained school.</p>	

- There has been a significant change regarding staffing (teaching staff) 3 resignations have been received and 1 colleague will be taking a period of maternity leave.
- An NQT has been appointed following recent interviews
- Another advert has been placed and shortlisting will commence on 17th May for 1 Full Time Temporary teacher and 1 to cover maternity leave; each for one year.

Questions were asked about the adverts placed and did they specify NQT or experienced teacher?

The advert says posts are suitable for either. The budget has included a teacher up to M11 if this is needed, so either an experienced or NQT could be appointed.

There were questions about the role of Finance Manager and any help received from HCC

Service level agreement (SLA) covers this. Staff sent from HCC have been very helpful. Finance Manager is coming into school for Keep in Touch Days; the first day being 16<sup>th</sup> May 2019. She is expected to return to her post in January, 2020.

- New caretaker has been appointed. He will work with the current site manager for two weeks beginning 20<sup>th</sup> May, 2019 to learn the school routines and to allow him to meet the cleaning staff.
- A number of applications had been received but at interview he was the strongest candidate displaying a passion and interest in the school.

Enquiries were made about the difference in the role of a Site Manager and Caretaker.

Difference in salary is approximately £4,000

Main difference is Health and Safety HT will take on this role, however there will be discussion with the caretaker about his role in H and S.

- LSA has resigned. Will leave at the end of the week

Questions were asked about staff morale following the restructuring and redundancies?

The staff have been very positive, supporting and understanding although there were some queries when HT returned to work. These have been addressed. HT acknowledges it will be tough without these colleagues.

There was discussion about EHCP applications, children joining the school with EHCPs and the impact this has on the budget.

- HT pointed out that EHCPs applied for had yet to be processed as there is a backlog at HCC
- Even when a child has an EHCP the school continues to fund the first 12 hours.
- Hants contributes £9.09 per hour this sum has not increased for a decade
- To pay a colleague on C1 costs £11.80 per hour

	<ul style="list-style-type: none"> <li>• On costs are an additional expense.</li> </ul> <p>Regarding Budget:</p> <ul style="list-style-type: none"> <li>• Actions taken to date appear to be working</li> <li>• Predicting surplus next year</li> <li>• Redundancies have removed deficit</li> <li>• Some of the SLAs need to be reduced: for example, 17 SIMs licences included however only 4 are used.</li> <li>• Insurance (Maternity) for support staff has been reduced: this is a saving of £8,500.</li> <li>• Budget with updated figures will be available on Friday and will be shared with governors.</li> <li>• Expenditure is on track and there will be a further review in November</li> </ul> <p>Questions were asked about the house and funds from the house and how this has been or could be spent.</p> <p>Money has been made available from the house sale to refurbish the staff toilets and to purchase a minibus.</p> <p>There were no further questions.</p>	
6.	<p><b>Health and Safety:</b></p> <p><b>6.1 Health and Safety (carried forward from last meeting)</b></p> <ul style="list-style-type: none"> <li>• The policy has been reviewed in the light of the redundancies made.</li> <li>• Representative of Site Manager sent an email about the need for jobs and roles to be clearly defined. HT thanked him for his advice.</li> <li>• Some jobs taken on by the new caretaker will have to be negotiated and training will be necessary. HT would like him to take on PAT testing and to train as the Fire Safety Officer.</li> <li>• Termly meetings to be set up for the Health and Safety group.</li> <li>• <b>First meeting to be set up after half term.</b></li> <li>• Risk assessment has been completed for a pregnant colleague</li> <li>• H and S is set up using HCC template amended to take in the specific needs of AJS.</li> </ul> <p><b>6.2 To review information included in H and S Policy: Critical Incident Procedure</b></p> <ul style="list-style-type: none"> <li>• Paper exercise needs to be completed so all understand procedures</li> </ul> <p><b>Questions were asked about Disaster Recovery and how this would be addressed and who should be contacted?</b></p> <p>SLAs with Hampshire cover this. Within the procedure which has been completed give details for example who to contact regarding electricity or gas.</p> <p>All necessary information could be merged as PC has a template with much of this information.</p> <p>Lock down: a drill has not yet taken place due to HTs absence. Children in RP have worked through this process as many become anxious.</p>	
7.	<b>Premises:</b>	

	<p><b>7.1 Site Manager's Report</b></p> <ul style="list-style-type: none"> <li>• Lighting: Energy performance plan; the lighting survey has been completed and this should be installed.</li> <li>• Upper School Toilets: this was cancelled. It is hoped the work will be completed in the Summer holidays.</li> <li>• Externally all of the school has been redecorated</li> <li>• Solar Panels: there was a problem but the engineers came immediately to fix this. At some points the entire school is running on solar electricity.</li> <li>• Three quotes have been received re: refurbishment of the staff toilets. These should be refurbished at a cost of £30,000</li> <li>• During Easter some vandalism when the wall hand rail to First Opportunities was pulled off. This has been replaced by a more secure, robust rail.</li> </ul> <p>Governors asked if the Site Manager was going to be recognised at the leaver's assembly. Governors were all invited to attend.</p>	
8	<p><b>Pupil Premium and Sports Funding:</b> No analysis is available yet. Amounts to be made available have yet to be received. To be taken forward to next agenda.</p>	
9.	<p><b>Policies</b></p> <p>9.1 Finance</p> <p>9.2 Fire Safety Management: Has been updated: Hants model is used and adapted to suit AJS</p> <p>9.3 Asbestos: included in the H and S Policy</p> <p>9.4 Charging; No changes required</p>	
10.	<p><b>Landscape Project</b></p> <p>Regarding the plot of land to be sold: It was thought this was marginal land however the DfE have classified it as a playing field. The outcome is that demands are greater:</p> <ul style="list-style-type: none"> <li>• Local schools have been contacted to find out if they want the land</li> <li>• An advert has been placed in the local newspaper to run over 6 weeks</li> </ul> <p>The school has been contacted by an individual from NFDC planning expressing an interest in this site to be used for affordable housing. Situation to date was explained and two alternative pieces of land were suggested.</p> <p>Range of surveys have been completed.</p> <p><b>Decision regarding fencing:</b> Spiked fencing has not been approved Fence cannot be painted blue. 3 options regarding fencing including costs were shared. The strengths and weaknesses of each option was explained and discussed. The group considered Option 2 with additional strengthening subject to the new quote be accepted.</p> <p><b>Quad:</b> Meeting to be held with a landscaper to complete work on the Quad. Small allotments (one per year group) to be installed and the raised beds to be used as sensory/herb gardens.</p> <p><b>Other comments/questions</b></p> <p>There were questions about the gates and would these be manned in the morning to allow access to the site.</p>	

	<p>There will be somebody on the gates in the morning</p> <p>Regarding the fence: if the new fencing is to go ahead will planning application need to be resubmitted?</p> <p>Once this has been agreed, permission will be received within 21 days. Work could be completed before the summer holidays.</p> <p>To ensure spending from house sale is monitored could governors see a spread sheet of send to date and planned spend?</p> <p>This will be available for governors at next meeting</p>	
<b>14.</b>	<p><b>Governor's Training</b></p> <p>Annual Governors conference: FGB Chair will attend; another place is available</p>	
<b>15.</b>	<p><b>AOB/Dates for next meeting</b></p> <p>Chair will organise cards and gifts for those colleagues leaving as discussed.</p> <p>Next Meeting: Autumn Term 2019</p> <p>Meeting closed: 7.30</p>	