SCHOOL NUMBER 13010

LANCASHIRE COUNTY COUNCIL
GOVERNOR SERVICES

WALVERDEN PRIMARY SCHOOL

SPRING TERM MEETING

MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD IN SCHOOL ON WEDNESDAY 29 JANUARY 2025 AT 6:00PM

PRESENT: Mr F Khaliq *(Chair for the meeting)*
Miss S Agar
Mrs R Bridges
Miss H Ahmed *(Headteacher)*

IN ATTENDANCE: Miss S Ghafoor *(Observer)*
Mrs K Entwistle *(Observer)*
Mrs A Bird *(Clerk to Governors)*

PART A

The Chair opened the meeting and welcomed everyone.

ACTION

R25.01 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mr R Ali, Mr R Bashir and Mr M Osman.

R25.02 DECLARATION OF INTEREST

There were no declarations of interest in relation to agenda items.

R25.03 MINUTES OF THE LAST MEETING HELD ON 10 OCTOBER 2024

It was **resolved** that the draft minutes of the last meeting be accepted and signed by the Chair as a correct record on behalf of the Committee.

R25.04 MATTERS ARISING

The following matters were reported from the minutes:

R24.33 – The Chair of Governors was still to write to the Local Authority (LA) regarding the works required on the

building.

R25.05 STAFFING ITEMS

Governors received a written staffing report from the Headteacher.

The Headteacher advised that there were some changes to staffing due to maternity leaves. Two members of staff were coming back from maternity leave after the February half term. One member of staff had started their maternity leave in November. Another member of staff was due to start her maternity leave in February and a member of the welfare staff would begin theirs in March.

The Headteacher advised that she had increased the hours for the I.C.T. technician to 32.5 hours from 30 hours and an advert was currently out for this post. The Headteacher would check the additional costs.

Q – Are maternity leaves covered by supply?
A – There are lots of different people covering different things.

Q - Has it affected the pupils?
A They are good, so it is not having an impact. There were one or two who were not good, but they have gone.

The Headteacher advised that she would like to be able to offer the TLR again but would wait for budget.

R25.06 FINANCE ITEMS

a) **Budget Monitoring**

Governors received a financial monitoring report up to the 31 December. The Headteacher would check what money was still allocated for buildings projects. Going forward there needed to be a subscriptions pot.

Devolved Formula Capital (DFC) was to be used towards structural building work including heating and steel beams the costings for which were being sought. The outdoor space build had been approved. The plan for the indoors of the infant building could not be done do until the roof work and structural work was done. Governors discussed putting a timeline together and pictures of the work that was required to be done and ask about timelines in terms of getting the work done. The SLA's and any outstanding issues would be looked at in the budget meeting. Mrs Ghafoor would arrange

the meeting once the budget was available.

Governors asked what the current price of school meals was. Mrs Ghafoor advised that it was £2.70. The Headteacher advised that they did keep a stock of food in school. The school used a company for milk which parents paid for through Parent Pay. Mrs Ghafoor checked what dinner debt there was and if any families were struggling, they will have a conversation with them.

b) SFVS Update

It was agreed to look at the financial competence of governors at the full governing body meeting.

c) Budget Plan 2025/26

The budget plan would be looked at by the working group. A date would be set once the budget was received.

FGB

d)Disposal of Assets

The Headteacher advised anything over £100 was on the register. They had a company who they were getting a quote from. The cost was £499 for software and on site audit.

The Headteacher advised that the minibus had been stolen and the school had received just under £19,000 from the insurance. The school would get three quotes for a replacement.

R25.07 BUILDINGS UPDATE

Governors received a spreadsheet of building works completed since the last meeting.

The Headteacher advised there was work being done around the SEND room. There was work to do around the heating for the summer. Legionella works were being done so the school was compliant in both the infant and junior building at a cost of £6,079 which would come out of DFC.

R25.08 HEALTH AND SAFETY ITEMS

a) Governor H & S Audit

Governors received the health and safety report. It was noted that they needed a new governor for health and safety. Other items were all in the report.

FGB

b) Monitoring of Fire Risk Assessment Plan

This was included in the health and safety report.

c) H & S Issues

This was included in the health and safety report.

d) Accident Report

This was included in the health and safety report.

R25.09 EDUCATIONAL VISITS MONITORING

Governors received a report on visits that had taken place since the last meeting.

Governors approved the updated Educational Visits Policy.

R25.10 CONFIDENTIALITY

There were no items requiring to be minuted as confidential however, Governors were reminded of the confidentiality of some of the discussions.

R25.11 DATE AND TIME OF THE NEXT MEETING

The date and time of the next meeting of the resources committee had previously been agreed as Wednesday 30 April 2025 at 6:00pm.

There being no further business the Chair thanked governors for their attendance and continued support to the school and duly closed the meeting at 7.30 pm.