SCHOOL NUMBER 13010

LANCASHIRE COUNTY COUNCIL
GOVERNOR SERVICES

WALVERDEN PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE OF THE GOVERNING BODY

HELD IN SCHOOL ON THURSDAY 10 OCTOBER 2024 AT 6.00 PM

PRESENT: Mr M Stone *(Chair)*
Miss S Agar
Mr F Khaliq
Mr M Osman
Mr A Rehman
Ms H Ahmed *(Headteacher)*

IN ATTENDANCE: Miss S Ghafoor *(Observer)*
Mrs A Bird *(Clerk)*

PART A

ACTION

R24.25 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted on behalf of Mr Bashir and Mrs Bridges.

R24.26 ELECTION OF CHAIR

The Committee agreed that the term of office for Chair would be one year.

Following discussion, it was agreed that Mr M Stone should be elected as Chair.

R24.27 ELECTION OF VICE CHAIR

The Committee agreed that the term of office for Vice-Chair would be one year.

Following discussion, it was agreed that Mr M Osman be elected as Vice Chair.

R24.28 DECLARATION OF INTEREST

There were no declarations of interest.

R24.29 MINUTES OF THE LAST MEETING HELD ON 24 APRIL 2024

It was resolved that the draft minutes of the meeting held on 24 April 2024, having been previously circulated be received as a true and correct record, and signed by the Chair on behalf of the Committee.

R24.30 MATTERS ARISING

There were no matters from the minutes.

R24.31 REVIEW OF MEMBERSHIP AND TERMS OF REFERENCE

The Committee reviewed and approved its existing terms of reference without amendment.

R24.32 REVIEW OF POLICIES/ PROCEDURES

Governors reviewed the following policies:

- Lettings Policy/ Charges
- Charging and Remissions Policy
- Internal Financial Regulations

Governors approved the policies.

The Headteacher advised there had been no changes to the Lettings Policy and the school did not let at the moment. The school had had a couple of requests in the past. Governors discussed security of the school and the Headteacher advised they did not actively advertise it was available to let.

There had been no changes to the Charging and Remissions policy. The Headteacher explained that she was getting an increase in parents asking for letters for doctors and other organisations. The Headteacher felt that they should charge as they were receiving a lot of requests, and they could take a lot of time to complete. The Headteacher advised that they do say that they needed five days' notice, but it could be a push to get things through. The Headteacher would look at what other schools were doing. Governors agreed that the school should charge £10 and if it was a more complex request the price would be agreed.

There had also been no changes to the Internal Financial Regulations.

The Communication Policy had been updated. Governors approved the policy.

R24.33 BUDGET MONITORING

The Headteacher advised that the money had been brought back into the school budget from PROP. The Headteacher advised that they needed to decide what they were to do with it. Some of the high needs funding would go up as there were Early Years pupils with complex needs and this would affect staffing needs.

Q - Funding gone up since the original budget why is that?
A - Numbers have gone up and the teachers' pay rise is being funded.

The Headteacher advised they needed to recruit support staff. There were also welfare staff needed as the school currently had three vacancies. The Headteacher added that it had been suggested that Teaching Assistants (TA's) could do it as at the moment the school had some support staff doing lunchtimes.

Q – You have not spent any money on trips?
A - It will start to come through as the term goes on. If you look at the EVC reports, you will see a lot done which will have been paid for from previous budget.

Staff development and training showed a lot of the budget had been spent which was due to spending a lot in advance. Training had already been done such as safeguarding, first aid and talk programs as well as annual assessment programs. Governors noted that quite a lot had been spent in bought in services curriculum. The Headteacher advised that some would be for subscriptions and some would be used for pupils and possibly advisory. The Headteacher would get a breakdown.

Q - There is 49K in devolved formula capital (DFC), how are you spending that?
A - New laptops for staff which we are in the process of getting quotes for. A whiteboard was being purchased for Y2 and cameras for staff.

Q - Will you bring a breakdown?
A - Yes, I will bring two Governing Body meeting.

Q - In terms of building work would that come from LCC?
A - Not really, we want to do the infant building but while we have roof issues we need to discuss with LCC.

The Chair of Governors would write to LCC raising the schools' concerns. The Headteacher would supply details of meetings that had been had. **CoG**

The school had set up a rainbow room as a base for pupils who had been struggling. It had activities that were right for the children and right for learning. The Headteacher advised that a lot of children were struggling which had been difficult to staff. The Headteacher advised this was a common picture across schools. Staff had been amazing, and they were staffing it without funding.

Q - Is diet a factor?
A – Through healthy schools we are educating parents about healthier packed lunches. For some children it is SEND and some children should be in specialist provision.

R24.34 STAFFING MATTERS AND APPOINTMENTS

Governors received a written report detailing staffing changes since the last meeting.

Two members of the teaching staff had returned from maternity leave. There was a teacher on a fixed term contract for a term covering a maternity cover. A teacher was on a one-year temporary contract as class teacher, covering a maternity cover.

A member of staff had started with as a permanent class teacher in Reception.

Two welfare members of staff had resigned, leaving the school with three vacancies in total. The current recruitment round had not been successful.

A TA2 temporary post had been advertised and interviews were to be held on the 7/10/24.

A TA3 permanent post had been advertised and interviews were to be held on the 7/10/24.

The Headteacher advised she wished to recruit an ICT technician/unqualified teacher post from April 2025. The welfare vacancies were being advertised for a second time the closing date for the second round was 11/10/24. There was a maternity leave starting in November 2024 and another one in February 2025.

Mr Rehman gave his apologies and left the meeting.

R24.35 HEALTH AND SAFETY / RISK ASSESSMENTS

Governors received the premises risk assessment report.

Q – Have you done any testing?
A – Not yet we had been doing tests but it upset the younger pupils so we are waiting until they are settled.

Governors received the school emergency plan. The Headteacher advised there had been a change to parent contact details and the office staff now kept a SIMS report for contacts.

Q – So don't have an outbreak plan?
A – No, but we would follow government guidance.

The Headteacher advised that a fire drill was undertaken termly.

R24.36 BUILDINGS/ PROJECTS

The Headteacher advised they had not done as much work as they wanted to. The school was still without a site supervisor.

Q – Is it all sorted with the asbestos?
A - Yes it has all been sorted.

The headteacher advised there were issues with the junior building roof which was still under warranty. The school was in touch with Steve McIntyre and the contractor. The Headteacher added that there were quite a few leaks, and they were due to come Monday to have a look at the issues.

The school had received quotes for cleaning contractors. The school was using two companies one for supply for the cleaners and one for the site supervisor. Following discussion, it was agreed the Headteacher would speak with the procurement team. **Head**

R24.37 CONFIDENTIALITY

There were no items for recording as Confidential, in the minutes however, Governors were reminded of the confidential nature of some of the discussions.

R24.38 DATE AND TIME OF THE NEXT MEETING

The date for the next meeting had been previously agreed as Wednesday 29 January 2025 at 6.00 pm.

CLOSING REMARKS

There being no further business, the Chair thanked everyone for their attendance and continued support and duly closed the meeting at 7.20 pm.

WALVERDEN PRIMARY SCHOOL
GOVERNORS' RESOURCES COMMITTTE TERMS OF REFERENCE

Membership

The committee shall consist of minimum of 4 members of the Governing Body. The Headteacher is ex-officio, a member of the committee.

The Committee will elect a Chairperson from within its own membership.

Non-voting participants may be invited to meetings by the Committee as and when required.

The membership of the committee shall be reviewed and determined annually by the Governing Body.

Quorum

The quorum shall be four members, including the Headteacher, or in the absence of the Headteacher, a member of the Senior Leadership Team nominated by the Headteacher.

Meetings

The Clerk to the Governors shall be responsible for convening meetings of the Committee. Procedures of any meetings held must be minuted and these minutes presented for the next meeting of the Governing Body.

The Committee shall meet at least once a term and otherwise as required.

Responsibilities (Finance)

1. To provide guidance and assistance to the Headteacher and the Governing Body on all financial issues.
2. To recommend to the Governing Body internal financial regulations for financial management of the school in accordance with guidance issued by the Authority.
3. To consider budget plans presented by the Headteacher and to make recommendations to the Governing Body for approval.
4. To monitor Pupil Premium Funding.
5. To consider budget monitoring reports relating to all public funds (i.e. school budget share, and any other funds delegated and devolved by the LEA, including Standards Fund) and make recommendations to the Governing Body.
6. To recommend virements between budget headings where the value is in excess of the sum delegated to the Headteacher under the school's internal financial regulations.
7. To consider and make recommendations on all finance policies of the school including those relating to charges, lettings and income.

8. To contribute to the school's development plan including consideration of the longer-term requirements of the school.
9. To consider the appropriate level of reserves and balances bearing in mind guidance produced by the Authority.
10. To consider the annual audited accounts of all unofficial funds prior to presentations to the Governing Body.
11. To consider audit reports and other relevant reports and make recommendations for the Governing Body.
12. To contribute to the School Profile.
13. To consider and advise on any financial matter referred to it by the Governing Body.
14. To respond, on behalf of the Governing Body, to any consultations relating to the Scheme of Delegation or the Funding of Schools.
15. To consider SFVS documentation.
16. To consult as required on the Pay Policy.

Responsibilities (Staffing)

1. To prepare staff policies for approval by the Governing Body.
2. In conjunction with the Headteacher, to draw up a staffing structure (teaching and non-teaching staff, posts of responsibility etc.) and to review it annually.
3. To ensure that all the procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under review following any changes in legislation.
4. To carry out all procedures for the appointment of new teaching staff (except Headteacher or Deputy Headteacher) and key support staff, in accordance with agreed arrangements.
5. To delegate to the Headteacher all provision of supply cover of under one term's duration.
6. To delegate to the Headteacher and one committee member the appointment of all other support staff.
7. To consult as required (e.g. over pay policy) with all staff or with recognised trade unions.
8. To ensure that appropriate job descriptions are in place.
9. To check that the arrangements for staff performance management are in place and being developed.
10. To monitor the programme of staff development and training and ensure it meets the needs of the school development/improvement plan and of staff.
11. To receive regular reports on staff absence, if not already reported to the full Governing Body.
12. Review annually the unit total of the school and the effect, if any on the ISR.
13. To contribute to the Governors' Newsletter to parents.

Responsibilities (Premises & Health and Safety)

1. To exercise delegated responsibility for the condition, repair, extension or alteration of premises.

2. To inspect annually the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the governing body.

3. To advise the governing body on major projects deemed to be necessary or appropriate.
4. To work with relevant partners and consultants to ensure that new buildings and improvements, as agreed with the governing body, are progressed and where appropriate that the payments are made.
5. To act on behalf of the governing body in monitoring the implementation and progress of all building related plans.
6. To monitor the maintenance and upkeep of the school premises and grounds.
7. Where it is the responsibility of the governing body, to make recommendations to the governing body on the appointment of consultants or the providers of premises related services.
8. To determine the use of the school premises outside school session time including advice to the governing body on a possible charging policy which must be determined by the governing body.
9. To provide support and guidance to the headteacher on all matters relating to the school premises and grounds, security and health and safety.
10. To ensure that arrangements are in place for the dissemination of health and safety information to all building users, including staff, pupils and visitors.
11. To review the school's health and safety policy as and when required and to advise, along with the headteacher, the governing body with regard to its compliance with health and safety regulations.
12. To monitor accident reports and fire drills and where appropriate recommend and take advice on remedial action.
13. To ensure the school complies with health and safety regulations, including that a regular audit of risk assessment is undertaken and to take action where necessary.
14. To promote co-operation between all employees at the school to achieve and to maintain a safe and healthy workplace for staff and pupils.
15. To examine safety inspection reports and to make recommendations where remedial action is required.
16. To be mindful of the requirements of the Equality Act.

NOTE

The appointment of a Headteacher or Deputy Headteacher is not a function of this committee.

Headteachers cannot take part in the appointment process for their successor.

Reviewed Autumn 2024

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