

**Kildwick CE Primary School**  
***Believe, Achieve, Succeed***  
***Striving for Excellence and Promoting Christian Values***

**Minutes from the Meeting of the Resources Committee  
held on 19<sup>th</sup> February 2018 at 1800**

**Present:**

Molly Barton – Co-opted Governor (MB)  
Jamie Logan – Parent Governor (JL)  
Geraldine Sands – Foundation Governor (GS)  
Tim Whitehead – Headteacher (TW)

**In attendance:**

Stephen Dale – LA Clerk to Governors (Clerk)

<b>A</b>	<b>Procedural</b>
1	<u>Welcome and consideration of absence</u> GS opened the meeting at 18.00, welcoming those present and thanking them for attending. Apologies had been received from Michael Richardson and consented.
2	<u>To determine whether other urgent business should be considered.</u> There were no items of other urgent business
3	<u>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection.</u> It was agreed that some elements of item 10 – Safeguarding- may be treated as confidential.
4	<u>Declaration of interest on any agenda item.</u> None declared
5	<u>To approve the Minutes of the Resources Committee meeting held on 30<sup>th</sup> October 2017</u> The minutes and confidential minutes of the Resources Committee Meeting held on 30 <sup>th</sup> October 2017 were unanimously approved. <b>Action – TW to file and upload onto the school website</b>
6	<u>Matters arising from the minutes not otherwise covered by this agenda</u> TW updated Governors that all works to the kitchen were now completed. All on line training has been completed and certificates submitted. There is agreement on how Policies should be reviewed in an efficient manner. Discussion took place around procedures in place to give support for Adopted Children should the need arise. ICT update is included in the agenda for this meeting.

<b>B</b>	<b>School Improvement</b>
7	<p><u>Budget Monitoring</u></p> <p>Toni Birch (NYCC Bursar) will attend FGB on 13<sup>th</sup> March.</p> <p>TW briefed Governors on the catering budget, details of which had been circulated in advance of the meeting. Governors noted the apparent “good take up” of school meals. TW confirmed this was the case and briefed governors that the numbers do need to be at this level and remain static to ensure the service is sustainable.</p> <p>A Governor asked who employs the cook. TW confirmed NYCC are the employer.</p> <p>A Governor asked who owns the budget. TW confirmed that the cook has control over the budget and menus.</p> <p>TW was asked as to what role the Governing Body has in the catering budget and school meals “offer”. TW briefed that the GB should monitor the budget and ensure that good healthy food is served.</p> <p>Governors asked about the choice of food and if “special dietary needs” were catered for. TW explained the menu cycle, how children were able to influence this and how different diets were catered for, (including Gluten Free Vegetarian and the needs of Muslim Children).</p> <p>A Governor asked if Parents had sight of menus. TW noted that yes, this was so and that the menus were available on the website, in the newsletter and on the noticeboard. Parents can taste the dinners and are encouraged to participate at lunchtime on certain occasions.</p> <p>TW noted that three children had joined the school and had done so before “census day” therefore funding would be reflected in the new school budget.</p>
8	<p><u>SFVS update</u></p> <p>MB confirmed she had met with Toni Birch and that the SFVS was now complete. This had been circulated prior to this meeting and will go to FGB on 13<sup>th</sup> March for approval. MB noted two areas of concern; the completion of the Asset Register and the alignment of the budget to the School Development Plan.</p> <p>TW briefed governors on the actions being taken to address these.</p> <p><b>Action – SC to complete Asset Register</b></p> <p><b>Action – TW to update SDP</b></p>
9	<p><u>Premises Update</u></p> <p>Catering issues had been dealt with earlier in the meeting. TW updated Governors on the possible of the school office. E-mails continue to be exchanged with Julie Temple at NYCC and there is no progress to report to date.</p> <p><b>Action -TW to follow up with JT</b></p> <p>TW reported that all outstanding issues following Dale Barton’s H&amp;S inspection have been addressed. Governors discussed the point relating to not using the boiler room</p>

	<p>and electrical cupboard for storage and questioned the storage arrangements for hazardous materials.</p> <p><b>Action – TW to investigate and confirm that arrangements meet legal requirements.</b></p> <p>A Governor asked if there were any issues with the building works being undertaken adjacent to the school buildings and if there was a named contact should any concerns arise. TW reported that there is a liaison contact and that the gas and water supplies had been interrupted during half term. TW briefed governors on the actions taken to resolve this.</p> <p>Governors expressed concern over the incident and raised further concerns that noise and dust may become an issue during the warmer weather when windows would need to be open.</p> <p>JL noted that there are strict regulations concerning site H&amp;S and agreed to meet with TW to review what obligations there are on the contractor.</p> <p><b>Action – TW and JL to meet.</b></p> <p>TW reported on the recent fire drill and noted an evacuation time of under two minutes.</p>
10	<p><u>H&amp;S Update – (including Safeguarding)</u></p> <p>H&amp;S issues have been covered earlier in the meeting.</p> <p>GS, as Safeguarding Governor gave further detail on the Safeguarding Meeting held with TW on 18<sup>th</sup> January – the minutes of which had been circulated prior to this meeting. TW confirmed the ongoing work to maintain the Single Central Record.</p> <p>GS noted the concerns apparent following the “Growing up in North Yorkshire” survey and TW briefed on how the year groups concerned will complete the survey again this year and the results compared.</p> <p><b>Action – TW to report on results when survey completed.</b></p> <p>TW briefed Governors on the support from NYCC to run additional workshops on on-line safety for both children and to raise parental awareness.</p>
11	<p><u>Staffing Update</u></p> <p>TW briefed Governors on the new lunchtime supervisor appointment. TW detailed the role that Joel Pearson (JP) will undertake through the Sports Premium Grant. A paper describing the objectives and timetable that JP has was circulated prior to this meeting. TW outlined how JP will work with children to encourage <b>all</b> to participate in sporting activities and active.</p> <p>A Governor asked what difference there was between boys and girls participation. TW noted that whilst there is less participation by girls in Y3/4 this was not the case in Y5/6 and did depend on the cohort. This is an area that JP will address, and he will also play a role in developing staff in delivering PE.</p> <p>A Governor asked what was being done to encourage those who are “not good” at sport or are not engaged in participating in sport. TW briefed that this was firmly in</p>

	<p>JP's remit and alternative activities e.g. Curling, were being investigated. JP will discuss with children as to what they would be interested in.</p> <p>TW briefed Governors on how competitive sport would be introduced and what inter-school competition might look like in the future. TW noted that there is a requirement to publish how the Sports Premium Grant is spent and what outcomes there are as a result. JP's targets will be reviewed in 12 months.</p> <p>A governor asked if the targets were measurable – TW replied that they were, and the outcomes would form much of the published data.</p> <p>TW asked that a Governor be linked to monitor the use of the Sports Premium Grant.</p> <p><b>Action – Clerk to add to FGB agenda</b></p> <p>TW briefed Governors on the work with – and support given – and nurturing - to students from Northern Lights, South Craven College, Craven College and Huddersfield University. TW noted the value of the collaboration and that he would like to continue this in September 2018.</p> <p>A Governor asked about DBS checks on the students – TW briefed as to who was responsible and the school's role in ensuring safety.</p> <p>A Governor asked how 16/17-year old were "checked". TW outlined his understanding of this and agreed that further investigation would be appropriate.</p> <p><b>Action – TW and GS to follow up.</b></p>
12	<p><u>Sports funding</u></p> <p>This item has been covered in agenda point 11.</p>
13	<p><u>Pupil Premium</u></p> <p>Governors had been circulated three documents prior to the meeting;</p> <p>Pupil Premium Strategy Plan End of Year 2016-17</p> <p>Pupil Premium Strategy Plan End of Year 2017-18</p> <p>Anonymised Pupil Premium Tracker</p> <p>A Governor asked what assurance there was that Pupil Premium (PP) funding is being well spent and that it is having an impact. TW briefed that the detail covered in the three reports demonstrates both these points. TW was asked if the interventions details have a cost attached – TW replied that yes, the TA was supported by Pupil Premium funding.</p> <p>TW gave further detail on the interventions and the impact these were having.</p> <p>A Governor asked if summer births were covered by PP. TW briefed that this was not the case. Further discussion took place around summer born children and some of the challenges they might face.</p> <p>A Governor asked for an explanation of the acronyms used on the report – B, B+, W, GLD. TW explained these. And gave examples of what these might reflect.</p> <p>A governor requested that commentary be given on the anonymised report especially where bespoke interventions are in place. TW agreed to add this</p> <p><b>Action – TW to update tracker</b></p>

14	<u>ICT</u> TW briefed Governors on the move from using SIMs in the office to Scholarpack and outlined the training being undertaken by Sandra Chapman to maximise the benefits of having this new system. TW updated Governors on the purchase of new/replacement laptops with quotes being sought.
<b>C</b>	<b>Other Business</b>
15	<u>To deal with any matters agreed for consideration under item 2 above.</u> There were no items to consider.
16	<u>To consider “What impact on Pupils have we had at this meeting today”</u> Governors noted they had an improved understanding of the Pupil Premium strategy, were questioning the impact of the adjacent building works, had been briefed over safeguarding and better understood the school approach to healthy eating and the use of Sports Premium Funding.

The meeting closed at 19.20