

**MIDDLEWICH HIGH SCHOOL
RESOURCES COMMITTEE MEETING
PART 1 MINUTES**

Date:	Tuesday 2nd March 2021 at 4:30pm	
Venue:	Virtual Meeting using MS Teams	
Present:	Alan Dixon (ADI) Catherine Broadhurst (CBR) Colin Price (CPR) Heidi Thurland (HTD) Mike Finney (MFI) Mike Taylor (MTA)	Co-opted Governor Co-opted Governor Parent Governor (Chair) Head Teacher Co-opted Governor Staff Governor
Apologies:	Simon McGrory (SMC) Stuart Mayhead (SMA) Angela Deakin (ADE)	Local Authority Governor Co-Opted Governor Co-opted Governor
Absence:		
In attendance:	Rebecca Dale (RDA) Debbie Carter (DCA) Mark Edwards (MED) Steve Wiseman (SWI) Janine Barton (JBA)	Clerk Business Manager Deputy Headteacher Assistant Head: Safeguarding SENDCo

The meeting met its quorum and started at 4:30pm

AGENDA ITEM 1	WELCOME & APOLOGIES
Discussion:	<p>The chair opened the meeting and welcomed the committee.</p> <p>Apologies were received from Simon McGrory (SMC), Stuart Mayhead (SMA) and Angela Deakin (ADE)</p>
Decision:	The apologies of the above-named governor were accepted by the governing body

AGENDA ITEM 2	CONFLICTS OF INTEREST IN RELATION TO THIS MEETING (PECUNIARY OR OTHERWISE)
Discussion:	There were no conflicts of interest recorded

AGENDA ITEM 3	ANY OTHER BUSINESS
Discussion:	<p>SMC has stepped down as the Chair of the Resources committee due to personal circumstances and feeling unable to give the role the commitment it needs. The CoG has offered to stand in as chair for this meeting.</p> <p>A new committee chair will need to be elected at the next FGB on Monday 22nd March. If any members would like to nominate themselves or anyone else, then please let the clerk know ahead of the meeting.</p> <p>If any governors would like to assist with the testing of pupils on site over the next 2 weeks, then please can they let the Headteacher or clerk know so that any appropriate training can be arranged. More information around what help is required will be posted to GovernorHub.</p>

Decision:	The committee agreed for the Chair of Governors to chair the committee meeting
Action:	<ol style="list-style-type: none"> 1. Post to be added to GovernorHub around the help required for student testing by: CoG 2. Nomination for committee chair to be sent to the clerk ahead of the FGB by: the committee

AGENDA ITEM 4	APPROVAL OF THE MINUTES
Decision:	The committee resolved to approve the minutes from the meeting held on 10 th November 2020.

AGENDA ITEM 5	MATTERS ARISING
Discussion:	<p>Outstanding Actions: -</p> <p>There are several actions outstanding from the last meeting which were delayed due to ongoing Covid work within the SLT. These will be picked up at the next Resources committee meeting on 11th May 2021.</p>
Action:	1. Action log to be completed and circulated to meeting attendees by: the clerk

AGENDA ITEM 6	GOVERNOR VISIT REPORTS
Discussion:	<p>Governor Visit reports were circulated to the committee prior to the meeting: -</p> <p><u>Safeguarding, key points:</u> -</p> <ul style="list-style-type: none"> ● The Chair of Governors and the AHT: Safeguarding have met twice during the spring term so far. ● The CoG has put together a simple questionnaire to gain a better understanding of the work that the safeguarding team are undertaking. This can be found on GovernorHub alongside the report. <p><u>Health and Safety, key points:</u> -</p> <ul style="list-style-type: none"> ● Unable to undertake a site walk due to Covid-19 restrictions ● Both the Site Manager and SBM have an excellent understanding of the requirements and were able to answer all questions asked. <p><u>SEND, key points:</u> -</p> <ul style="list-style-type: none"> ● Two meetings held between the SENDCo and the SEND Link Governor during the Spring Term. ● SEND Team are working hard during lockdown to maintain support for all students, including working with other agencies where required ● SEND Students are reported to be managing well given the current situation, concerns are dealt with swiftly and additional support is provided as required. ● SEND Team is short on admin support currently due to a member of staff leaving. The team are looking at how to cover the gap. ● SEND Training for governors on 11th March 2021 (via GovernorHub) <p><u>GDPR, key points:</u> -</p> <ul style="list-style-type: none"> ● GDPR training attended by the GDPR Link Governor, Chair of Governors and the Clerk/DPL. ● 1 minor breach reported to the School Data Protection Officer. ● The Data Map and GDPR policies are currently being updated by the Data Protection Lead

	<p><u>Finance, key points:</u> -</p> <ul style="list-style-type: none"> • The SBM provided a good overview of the current budget position and the 3-year budget position. <p>The chair reported that the Pupil Premium link report will fall under the Progress and Attainment committee moving forward as the focus will be based more around closing the attainment gap. Pupil Premium spend will still fall under the Resources committee but will be covered under the finance report given by the SMB.</p> <p>Questions to be asked to Staff Links under the appropriate sections.</p>
Decision:	The committee resolved to accept the governor visit reports

AGENDA ITEM 7	SEND RESOURCE REPORT
Discussion:	<p>The report was circulated to the committee prior to the meeting.</p> <p><u>Key points:</u> -</p> <ul style="list-style-type: none"> • The biggest concern for the SEND team was the impact of lockdown on those students with SEND and trying to keep them engaged with learning. • The team have been in regular contact with students with EHCPs and depending upon their needs have been offering additional support on top of the one hour of face-to-face remote learning per week. • Teaching Assistants are emailing parents of SEND students each week to make sure that everything is okay. • Where things have not been going okay with face to face learning it has flagged a phone call or letter home to try and obtain engagement with the support of parents. • Students have been enjoying their face-to-face sessions with the teaching assistant • EHCP reviews have continued to take place as normal, and engagement with the Local Authorities has continued. • EHCP requests have continued to increase and the SEND team, have had over 20 requests for school places for September 2021. Of these, 9 have been declined and 2 are awaiting further clarification on funding. • 14 Students with EHCPs in the current Y11 cohort will be leaving this year, however these places will be filled with the new Y7 intake in September. <p><i>Q) How are you handling the issues around the administration of the EHCPs?</i> <i>A) There has been a change of admin personnel within the school and as such the SEND Team lost our admin assistance, which has had an impact, especially when you are conducting reviews; sending out invitations, collecting responses and then picking up the administrative tasks is quite time consuming. The team currently need someone for approximately two days a week (the hours to be spread across the week) to cover this work.</i></p> <p><i>Q) Is there capacity to do anything about that?</i> <i>A) We've certainly been looking at the capacity within school and current admin roles have been reviewed. The priority has been focused on recruiting for the Finance Team, who lost 3 members before Christmas. There may possibly be some capacity within the reception team once a replacement Team Secretary has been recruited following interviews tomorrow, and we are also recruiting for the Head's PA as well.</i></p>

	<p>The committee discussed the EHCP process and the number of students with EHCPs in detail.</p> <p><i>Q) Are there-any problems regarding a lack of EHCPs with the incoming Yr7 pupils with regards to primaries not having the plans in place, which then delays funding? Is that still the case?</i></p> <p><i>A) This does appear to be improving, although there are still students who would have benefitted from an EHCP before coming to MHS. An EHCP application is a lengthy process so once students arrive in year 7, we firstly must identify that an ECHP would be beneficial, by which point the student is already struggling. We must complete a 3-plan review cycle with the student and their parents and fail each review. This process can take up to 12 months before we have got all the evidence in place to submit to County and, we must engage the Educational Psychologist to be able to give us the hours to come and do an assessment, which can be problematical. This all leads to a delay in giving the student the additional support that they need.</i></p> <p><i>Q) What is the additional income received for a child with an ECHP?</i></p> <p><i>A) The income received is £514 pounds per hour, so if the child is allocated a 32.5-hour (full) EHCP the school receives £16,705. The LA then deducts £6,000 because this is supposed to be met from our Notional SEND allocation within our main budget. Therefore, we get just under £10,500 for a child with a full ECHP. If you compare this with the salary costs to support a child who needs a one-to-one position then the costs are significantly higher for a Teaching Assistant on a T8 grade, which is currently around £25,000.</i></p>
Decision:	The committee resolved to accept the SEND report

JBA left the meeting at 17.15pm

AGENDA ITEM 8	SAFEGUARDING REPORT
Discussion:	<p>The Safeguarding report was circulated to the committee prior to the meetings.</p> <p><u>Key Points:</u> -</p> <ul style="list-style-type: none"> ● The Key Worker / Support provision was extended during the second lockdown to encourage students to attend school where applicable. ● Communication between the school and social care has been much improved during the second lockdown. ● Remote meetings between students and external agencies have been working well and making meetings much more efficient (especially as there is no travelling time between meetings) ● A safeguarding addendum has been added to the Safeguarding policy. This has been shared with all staff and governors. ● There has been a greater capacity for communication between the pastoral leads and parents, enabling concerns to be dealt with more quickly, especially where students have been struggling and require additional support from the school. ● Specialist intervention is in place from external agencies such as Young Carers, Motherwell and SWaNS Counselling. ● The Safeguarding team are currently picking up with students around any return to school anxieties.

	<p>Q) What do you foresee being the biggest concerns with regards to pupils returning on Monday and from which year groups?</p> <p>A) We know that some students have been struggling throughout lockdown and for the Y11s it has been the uncertainty surrounding their GCSE exams. We are aware that some students struggle with mental health anyway regardless of whether there has been a lockdown. As soon as there is a cast-iron answer as to how they will be awarded grades we will let them know.</p> <p>Year 9 students engaged well with the options process, hopefully this has helped to focus their minds and make some important decisions, however they will still be on the radar for support where required.</p> <p>Q) How do you see the integration of all year groups when the bubbles no longer need to be in place? For example, the year 7s have come into very little contact with the older year groups within the school.</p> <p>A) Whilst our students have been taught in bubbles and have remained in their allocated zones, there has still been a small degree of movement around the site and the year 7s will have been around the older pupils at some point. The bigger concern with the year 7s is them finding their way around the school because they will not know where many of the classrooms are; we will need to walk them round and do a little bit of an induction with them to overcome this. Our older students treat our younger children in a very caring and supportive manner.</p> <p>The committee discussed the measures that had been put into place by the school to allow students to access counselling and external support during the lockdown and the pandemic.</p> <p>The AHT: Safeguarding thanked HWY in the office for facilitating the meetings between students and external agencies.</p> <p>The Headteacher thanked the Safeguarding team for their interventions and the work that they have carried out under lockdown.</p>
Decision:	The committee resolved to accept the Safeguarding report
Action:	1. Meeting to be held with the Safeguarding Lead following students returning to school on 8 th March 2021 by: The Safeguarding Link Governor

SWI Left the meeting at 17:22

AGENDA ITEM 9	FINANCE REPORT
Discussion:	<p>The Finance report was circulated to the committee prior to the meeting.</p> <p><u>Key points:</u> -</p> <ul style="list-style-type: none"> ● The report has been revised since it was last presented in January, considering changes due to the Covid-19 pandemic and the second lockdown. ● The revision reflects that the school has not been fully open between January 5th and March 8th. ● There is only 1 more month left before the end of the school's financial year, which has been reflected in the costs. ● Some savings have been made on the previous forecast down to the school being closed (for example no cover costs) ● It has been difficult to forecast in the current situation given so many unknowns. ● A new Finance Manager and Finance Officer have now been appointed to provide support to the SBM following the resignation of the respective post holders in December. ● The role of Head's PA is being re-evaluated by the Local Authority and once that has been agreed the recruitment process can begin.

- Interviews for Librarian/Cover Supervisor and Team Secretary will take place tomorrow, 3rd March 2021.
- Savings have been made in terms of salary costs because of the delay in the recruitment process.
- Forecasted agency supply figures have been amended to reflect the money saved on cover costs. This has increased from a budget of £15,000 left to spend, to around £32,000 left to spend.
- The Winsford buses have not been running therefore the costs associated with this have also decreased.

Q) It was only at the last meeting that you were concerned about the impact on the coach company during the lockdown and the longer-term impact. Is there any update on that?

A) Byley Coaches furloughed their staff and took all their vehicles off road under SORN; however, they have assured the school that they will be ready to go from Monday when the children return to school.

- The SBM is still chasing the local authority for up-to-date invoices for gas and electric as the last invoice received was November 2020. The school is part of the local authority contract therefore the figures are forecasts based upon the same period last year.
- Education equipment and materials: The school has incurred a large outlay for covid expenditure. This has risen to around £55,000 – once school is up and running there is estimated to be additional costs of up to £10,000
- Capitation - Departments have not been in either therefore the actual resources have not been used as they would normally have been. There will be some money to spend within that code for rewards, alternative provisions and pupil welfare therefore it will not only be Department spends. There are also some department balances that have not been spent which will form part of the capital.

Q) Where a department has not spent all its budget for the year, can they claw it back for the next year or do they lose it?

A) They are not able to claw back any monies left in the budget at the end of the year. The budget for each department is reset at the start of each financial year. The team reassess the need for capitation around departmental development plans and projects, and funds will be allocated on that basis. Heads of Department are required to let the finance team know if there will be any additional spending requirements on top of their allocated budget. Fresh capitation allocation starts in April.

Q) Will the school be able to purchase the trampolines now?

A) Yes, the budget is there but they have not been purchased yet as they would have been sat unused.

- The catering contract with Chartwells finished last year and an extension has not yet been agreed. There are some ongoing issues regarding invoices which need to be resolved.

Q) Does the school need to look for a new catering company? Will you be going out to tender?
A) The initial contract taken out was for three years and plus 3x one-year extensions, so it was a six-year contract but three years plus 1 + 1 + 1. The 3-year contract ended last summer in the middle of the covid pandemic therefore the school was not able to go out to tender, so we are still operational and using Chartwells under the same contractual agreements. Legally we have not signed anything with them yet, and now with the move to Academy status in September my preference would be to join the catering contract that is already established within the trust (Caterlink).

Q) Have you got information regarding current contracts and end dates? How will this work with the academisation?

A) We have a contracts file with all our end dates and renewals etc. so we will review that. The Sir John Brunner foundation have a lot of that information anyway. Some of those contracts have had to be renewed already this year but I spoke to the DFO of the SJBF before renewing them. Finishing those contracts will happen over several years as we move through and come to the end of each contract.

- Laptops / IT: The PTFA have very kindly purchased an additional 10 Chromebooks for students. Another 24 notebooks arrived on Monday from the DfE and will need to be configured.

Q) Did the Headteacher receive a reply from Fiona Bruce MP in response to the letter sent before Christmas?

A) She has acknowledged receipt of the letter and I know that she will raise it in parliament, however MPs are not currently getting a great deal of time to speak to the ministers. It might take some time before it gets presented, by which point we will be out of this current lockdown!

- Post: Postal charges have risen significantly this year due to having to send most things home via Royal Mail (i.e., exercise book and work packs). The forecast is around £8,000 pounds this year, which is significantly more than the £5,000 the school normally spends.
- There are currently two lots of insurance running. The SBM spoke to the LA and was told that they are too busy to look into this at this moment in time!
- Covid Catch-Up funding: The school has received the catch-up funding for the autumn term and the spring term. This goes over the academic year, so the school received £14,000 in the autumn term and £18,000 in the spring. Another £25,500 is due for the summer term. The SBM has received confirmation of the allocation from the DfE however the Local Authority have not yet put this onto the school's account.
- Ledger code 8682: The school received a covid support grant of £10,000 from the LA to support additional costs i.e., sanitiser and PPE.
- As part of the joint use agreement with the Leisure Centre the school receives a recharge against the joint use for our caretaking and cleaning costs, which is approximately £12,000 pounds. The SBM has spoken to the accountant from Everybody Leisure and as they have not been open during the pandemic, they have not been using the facilities. The SMB is still going to try and recover some costs as they were open during September and October, closed in November, but reopened again in December for a month. It may be possible to reclaim up to £4,000 but it is more likely to be £3,000.
- Capitol: This figure has not been updated.
- There have been additional repairs to the roof on the corridor outside of the reception. The SBM has requested costs from the LA but has still not received the figures.

	<p>This leaves a carry-forward of approximately £300,000, but this is due to the school closure. The committee then went on to discuss the withdrawal of the funding from the LA for the improvement of the Resource Provision, and the pupil admission numbers for September 2021. Members agree with the Headteacher and SBM that the school is not fit for purpose, as reported in the last feasibility report conducted by the LA.</p> <p>The Finance Link Governor confirmed to the committee that they are happy with the current budget position.</p> <p>The SBM reminded the committee that whilst the one-year budget position looks healthy with a substantial carry-forward, when looking at the three-year forecast it shows a more realistic picture.</p>
Decision:	The committee resolved to accept the Finance Report

AGENDA ITEM 10	PP SPEND REPORT
Discussion:	<p>The annual report was circulated to the committee prior to the meeting – this was a detailed document which will be condensed going forward to report on a termly basis.</p> <p>The £164,000 that the school received last April is coming to an end and with everything being based around financial years there is no overlap of the money coming in, however the report is based upon the academic year therefore it is difficult to give exact costs.</p> <p>The SBM advised the committee that they had put some costings against the document that the AHT: Curriculum already had in place for this for this year.</p> <p>Going forward the SBM will look at how the school spends the money on a termly basis.</p> <p>The SBM asked that if governors had any questions around Pupil Premium, they direct them to the AHT: Curriculum at the Progress and Attainment committee meeting as the SBM can only provide information on where the money has been spent.</p> <p>The P&A committee will look at whether the funds are being spent in the right place and what the impact of this spending has been. CPR to meet with DCA & KHO to look at what the report needs to contain moving forward.</p>
Decision:	The committee resolved to accept the PP Spend report
Action:	The AHT: Curriculum and the SBM will meet with the CoG to discuss PP spend further by: CoG

AGENDA ITEM 11	ATTITUDE TO LEARNING REPORT
<p>Discussion:</p>	<p>The Deputy Headteacher opened by thanking the Chair of Governors for attending training for student lateral flow testing, before giving an overview of the ATL report, which was circulated to the committee before the meeting.</p> <p><u>Key points</u> :-</p> <ul style="list-style-type: none"> ● Usual ATL report has not been produced due to students undertaking remote learning at home however, students are still being recognised for their excellence at working from home ● Teachers are asked to nominate students who have demonstrated excellence either with the work that they have submitted or their engagement; Almost 70% of pupils have received a certificate of excellence. ● Over 50% of the pupil premium students have been recognised for excellence ● Lack of supervision or IT resources at home (i.e. 1 device between 3 children) are impacting the pupil premium figures. ● School support has been valued in the communities. There have been many positive responses on social media. ● 49 students received an email from the Headteacher commending them on their work. ● Students will receive an induction upon their return to site to include expectations of behaviour and to help settle them back into school life/routine. ● Some students have improved their ATL whilst working at home as they have found the remote learning environment less stressful than being in the school environment. <p><i>Q) You've given recognition to those students who are higher achievers, but what about the other students who haven't performed so well but may benefit from encouragement or recognition?</i></p> <p><i>A) Yes you're right and we've created a list of students who perhaps haven't been recognised so that we can focus on those them upon their return. We have acknowledged the need to recognise that some students have had barriers. Also, some of the students who have received multiple certificates have done so because they received the first certificate, which then motivated them to go beyond perhaps what they thought their own aspiration.</i></p>
<p>Decision:</p>	<p>The committee resolved to accept the Attitude to Learning report</p>

AGENDA ITEM 12	ATTENDANCE REPORT
<p>Discussion:</p>	<p>The Deputy Headteacher gave an overview of the attendance report, which was circulated to the committee prior to the meeting.</p> <p><u>Key points:</u></p> <ul style="list-style-type: none"> ● Students with EHCPs, children in need or looked after children (families that have a social worker assigned to them) are now required by the DfE to have their attendance marked as "authorised leave" where they have accessed remote learning rather than attended the school. This has impacted their attendance and therefore the overall data reported from now on will be affected. ● The school's attendance total has dropped to 90% in comparison to the same time last year. ● In order to engage students with remote learning tutorial time was set in the morning, where student attendance was registered. This identified the impact over a 4 week period.

	<ul style="list-style-type: none"> ● The pastoral team worked with families where students had low attendance to make sure that the children were logging on in the morning and engaging with remote learning. ● The school has recognised that whilst attendance is low at 60%, there is no data to benchmark against, and there is an acceptance that there are barriers in some households preventing the child from being able to work at home. ● The comparative data table does not give a true picture because this is the comparative data before lockdown. <p><i>Q) You mentioned about year 9 attendance being an issue. Is that included in the January / February data?</i></p> <p><i>A) The January / February data listed is for the cohort of 53 students who are identified as being vulnerable. The year 9 students [within this group] have opted to stay at home. Our Y9 Pastoral Lead has carried out vast amounts of work with those families to ensure that those children are safe at home and engaging with their remote learning. She has been able to forge some very strong relationships with 6 or 7 key families. We have got a very clear knowledge now with regards to the work that needs to go on inducting these students back into school.</i></p> <p><i>Q) The data suggests that the students who are classified as vulnerable have elected to stay at home, but are being marked as absent?</i></p> <p><i>A) The cohort attend school along with the key worker children on selected dates, therefore might only attend two out of five days. This still needs to be reported as authorised absence. There is an inequality there which we were not happy with. This is the DfE way of tracking attendance for the keyworker provision in schools. It is a little bit divisive and we have sent out a communication to these parents to explain this. The SEND team have been in contact with families 2 to 3 times a week and our most vulnerable students with complex needs / EHCPs have attended school wherever possible, however we understand that the change in routine at school will be a greater distress to some SEND students and in such circumstances they are better staying at home and accessing remote learning.</i></p>
Decision:	The committee resolved to accept the Attendance report

AGENDA ITEM 13	EXCLUSIONS REPORT
Discussion:	<p>The report was circulated to the committee prior to the meeting.</p> <p><u>Key points:</u> -</p> <ul style="list-style-type: none"> ● The school works proactively to avoid exclusions wherever possible. ● The work being carried out by the pastoral team has proved invaluable in addressing problem behaviour ● The pupil induction is particularly important on this next return to ensure students meet the expectations and are provided with a routine to make them feel safe very quickly. ● Governor support for challenging students has also proved invaluable. ● There are currently 7 students who, due to behavioural issues, would have been at risk of a permanent exclusion who are now on a bespoke package, including personalised tutorials and alternative provision support from pastoral leaders. ● The pastoral team have been proactive and during lockdown have worked with families to build trust and positive relationships. ● SEND exclusions are now much lower than in comparison to previous years, however there is still a high rate of exclusions proportionally by disadvantaged students. ● The school has worked hard to develop a culture of reward and recognition for role model students.

	<p>Q) Can I confirm that if a managed move to another school is unsuccessful after 12 weeks, the student will be moved back to MHS?</p> <p>A) Yes. They are still our student within those 12 weeks and we are obligated (rightly so) to look after their best interests.</p> <p>The chair of the committee thanked the Deputy Headteacher for his reports.</p>
Decision:	The committee resolved to accept the Exclusions report

AGENDA ITEM 14	STAFFING REPORT
Discussion:	<p>The report was circulated to the committee prior to the meeting.</p> <p><u>Key points:-</u></p> <ul style="list-style-type: none"> ● Currently recruiting for PA to the Headteacher, Team Secretary, Librarian/Cover Supervisor and Attendance Officer. ● Staff absence due to COVID-19 is 153.5 days total for teaching and support staff (106.5 for teaching staff). In comparison, another school within Cheshire East has reported 800 school days lost. ● 17 staff have been isolating due to COVID-19. ● A number of other absences have been reported due to long term sickness ● Maternity leave is also included in the staff absence figures. ● At one stage the entire Reception team were isolating, but the rules have now been updated and the school can complete a risk assessment for those needing to isolate. This allows staff to return to work should they wish as long as the site can be made secure. <p>The Headteacher took this opportunity to acknowledge the work of the Personnel Officer for continuing to provide admin support in the absence of the reception team, and also for her work in helping to set up the lateral flow covid testing for students and staff.</p> <ul style="list-style-type: none"> ● The Headteacher is happy that the absence level is not something to be concerned about under the current circumstances. ● The figures suggest that the school does not have staff welfare concerns or unhappy staff. ● The recent staff survey results were extremely positive; these will be included in the Headteacher's report at the next FGB. ● The headteacher is keen to review the impact of COVID-19 on staff, in particular to address any anxieties and the effect on mental health. ● TAs within the resource provision have now received their first COVID-19 vaccination. <p>The staff governor commented that although staff workload had increased significantly, staff were confident in the support they had received from the headteacher and SLT.</p> <p>The committee chair thanked the Headteacher, SBM, Personnel Officer and staff Laura for their hard work</p>
Decision:	The committee resolved to accept the staff absence report

AGENDA ITEM 15	HEALTH & SAFETY UPDATE
Discussion:	The report was circulated to governors prior to the meeting.

	<p><u>Key points:</u> -</p> <ul style="list-style-type: none"> ● The annual health and safety audit identified that the school does not have a stress policy. ● Site accessibility will need to be reviewed with the SBM and Site Manager. ● The results of the compliance audit from the local authority will take place this week – the school has been waiting for this since December. ● The SBM will meet with the Site Manager to go through the compliance audit once the on-site testing of pupils has ceased. The results will be reported back to governors at the next Resources committee meeting. ● Environmental Health were unable to conduct their site visit due to the COVID restrictions. They are now able to come to site however the SBM has suggested that they visit later in the summer term when the school is functional in order to complete a full assessment of the site. ● There are no significant health and safety concerns to report at present. <p><i>Q) What is Prime?</i> <i>A) Prime is the Local Authority accident and incident reporting software that we use. Our Learning & Welfare Officer records any incidents and will update Prime with this information. There have been no major accidents or incidents to report this term.</i></p> <p><i>Q) I notice that there has been a recommendation that the tennis courts are not used over lunchtime. Is there a particular issue with them?</i> <i>A) The DHT completed an analysis of injuries and we have identified that the increase in numbers has been since we've been using the tennis courts during breaks. Despite there being staff supervision there are still a number of accidents because the children are busy running around on a on a hard surface. The DHT has recognised that the Astro turf is going to be a safer environment for students as it is less slippery, so this area will be used instead.</i></p> <p>The covid risk assessment has been updated (with tracked changes) and was circulated to governors prior to the meeting. The updates are based upon the LA guidance as well as advice from the DfE. The main changes are around the wearing of masks in classrooms. The school will operate as it did before in terms of bubble areas at least until Easter. There is a separate risk assessment for onsite testing.</p> <p>Once approved the COVID Risk Assessments will go on GovernorHub.</p>
Decision	The committee resolved to accept the health and safety update.
Action:	<ol style="list-style-type: none"> 1. Draft stress policy to be updated and sent to governors for approval by: The SBM 2. Updated risk assessment to be approved and uploaded to GovernorHub by: CoG

AGENDA ITEM 16	GDPR UPDATE
Discussion:	<p>The GDPR report was circulated to the committee prior to the meeting.</p> <p>Key points: -</p>

	<ul style="list-style-type: none"> The Data Protection Officer (DPO) has sent out a reminder that Data Protection Impact Assessments must be completed by the school when implementing any new apps or software that use personal data. This is to ensure that the school has considered how pupil, staff or parent data will be recorded, stored and shared. This will help to identify any potential risks or data protection implications. DPIAs may be requested by parents/carers under the Freedom of Information Act. There has been 1 minor data breach reported this term due to human error. The incident was reported to the DPO in the absence of the DPL, who advised of the steps needed to mitigate the risk in future. A DfE Privacy notice is being sent out to parents in relation to the onsite testing of pupils. A school privacy notice has also been written and is currently awaiting feedback from the DPO before it can be approved by governors.
Decision:	The committee resolved to accept the GDPR update
Action:	Covid testing privacy notice to be approved and uploaded to the school website by: governors / clerk

AGENDA ITEM 17	PARTNERSHIPS / ENGAGEMENT
Discussion:	<ul style="list-style-type: none"> A governor has suggested that the FGB attend “Positive Friday” staff meetings on a rotational basis so that all staff can meet and get to know their governors. The CoG would like to produce a governors newsletter once a term for parents to update on what has been happening within the school.
Action:	1. The above ideas will be looked at in more depth once the social distancing rules have changed by: CoG / clerk

AGENDA ITEM 18	POLICIES
Discussion:	<p>The following policies were reviewed by the committee</p> <ul style="list-style-type: none"> Complaints Procedure Exclusions Charging & Remissions <p>The Health & Safety policy has been updated with a COVID-19 addendum but this was only received today. As the committee has not had sufficient time to review the policy the chair would like to take a Chair’s Action to approve the policy so that it can be uploaded to the website.</p>
Decision:	<ul style="list-style-type: none"> The committee resolved to approve the policies listed above The committee agreed a Chairs Action to approve the Health & Safety policy update.
Action:	<ul style="list-style-type: none"> Policies to be updated to “approved” and uploaded to the website where applicable by: clerk

AGENDA ITEM 19	STATEMENT OF IMPACT
Discussion:	<ul style="list-style-type: none"> Received, discussed and approved the minutes from the meeting held on 10.11.2020

	<ul style="list-style-type: none">● Received, discussed and approved governor visit reports● Received, discussed and approved SEND report● Received, discussed and accepted Safeguarding report● Received, discussed and accepted Finance report● Received, discussed and accepted Pupil Premium spending report● Received, discussed and accepted Attitude to Learning report● Received, discussed and accepted Pupil Attendance report● Received, discussed and accepted Pupil Exclusion report● Received, discussed and accepted Staff Absence report● Received, discussed and accepted the revised Risk Assessment and H&S report● Received, discussed and accepted the GDPR report● Received, reviewed and approved the policies listed under item 18● Discussed ideas received for governor engagement with staff
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There being no further business, the meeting closed at 19:00

**The next meeting of the Resource Committee will take place using MS Teams on
Tuesday 11th May 2021 at 4:30pm**