

**THE PEAK FEDERATION GOVERNING BODY
RESOURCES COMMITTEE – GRINDLEFORD PRIMARY SCHOOL
MINUTES**

Committee: Resources
(Finance, Personnel, Site Specific H&S, Premises)

Date: 6th February 2024 **08:30 – 09:37**

Chaired By: Neil Roden

Clerked By: Beccy Ibbotson

Committee Members:	Apologies for Absence:
Neil Roden	
Kate Gemmell	
Ed Allaway – joined 8.37am	
John Irwin – joined virtually	
Carolyn Downes – joined virtually 8.45am	

Agenda Items:	
<p>1. Welcome and apologies for absence The meeting was opened by the clerk at 8.32am.</p> <p>No apologies received.</p>	
<p>2. Election of Chair for the committee The clerk facilitated the election of the chair.</p> <p>NR was nominated for the chair position by JI this was seconded by KG.</p> <p>NR took over chairing the meeting.</p>	
<p>3. Declaration of interest in any of the agenda items for this meeting No declaration of interest received.</p>	
<p>4. Any other urgent business None noted.</p>	
<p>5. Minutes of previous meeting and matters arising First GPS Resources meeting (no previous minutes to approve)</p>	
<p>6. Correspondence No correspondence has been received.</p>	
<p>7. Admissions Applications for September 2024 Reception intake have now closed. There are 5 applications where Grindleford is named as 1st choice. This is in-line with the budgeted intake of 5.</p>	

The governors were informed that we are have a year 2 and year 4 joining after Easter for the summer term. The family live in Spain but are coming to the UK for a fixed period of time. The admission process has been completed.

8. Finance including external sources of funding

a. **DRAFT SFVS – Received and Approved** it was commented that this was an example of how joint working has worked well with the federated schools sharing workload. It was noted that when three quotes are sourced, they can be shared across the two federated schools. **SEND TO FGB**

b. **Governor Budget Report – Received and Approved**

It was noted that the finances had improved dramatically [REDACTED]

It was noted that both schools have a four year in balance budget.

GPS have made budget savings through moving anyway from DCC contractors to a private contractor for small jobs.

Future spends were discussed, which includes –

- Investigating the installation of a small canopy outside the back door of Class 1.
- The felling of one tree and maintenance of others in the trim trail

Quotes are being sourced and the funding will be partially from School Budget supported by PTA funds – **SEND TO FGB**

A discussion was held that there had been a large investment in IT over the last 2 years. Focus is now on classroom improvement and a budget figure was now included as part of an ongoing renewal program.

Agreed to develop a plan for the renewal of IT equipment albeit it would not be this year To try and avoid future peaks - **Action**

[REDACTED]

A discussion was had that money should be focused on current pupils.

Phone system approval

The proposal for renewing the phone systems at both sites was shared with the board. Alongside costings and current prices. A discussion was held regarding the improvements the system would bring and the need to make the change.

The governors unanimously approved proceeding with the project and approved a project cost of approximately [REDACTED]

Governors commented that moving forward it would be useful for GPS and BPS to use the same GL codes where possible – **ACTION BI & CS**

c. **SAP Budget Report – Received and Approved**

[REDACTED]

[REDACTED] This is within budget.

d. DFC Report – Received and Approved

e. Option 1 Report – Received and Approved

f. SEN Funding

It was commented that it be useful if GPS would send correspondence to MPs due to having to contribute the first £6000. Putting a massive strain on budget. This has been actioned by BPS – **ACTION NR & BI**

g. School Fund Account- Audited by CS - Received and Approved

Letter sent to NatWest to delete 'Mrs Hill' name at the top of statements. Note account name is 'Grindleford Primary School' and signatories are KG and BI. **Actioned**
Anna Crease to be added as the third signatory – **ACTION BI**

h. DCC Letter to all schools re School Funding Allocation 2024 – 25 - Received and Approved

It was noted funding increasing by 2% verves utilities / DCC contracts by 8-9%.

9. Inventory

Inventory – Received and Approved

2 new interactive whiteboards are on the inventory report following installation on 09/01/2024.

10. Human resources

Staff absence report – Received and Approved

[REDACTED] We are using employed supply teachers and our HLTA to cover.

Staff sickness report – Received and Approved

11. Review Polices

1. Benchmark Reports

a. 8302012 Bamford Benchmark Dec 2023 – **Received and Approved**

b. 8302106 Grindleford Benchmark Dec 2023 – **Received and Approved**

Future cost saving could be available through looking at the heating system (zoning / balancing).

Continue to change the lighting for energy efficiency fittings as they need replacing.

2. Amazon Audit Guidance – Received and Approved

3. GPS Charges and Remissions Policy (DCC Sept 19) Feb 2024 - Received and Approved

<p>It was noted that nominal contributions are now being requested from parents / carers to support the cost of trips. A discussion was held regarding combining residential trips in the future.</p> <p>4. TPF Grievance Policy – Received and Approved 5. Accessibility Plan – Received and Approved Governors noted that the whole of the ground floor is not accessible due to steps in corridor. Accessibility Plan altered to include these details. Actioned</p> <p>6. Adverse Weather Snow and Ice – Received and Approved Noted that we use a grit spreading machine and use a favoured route to access the building.</p>	
<p>12. Health and Safety (Site Specific) Health and Safety Wellbeing Audit completed and approved by GPS FB on 2023_10_10. For the new Resources Committees information.</p> <p>Governors noted that due to KG movement between sites and staff driving to sporting events that under 'Transport on Site' documents should be checked for business cover insurance. Actioned</p> <p>COSHH paperwork to be complete – Action BI</p>	
<p>13. Premises Automatic flush on boys urinals not working Actioned Blinds being fitted in Class 2 and Office. Actioned Possible water leak from girls toilets – Actioned Hot water boiler not working in Staffroom. Due to refurbishment of the room due to be completed in Easter no action taken to resolve. Removal of tree in trim trail and pollarding of others – Action BI / KG Ridge tiles need re pointing – Action BI / KG</p>	
<p>14. AOB Set future dates for meetings. 8.30am Thursday 7/3/24 8.30am Thursday 25/4/24 8.30am Monday 1/7/24</p>	

Minutes recorded as GPSR month year/ minute number e.g. GPSRFeb24/1

What have we done for the children of GPS at this meeting?

- Agreed the spending of money on improving the provision.
- Identified benefits from Federation, including cost benefits, sharing of administrative tasks and development of best practice.
- Approved the spend to upgrade the telephone system.
- Successfully held our first Resources Committee meeting. The committee structure in both schools will alleviate the pressure on the FGB and allow selected items to be discussed in more detail in the committees.

Summary of Key Points to be noted by the Governing Body:

- First GPS Resources meeting.
- Reception 2024 intake in line with budgeted forecast
- SFVS reviewed and will be taken to FG for approval.
- Budget forecast dramatically improved and showing a positive figure for the following 4 years.
- Discussion had that money should be focused on current pupils.
- VoIP Phone system installation approved.
- Future premises projects include installation of a canopy and tree works in the trim trail.

Decisions/Recommendations to be considered by the Governing Body:

1. SVFS to be ratified
2. Governor Budget Report – To receive

Agreed Date of Next Meeting - Thursday 7th March 2024 8.30am at Grindleford