

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

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

Date: 7th March 2024 08:30 – 09:19

Chaired By: Carolyn Downes

Clerked By: Beccy Ibbotson

Committee Members:	Apologies for Absence:
Kate Gemmell	Neil Roden
Ed Allaway	
Carolyn Downes	
John Irwin	

Agenda Items:	
<p>1. Welcome and apologies for absence Neil Roden sent his apologies. Carolyn Downes stepped up to Chair this meeting. The meeting opened at 8.30am</p>	
<p>2. Declaration of interest in any of the agenda items for this meeting No declarations of interest received.</p>	
<p>3. Any other urgent business None noted.</p>	
<p>4. Minutes of previous meeting and matters arising</p> <p style="padding-left: 40px;">a. Minutes 2024-02-06 GPS Resources – Received and Approved</p>	
<p>5. Correspondence No correspondence has been received.</p>	
<p>6. Finance including external sources of funding</p> <p>a. SAP Budget Report – Received and Approved Snapshot – [REDACTED]. This is within budget.</p> <p>A discussion was had about how the reports shows lots of variances in the figures which makes it hard to distinguish actual spend verses budget without looking at the bottom line.</p> <p>KG replied that incomes streams come into different GL codes and then the report produced by the patch officer gives the explanations. It was acknowledged that it is not the best system. This will be discussed with the patch officer to see if any improvements can be made.</p> <p>Governors noted that the SAP reports read [REDACTED]. SAP team to be contacted to amend – Action</p>	

b. **DFC Report** – **Received and Approved**

[REDACTED]
Remains the same as last meeting.

c. **Option 1 Report** – **Received and Approved**

[REDACTED]
Remains the same as last meeting.

d. **SEN Funding** - Correspondence to be sent to MPs outlining the strain on school funds – **Actioned**

e. **Phone System**- **Received and Approved**

After analysis of the quotation received for the VoIP system the preferred supplier was Tel Group.

[REDACTED]
[REDACTED]
[REDACTED]
The decision was made based on the costings plus -

- Company is highly recommended.
- Quick response to emails and phone calls during quotation process
- Hardware is rented so replaced if problems occur and first year costs are low
- On site installation and training – no additional charge
- No minute limit on landline or mobile numbers
- Direct debit payment preferred but arrangements made to pay by invoice
- App available for mobiles (inline with KCSIE regulations)
- SBOs will have access to portal

EA joined the meeting at 8.40am

It was noted that a mobile phone has been purchased for the HT and the telephone app can be applied to this phone. This ensures that we are compliant with the SG requirements in the KCSIE document.

e. Develop a plan for the renewal of IT equipment to try and avoid future peaks – Proposal for a plan to put in place (looking at a 3 – 4 year renewal of equipment). One whiteboard to be budgeted to be replaced every year. **Action**

f. **Governors** commented that moving forward it would be useful for GPS and BPS to use the same GL codes where possible – BI and CS met on 14/02/2024 and reviewed the two Annex documents. Minor changes were made to mirror a couple of codes but the majority read the same. **Actioned**

g. School fund - Anna Crease to be added as the third signatory – **Actioned**

It was noted that although the account requires two signatures the SBO has Internet Banking access which does not require dual authorisation. For audit purposes it was noted that the bank

<p>statements are reconciled and signed by the HT and the fund is independently audited on an annual basis.</p> <p>h. Schools Financial Year End Document – Received and Acknowledged</p>	
<p>7. Human resources</p> <p>Staff absence report – Received and Approved</p> <p>[REDACTED]</p> <p>Staff sickness information – Received and Approved</p> <p>[REDACTED]</p>	
<p>8. Review Polices</p> <p>a. GPS Staff Handbook – Received and Approved – A conversation was held that it was important to detail the procedure about notifying the Headteacher about staff absence. Handbook to be shared with all staff members. Action</p> <p>b. Dinner Money Policy – Received and Approved. The SBO confirmed that there were no outstanding debts that needed to be noted.</p> <p>c. Governor Expenses Policy - Received and Approved</p>	
<p>9. Health and Safety (Site Specific)</p> <p>Health and Safety Wellbeing Audit completed and approved by GPS FB on 2023_10_10. For the new Resources Committees information.</p> <p>COSHH paperwork to be complete – Actioned</p>	
<p>10. Premises</p> <p>Removal of tree in trim trail and pollarding of others (two quotes received) – Work to be completed by Hope Valley Tree Care – PTA supporting the project – date for work unconfirmed – Action on going</p> <p>The HT confirmed that the money is being allocated for this for H&S reasons. It will improve the lighting in the area and open up the space for the children. The plan is to drop the wood which will cause some damage to the grass which can then be repaired. After this work is completed, the trim trail can be improved and a possible seating area could be introduced.</p> <p>Site issues - Ridge tiles need re pointing / Dry rot evident in the hall / Staff Room ceiling damaged (Conditional Survey visit booked 26/03/2024) – Action on going</p> <p>Staff Room work is due to be completed during the Easter holidays. This is being financed mainly by disability. [REDACTED] Staff have been consulted as the staff room is being repurposed.</p>	
<p>11. AOB</p>	

We have received two quotes for a canopy in the area outside. A discussion was held to whether this was a good use of the funds. It was agreed that it would be useful to invite Architects to look at alternative ideas for development.

Message to be sent out on Dojo to see if there are any Architects in the parental body **Action**

It was noted that the PTA have agreed to fund the transport for the Class 1 trip to Matlock Farm Park, the transport and entry costs for the whole school trip in July and the transport and entry costs for the pantomime trip in December.

It was noted that Severn Trent have plans to close the roads around the school through the entire school holidays.

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

- Ensured that the premises are safe
- Ensured the financial strength of the school with strategic planning covering medium and long term spends.
- Put a plan in place to improve the safety and accessibility of the garden area.
- Discussed the changes that are planned to utilise all the space in school.

Meeting closed – 9.19am

Minutes recorded as GPSR month year/ minute number e.g. GPSRMar24/1

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

- Letter sent to the local MP outlining the strain on school funds
- VoIP Phone system that has been chosen will result [REDACTED] saving over the three year contract.
- The purchase of a mobile phone for the HT means we are compliant with the SG requirements in the KCSIE document.
- A plan to be developed for the renewal of IT equipment to try and avoid future peaks.
- An architect to be consulted in regards to ideas for future projects.
- The repurposing works of the Staff Room planned to be completed in the Easter holidays.
- The PTA are financially supporting the tree works plus trips and transport costs for the pupils.

Decisions/Recommendations to be considered by the Governing Body:

Agreed Date of Next Meeting – Thursday 25th April 2024 8.30am at Grindleford