



**Meeting of the Resources and People Committee of
Bassingbourn Community Primary School**

Thursday 19th November 2020 at 6.45pm

Via Microsoft Teams

Present:

Rachael Schofield (RS), Co-Head Teacher
Hilary Hodge (HH), Chair of Governors
Nichola Morse (NMo), Co-opted Governor, Chair of Resources & Personnel
James Armstrong (JA), Parent Governor
Kate Butlin (KB), Parent Governor
Nicky Marsh (NMa), Co-opted Governor

In Attendance:

Sam Derrett (SD), Finance Secretary
Lisa White (LW), Clerk

1.	Welcome and Apologies The Chair opened the meeting at 6.45pm. There were no apologies for absence.	
2.	Declaration of Pecuniary Interests There were no declarations of interest in relation to the agenda.	
3.	Minutes of last meeting Draft minutes of the meeting held on 1 October 2020 were circulated to governors for their review prior to the meeting and were approved and signed by the Chair after the meeting as a true and accurate record.	
4.	Matters arising from the minutes There were no matters arising from the minutes.	
5.	Personnel updates – RS	
a.	Staff Updates RS updated governor as follows: <ul style="list-style-type: none">➤ Midday supervisor changes;➤ Three staff members are shielding including one Teaching Assistant (TA), so temporary cover is in place;➤ Recruitment of two new TAs to provide support and catch-up strategies for Year 3 and 1:1 support for a child in Year 5;➤ New staff have been employed under temporary contracts for the time being. A governor asked: Question: Can we use the Covid-19 catch-up funding for this? Answer: Yes, we can use the catch-up funding.	

	<ul style="list-style-type: none"> ➤ One TA who has been advised to shield has decided to return to work. A comprehensive risk assessment is in place and they are happy to return to work based on this risk assessment. ➤ One other member of staff requires additional support, so we are currently taking advice on how best to do this going forwards. 	
b.	<p>School business manager recruitment</p> <p>RS explained that interviews have been arranged and there are two strong candidates but with differing experience. RS added that the appointment of a school business manager will provide much needed support within the administration team and to relieve some of the pressure on the SLT.</p>	
c.	<p>Co-Headteacher recruitment</p> <p>It was noted that an email from John Carter regarding the above appointment was sent to governors on 5 November. RS asked HH to further comment.</p> <p>HH explained that due to the second lockdown and following much consideration, the panel had decided to postpone the appointment as it would not be possible to meet the candidates face-to-face. It was noted that as the current leadership arrangements are working well and that VT has agreed to continue in the role of interim Co-Head Teacher, this was the logical step.</p> <p>HH added that interviews will now be held at the end of April in order to allow any candidates who are already Head Teachers, time to tender their resignation for them to start in September.</p> <p>HH then acknowledged the vital role that JC has played in this matter, as well as the level of work the committee has put in.</p>	
d.	<p>Staff well-being survey</p> <p>It was noted that results of the recent staff survey in relation to the return to school were circulated to governors for their review prior to the meeting. RS summarised the results as follows:</p> <ul style="list-style-type: none"> ➤ Results showed that most staff were clear about their roles and the changes needed due to the pandemic; ➤ Some nervousness amongst staff but this is more so with support staff than with teachers, particularly in Early Years as it is harder for younger children to adhere to the social distance requirements; ➤ Staff felt supported by the SLT and governors; ➤ The situation itself is what makes staff nervous. <p>In response to the survey, RS explained that the school has carried out the following:</p> <ul style="list-style-type: none"> ➤ Republished the welfare programme; ➤ Signed up to online support via County; ➤ Risk assessment has been tightened and face coverings are now being worn around site. Parents have also been asked to wear face coverings when on the school grounds; ➤ RS sought clarification with regards to guidance in not mixing staff across bubbles as the Department for Education says this is possible, but the Local Authority (LA) guidance does not allow this. In a conversation with the LA, the school has been advised to do what works best (given it is a primary school) but in a sensible way; ➤ There may be a cost implication going forwards should there be the need for maternity cover as guidance states pregnant women should stop work at 28 weeks unless a distance of 2 metres can be maintained; 	

	<p>A governor asked if the respondents who were not happy throughout the survey are the same members of staff and RS confirmed that this was the case.</p>	
6.	Resourcing updates	
a.	<p>Monthly finances – NM NM advised that as per the last meeting, the current budgetary position is good, adding that there are some Covid-19 related expenses that have been incurred but these have been offset by savings elsewhere.</p> <p>NM added that the expected overspend is now in the region of £10k, which is £15k less than originally forecast.</p> <p>Finally, NM advised that future expenditure will cover some new laptops, computer monitors for staff and required works based on the recent school condition survey.</p>	
b.	<p>Draft school structure for 2021 – RS RS advised that the school is still working towards a 2-form entry next year, which will remove the need for staff to work on a two-year curriculum cycle.</p> <p>However, it was noted that an increase to the school’s income is needed to cover the cost of additional staff and therefore pupil numbers need to grow.</p> <p>RS added that she has consulted with the LA with regards to increasing the Published Admissions Number (PAN) and how to do this and it was noted that the Governing Body will need to approve any change to the PAN at a Full Governing Body meeting.</p> <p>RS also added that an increase to the PAN is likely to mean additional pupils joining the school in Year 6 which is not ideal.</p> <p>A governor asked why this would be the case and RS explained that some pupils join BCPS in years 5 and 6 as they do not like the 3-tier system in Royston; due to the school’s excellent reputation in supporting children with SEND and to ensure access to the village college.</p> <p>A discussion followed regarding the cost in doing this and it was noted that there will be an overspend initially, but with an increase in fairer funding and increased pupil numbers, income would be higher.</p>	
c.	<p>Capital projects / school condition survey It was noted that a Condition Survey report was circulated to governors for their review prior to the meeting following an audit by the LA.</p> <p>RS explained that there is a significant amount of improvement works required but added that as the audit took place some time ago, much of the work has already been completed.</p> <p>RS advised that there are a number of projects that the school would like to do but that this will be budget dependant, as the ongoing boiler issues need resolving first.</p> <p>RS further advised that some computer equipment needs replacing to make it compatible with Office 365 and the recommendation is to upgrade staff</p>	

	<p>computers and us the old staff computers for pupils. RS added that between 10 and 17 computers will be required in the next 12 months.</p> <p>It was noted that Covid-19 has exacerbated this as everything is now online and therefore not only teachers but teaching assistants need access to a computer.</p>	
d.	<p>Catch-up funding A governor asked: Question: What are the school’s wider plans for the Catch-up funding? Answer: Some of the funding has already been received (approximately £6.5k) with more to come at Easter. So far we have spent £2k on resources needed for remote learning. An additional £1.5k was allocated to free up NMa to carry out targeted Maths teaching to Year 6. Some of the money is being used to employ TAs to provide targeted support where we have identified the gaps following lockdown. We are also employing an extra TA for additional support in Year 3.</p> <p>A further governor asked: Question: Is there a need for staff to provide additional social and emotional support as well educational support? Answer: Allyance has given us an extra slot which we have not had to pay for, plus we have a TA who is able to provide this.</p>	
e.	<p>Insurance statement and Risk management insurance guide for schools – SD It was noted that insurance certificates for 2020/2021 were shared with governors prior to the meeting.</p> <p>SD confirmed that the school’s insurance is arranged centrally with County and that the school is fully insured.</p>	
7.	Health and Safety updates	
a.	<p>Health and Safety minutes and any actions for Resources and Personnel It was noted that the following documents were circulated to governors for their review prior to the meeting:</p> <ul style="list-style-type: none"> ➤ Health and Safety report; ➤ Health and Safety walkaround report November 2020; ➤ Health and Safety minutes November 2020. <p>RS explained that due to the increased restrictions JA was unable to accompany NMa and Steve Kinsey (SK) on the recent H&S visit.</p> <p>RS advised that there have been three accidents on site this term, two pupil related and one staff related. RS explained that all incidents have been reported and feedback received confirmed that nothing could have been done differently to prevent the incidents.</p> <p>RS then advised that there has been one minor General Data Protection Regulation (GDPR) breach which has been reported. Staff have been reminded to ensure communications are checked and sent to the correct location.</p>	

	<p>RS then explained that there are ongoing issues including:</p> <ul style="list-style-type: none"> ➤ Some of the new classrooms do not receive any heat. There is no electricity feeding into the heating elements on the underfloor heating; ➤ No hot water in the same area – manufacture has been called to resolve the issue; ➤ Leaking roof due to an issue with seals on the skylights; ➤ Rotting entrance hall courtyard door; ➤ Year 5/6 classroom windows that bang; ➤ Issue with drains in the KS1 – this is likely to be a big project. The LA is aware of the issue and it was proposed and agreed that the school contacts them again to ask if they will carry out some diagnostic testing to establish the root cause. <p style="text-align: center;">Contact LA to arrange diagnostic testing to establish root cause of drainage issue in the KS1 playground. ACTION</p>	RS
8.	Policies	
a.	It was noted that there were no policies requiring update.	
9.	<p>Action plan for next academic year</p> <p>It was noted that the 2020/2021 Action Plan was shared with governors prior to the meeting.</p> <p>NM updated governors as follows:</p> <ul style="list-style-type: none"> ➤ Monitoring of budget to include the separation of ongoing Covid-19 related costs – currently approximately £11k but likely to be more as some staffing costs may need to be added ➤ Viability of 2-form entry from September 2021 as discussed under Item 6; ➤ Recruitment of a School Business Manager and associated transition plan is in progress as noted above; ➤ Ensuring the school has a clear policy regarding the rights and support for part-time working without penalising full-time staff is also on track. 	
10.	<p>Governor recruitment</p> <p>It was noted that following the recent parent governor election, two new governors will be joining the Governing Body – one as a Parent Governor and one as a Co-opted Governor.</p>	
11.	<p>Any Other Business</p> <p>It was noted that there was no other business.</p> <p>Date of next meeting: 26 January 2021 at 6.45pm.</p>	

There being no further business, the meeting closed at 7.45pm.