

# COCKWOOD PRIMARY SCHOOL Governing Body

## Final

Resources Committee Meeting							
Date/Time	7 June 2018, 6pm	Location		Cockwood School			
Attendees	Initials			Attendees	Initials		
Glynis Buckle	GB	Chair, Co-opted Governor					
Nick Tallamy	NT	Chair Co-opted Governor		Andy Lawrence	AL	L.A. Governor	
Lorraine Curry	LC	Headteacher					

Apologies	Initials	Reason (Category of Governor)
Richard Crompton	RC	Co-opted Governor. Work Commitment

Absent without Apology	Initials

In Attendance	Initials	
Liz Groves	LG	Clerk

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
<b>PROCEDURAL ITEMS</b>		
1	Welcome & Apologies	GB
2	Declaration of interest & Confidentiality	GB
3	Minutes of previous meeting held on 28.03.18 already signed	GB
4	Matters arising from the previous meeting 28.03.18	ALL
<b>STRATEGIC ITEMS</b>		
5	Budget	GB
6	Budget Irrecoverable Debt	GB/LC
7	Review Staffing Structure	LC
<b>OPERATIONAL ITEMS</b>		
8	Equality Act	NT
9	Health & Safety	RC
10	GDPR	LC
11	Policies	GB
12	Date of Next Meeting	
20	Policies	

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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1	<b>Welcome &amp; Apologies</b> GB welcomed all governors present to the meeting. Apologies were received from RC, governors sanctioned the apologies.	Decision		
2	<b>Declaration of Interest &amp; Confidentiality</b> Attendees all read the declaration of interest statement on the agenda. No declarations were made. Attendance sheet signed by all those present.	Complete		
3	Minutes of the previous meeting held on 7 December 2017. These minutes were reviewed, agreed and signed off by GB.	Decision		
<b>4. Matter arising from the previous meeting not covered under a separate agenda item.</b>				
4.1	9. All governors have completed a financial skills audit as per SFVS appendix. <b>Q- GB</b> asked if the skills audit revealed any potential areas requiring additional or more specialised training. <b>Action- LG</b> to scan in paper copies and send to RC. <b>Action RC</b> to collate responses and analyse the results and report back to the next meeting.	Action LG/RC		Next Resources Mtg
4.2	SFVS was submitted by LC	Complete		
4.3	GDPR- all governors to either watch a video, attend an awareness session or read the guidance on GDPR	Complete		
4.4	LC- DPO for the Trust has been identified Scott Deeming	Complete		
4.5	First Aid Policy- LG to update names of first aid staff, Emma Frewin had taken over from Karen as first aider.	Complete		
4.6	Emergency Management Plan – LG to confirm we have the most up to date version	Complete		
	All other outstanding actions are included in the agenda below.			
<b>STRATEGIC ITEMS – 75mins</b>				
5	<b>Budget-</b> The approved Budget Plan was a little late for being issued due to the date change of the meeting. The Plan reflects the changes in pension contributions, and a non-teaching pay award. As we are not in control of the changes it is very challenging to try and budget for. LC attended a HT conference the pressures we experience are similar to that of other schools. Implications of changes in the level of high needs children, would have a serious impact on the budget and provision. Adjustments in admin staffing in sharing some resources across the Trust and other resources moving into the office, will have a positive budgetary effect. The budgeted funding is £58K as it stands but with changes as expected, which is better than was forecast, which is very positive going into the MAT. GB thanked LC and Sue for all their work.			
6	<b>Approve Writing off of Irrecoverable Debt-</b> NT informed the meeting that there were levels set within the finance policy. The implications for CW are restricted to parents not paying for school lunches. LC			

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	said this is now well managed compared to many schools. Action LG to circulate the Finance Policy to review fully this aspect more fully at the next meeting.	Action LG		
7	<b>Review Staffing Structure</b> LC- retention of MTA's is time difficult and takes time to recruit. Changes within the admin were discussed earlier in the meeting. Increases in teaching hours for one member of staff are effective from September, any handover period will be arranged. We have a new PE coach starting this week, from Primary School & Education at very reasonable rates.			
<b>OPERATIONAL ITEMS – 30 mins.</b>				
8	<b>Equality Act</b> NT took the meeting through the process since 2014, having looked at what other schools have on their websites. They felt interim review was sufficient and to be more fully reviewed when we join the MAT as we will need to align them. Action NT to take this forward in the autumn/spring. Action LG update for the website.	Action NT, LG		
9	<b>Health &amp; Safety</b> RC was to do a review yesterday but had to attend to a parking issue instead. LC reported that the Fire Drills carried out yesterday were spot on, children were very organised. LC is planning to carry out a drill during the lunch break, but after having discussed how best to approach it, then carry one out at an unspecified day. Accidents are very similar, no increase in incidents or actions to take.			
10	<b>GDPR</b> LC reported that Babcock LDP carried out the GDPR Readiness Audit has been received, and is being implemented. Governors need to ensure they are up to date with how Social Media is being used by the school and parents.			
10.1	<b>Privacy Notices</b> –the committee agreed both documents.	Decision		
11	<b>Policies</b>			
11.1	<b>Equality Policy</b> - this was agreed by the Committee.	Decision		
11.2	<b>Exclusions Policy</b> - Reviewed and no changes proposed, agreed by the Committee.	Decision		
Matter brought forward by the Chair				
	<b>PFA</b> – Following a discussion recognising the important role that the PFA play in supporting the school it was agreed that we a need to identify ways in which the school can help to foster fresh energy into supporting of the PFA. Action LC to contact PFA and ask if they are happy for her to put something into the Newsletter to support their growth.	Action LC		
	<b>Meeting ended: 20:15</b>			

Detail of next meetings/Governor visit days			
Date/Time	Full Governing Board, Wednesday 18 July 2018, 6pm	Location	Cockwood School

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Date/Time	Teaching and Learning Committee, autumn term TBA, 6pm	Location	Cockwood School
Date/Time	Resources Meeting autumn term TBA, 6pm	Location	Cockwood School