

COCKWOOD PRIMARY SCHOOL Local Governing Body

Agreed

Finance & Resources Committee Meeting							
Date/Time	11 March 2020, 5pm	Location		Cockwood School			
Attendees	Initials			Attendees	Initials		
Glynis Buckle	GB	Chair, Co-opted Governor		Charlotte Wilkin	CW	Co-opted Governor	
Nick Tallamy	NT	Chair of GB, Co-opted Governor		Tania Weeks	TW	Co-opted Governor	
Lorraine Curry	LC	Headteacher		Andy Lawrence	AL	LA Governor	

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials

In Attendance	Initials	
Liz Groves	LG	Clerk
Gareth Harris	GH	Prospective Governor

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
PROCEDURAL ITEMS		
1	Welcome & Apologies	GB
2	Declaration of interest & Confidentiality	GB
3	Minutes of previous meeting held on 4.12.19 already signed	GB
4	Matters arising from the previous meeting 4.12.19	ALL
STRATEGIC ITEMS		
5	Risk Register	GB
6	Budget	GB/LC
7	Additional Funding	AL/CW
8	Staff Wellbeing and Sickness	LC
OPERATIONAL ITEMS		
9	Health & Safety (H&S)	CW
10	Safeguarding	GB
11	Policy Reviews	GB

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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1	Welcome & Apologies GB welcomed Governors present to the meeting and our prospective Governor Gareth Harris. All Governors were present, except Charlotte who had notified in advance that she would be arriving later, the meeting was agreed as quorate.	Agreed		
2	Declaration of Interest & Confidentiality Attendees 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 4 December 2019, were agreed at the FGB 22 January 2020.	Complete		
4. Matter arising from the previous meeting not covered under a separate agenda item				
	All other outstanding actions are either included in the agenda below, or were dealt with at the meeting on 22 January 2020			
	STRATEGIC ITEMS			
5	Risk Register – NT explained the function and strategic importance of the risk register. NT suggested that this be looked at in more detail at the next meeting, once Governors had had full opportunity to examine the document in detail.			
6	Budget – LC reported that she had met with Jon Newman the Chief Finance Officer for OLT. JN was pleased with where CW were in line with the overall budget plan, but there still needed some re-balancing of allocations within the overall amounts. LC informed the meeting that clarification was still needed for some areas eg. An invoice reminder from September for £2.500 for Capita for IT Systems eg SIMS. The costs are for licences, but it is not clear why these sorts of costs are not being paid for by the Trust. GB enquired about news on the Teacher's Grant, LC confirmed that no agreement had yet been reached. GB asked about potential financial loss from deposits already paid for trips that would now need to be cancelled. LC reassured Governors, that prompt action had been taken to cancel the London trip before money was lost. There was still a matter of some outstanding money for a trip to Dartmoor, but this was being actively pursued. ACTION LC	ACTION LC		Next Resources Cttee.
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
7	Additional Funding – LC reported that some Pupil Premium funding would be used to re-fit the nurture room. When Gill Watts completes her SENDCO training it will enable her to fully support SEND and Gifted & Talented pupils. AL Governor for Pupil Premium met with Gill Watts, Teacher responsible for Sport Premium. AL was impressed to hear about the value for money the school were gaining, using the funding for swimming, dance and forest school.			

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8	<p>Staff Wellbeing and Sickness – GB raised concerns about the wellbeing of a number of staff, due to the amount of work involved in developing and implementing the curriculum changes. LC reassured Governors that although pressure was intense, with curriculum review and Safeguarding audit etc. that staff were working well together to support each other.</p> <p>The IT support Officer who has been supporting CW for a number of years is leaving very soon.</p> <p>MOVE TO PART 2 RETURN TO PART 1</p>			
OPERATIONAL ITEMS				
9	<p>H&S – CW as H&S Governor completed a walk round of the school site, all was in order, just one issue of bags being in contact with the radiators, a potential fire hazard and corrective action was taken. Fire drill was completed without issue, CW requested that she be invited to attend for the next Fire Drill. ACTION LC.</p> <p>A review of the Accident Log showed that accidents had risen, it was not clear why, except more playground time has been allocated. The numbers were still within an acceptable range and may be due to over reporting.</p> <p>In light of concerns about COVID-19, LC has sourced a quote for a deep clean should it prove necessary, the estimate was £3,500 for the school.</p>	Action LC/CW		
10	<p>Safeguarding – the external SG audit was an intensive 4 hour process, the results of the review will be available shortly and will be shared with GB as SG Governor first. ACTION LC.</p>	Action LC		Next LGB
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
11	Policy Reviews			
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
11.1	OLT Lettings Policy – agreed by the Trust Board not yet issued	Deferred		
11.2	OLT Education of Children in Care – under review by CFO	Deferred		
11.3	OLT Attendance Policy – under review by CEO	Deferred		
11.4	CW Emergency Management Plan 2019-20 – agreed by the meeting	Decision		
11.5	CW Site Safety & Security Policy – agreed by the meeting	Decision		

Details of next meetings			
Date/Time	Local Governing Board, Wednesday 6 May 2020, 5pm	Location	Cockwood School
Date/Time	Resources Committee, Wednesday 1 July 2020, 5pm	Location	Cockwood School
Date/Time	Local Governing Board, Wednesday 15 July 2020, 5pm	Location	Cockwood School

Meeting ended: 85mins