

**Minutes of the Management & Resources Committee  
Wednesday 3 May 2017**

**Present:**, Susanne Dove (Head Teacher) Paula Bangs, Rose Gunter, Hayley Fitch, Mike Chappell, Jonathan Young, Elleesa Rushby (Minutes)

**Attendance**

<b>SD 100%</b>	<b>RG 100%</b>	<b>MC TBC</b>
<b>PB 100%</b>	<b>HF 100%</b>	<b>JY 100%</b>

**1. Apologies and Declaration of Interest**

**Apologies:** All governors were present

There were no new matters of pecuniary interest to add to the website.

**2. from previous meeting and matters arising**

The minutes of the last meeting were agreed as a true and accurate record of the meeting.

*Q: Is it the current stacking chairs or the tables that the HT feels are unsafe?*

A: Both. The replacement ones will prevent this but currently the HT is reviewing the spaced needed to store them and will investigate the fire exits off the Hall with the Fire Inspector.

HT

**2. Budget outturn**

The budget had been agreed and discussed in the mini-FGB 3 May 2017.

**4. Safeguarding**

The Office Manager has been reviewing the Single Central Record and thanks governors who have submitted their safeguarding certificates, following training. JY to send certificate.

JY

**5. SEND**

There were no matters to be discussed that had not already been covered in the mini-FGB.

**6. SPG/PPG**

The PPG spending review has been published on the website:

[http://www.heathwoodlower.com/docs/Pupil\\_Premium\\_Strategy\\_Statement\\_2016-17.pdf](http://www.heathwoodlower.com/docs/Pupil_Premium_Strategy_Statement_2016-17.pdf) *The expenditure will be reviewed in July 2017*

In addition, the PPG Expenditure and Impact report for 2015-2016 is available from the website:

[http://www.heathwoodlower.com/docs/Pupil-Premium-Expenditure\\_and\\_Impact\\_Report-2015-2016\\_.pdf](http://www.heathwoodlower.com/docs/Pupil-Premium-Expenditure_and_Impact_Report-2015-2016_.pdf)

The HT has been working with another lower school to ensure the quality of this report and will be presenting this model to other schools. A similar report on SEND will be published from September 2017 onwards.

HT

## **7. Staffing - Training**

Staff have been undertaking CPD in line with the SDP

INSET Day – September 2017 will be a NAICE Maths day, costing 1K. This will be shared with two other local schools.

*Q: Does the newly appointed interim AHT need additional training to be Inclusion Manager?*

A: A SEND qualification is needed but this will be reviewed when the broader staffing picture is clearer.

Further confidential and restricted discussion about staffing took place and is minuted separately.

## **8. Responsibility Reports**

Catering

In order for the GB to monitor and plan strategically for catering, reports must be received weekly. This is an income stream for the School and as such is subject to audit and financial management and forms part of any consideration by Ofsted. Without the figures, the School has a budget risk. It is not advisable for figures relating to the catering service to be maintained off-site. HT to intervene. **HT**

The menu has changed gradually and continues to improve with attention paid to food content. There are separate days for different types of meals on a three week rotation with burgers and hotdogs only being served on a Friday chip day.

## **9. Policies**

The Lettings Policy has been signed off. Any organisation letting from the School is now required to have a First Aid trained person on site for the duration of the letting.

Redundancy and Reorganisation Policy has been updated and is available on the LA portal as are the Disciplinary, Capability policies and procedures.

<http://www.centralbedfordshire.gov.uk/schools-portal/landing.aspx>

The fire Risk Assessment has been reviewed and needs to be signed off by the CoC and the Caretaker. **CoC/HT**

## **10. Buildings, Fabric and Maintenance**

Water checks will take place on Monday and dead points in the pipework will be capped off.

Emergency Lights have failed. This is a timing failure in that they should remain on for three hours and are currently running at one hour thirty minutes. Emergency lighting will be dealt with as part of the LA planned work.

Governors requested a ragged H & S report to show priorities. **JY/HT**

The Caretaker has a two book system in place and to date some of the H & S work

has either not been carried out or not recorded. The H & S governor stressed the importance of documenting all H & S observations even if no decision is made. More speedy action needs to be taken by the Caretaker on H & S points. **HT**

The H & S governor will review the legionella results and will be signing off the H & S book before every governor's meeting to allow him to report back. **JY**

#### **11. AOB**

**50<sup>th</sup> Anniversary Celebrations** – a working party will meet to progress this 10 May. **W/Party**

#### **Parent Complaint**

This has been resolved.

#### **Public Hearing about Heath Rd Traffic**

Governors were unable to attend as they were invited at short notice. The HT will update the GB when she has some feedback from the hearing. There are still instances of parents moving cones. **HT**

#### **Governor Email addresses**

The Clerk advised the GB on behalf of the LA, that governors should be using separate school email addresses. The HT will progress this and inform governors when they are set up. **HT**

#### **Bereavement**

The HT informed the GB that the father of a family at the School had passed away. The School has expressed its condolences for this sad passing and will support the pupils affected. A card has been sent to the family.

#### **Pay Committee**

Governors discussed the membership of the Pay Committee. The Committee will now be HF, RG and MC.

The next SIP visit will be 27 June 2017. The focus will be data scrutiny. RG to attend. **RG**

#### **12. Personnel**

A confidential and restricted discussion took place and is minuted separately.

The meeting ended at 8.50pm

#### **Dates of future meetings**

There are no further planned committee meetings for this academic year. The next meeting will be the FGB on Wednesday

**All to  
note**

12 July 2017 at 7.00pm

If governors are unable to attend or know that they will be late, please email the clerk or after 4pm on the day of a meeting text her.

Signed

Date

Use the new Doodle

## M & R Minutes 03.05.2017

[Edit your poll](#) | 👤 4 | 💬 0 | 🕒 2 days ago

Table view

Administration



Most popular option: **I agree the minutes of the M & R meeting 03.05.2017**

[Select final option\(s\)](#) ▾

4 participants

	I agree the minutes of the M & R meeting 03.05.2017
Jonathan young	<input checked="" type="checkbox"/>
Mike Chappell	<input checked="" type="checkbox"/>
Paula Bangs	<input checked="" type="checkbox"/>
Rose Gunter	<input checked="" type="checkbox"/>
Elleesa Jones	<input type="checkbox"/>

4

Save