

Heathwood Lower School
Minutes of the Management and Resources Committee Meeting
Held on Wednesday 2 February 2022 at 7:55pm

In attendance:	Jackie Wright (JW)	Acting Head Teacher
	Susanne Dove (SD)	Headteacher
	Paula Bangs (PB)	Co-opted Governor
	Beth Sedgewick (BS)	Parent Governor
	Rose Gunter (RG)	Co-opted Governor
	Hayley Fitch (HF)	Co-opted Governor (Committee Chair)
	Sarah Sandiford	Clerk

No	Item	Action
1.0	<p>Welcome and Apologies for Absence HF welcomed everyone to the meeting. Apologies for absence had been received from JY.</p>	
2.0	<p>Declaration of personal or pecuniary interest on any agenda item None received for the meeting.</p>	
3.0	<p>Minutes of the meeting held on 13 October 2021 to be agreed The governors had received a copy of the minutes prior to the meeting. It was agreed that they were a true and accurate record of the meeting and could be signed by the Chair.</p> <p><i>Agreed: to approve the minutes of the Management & Resources Committee meeting held on 13 October 2021, to be signed as a correct record.</i></p> <p>It was agreed that the technical issues being experienced had been very frustrating but these had now generally been resolved.</p> <p>The question of how best to make the school budget available to governors was discussed. It was suggested to look at email encryption or password protection, or use of the confidential shared governors drive which was only accessible by password to named individuals.</p>	HF
4.0	<p>Budget monitoring A budget monitoring summary was circulated for review. Income was higher than anticipated and some budgets were underspent – in some cases due to timing and in other areas, funds had been committed but there was a delay in getting the product/service. Issues with the electricity provider had been resolved and the school did have further monies to pay. The provider was considering replacing the meter.</p> <p>It was noted that having two different insurance policies to cover staff absence had been very cost effective given the absences for Covid and maternity as well as general sickness absence. The committee was advised that a significant number of days had been missed by school staff since September. It was noted that teaching assistants were not covered by the insurance.</p>	

Signed as a true and accurate record

Chair:

Date:

Prepared by Sarah Sandiford, Clerk to the Governing Body

	<p>The committee was reminded that capital funds could run out if not spent within the specified period and could only be used for capital expenditure or I.T.</p> <p>It was noted that the budget year ran April-March compared to the academic year and this caused various inconsistencies with funding and expenditure (for example, two insurance premiums appearing to be collected in the same year).</p> <p>A question was asked about kitchen expenditure and a suggestion made as to whether it would be worthwhile looking into insurance for kitchen appliances.</p>	
5.0	<p>Staff wellbeing and attendance</p> <p>The committee received a list of absences and noted that a higher proportion of carers' leave had been taken, due to Covid (e.g. caring for children when schools closed). Removing this figure as well as other Covid related absence (both confirmed cases and isolation pending test results), absence was not unusually high.</p> <p>One incidence of long term sickness absence had been referred to occupational health and following HR advice, a meeting was scheduled to take place next week.</p>	
6.0	<p>Responsibility reports</p> <p>BS would advise about policy reviews on the next agenda item.</p>	
7.0	<p>Policies</p> <p>Complaints: The complaints policy had been followed recently but it was agreed it could be improved for greater clarity. The process to be followed was key as any challenge could be made on process rather than outcome. Clarity was needed on the process of making a complaint and the process for complaint appeals. It was discussed that a definition of a formal complaint might be useful, or for the policy to set out procedure for informal complaints as well as formal.</p> <p>The small size of the Board had been highlighted as a potential issue and it was discussed that governors at other schools could be approached as a back-up option if needed.</p> <p>BS advised she was happy to give the governor group some training in complaint handling.</p> <p>Accessibility plan: It was agreed to look at this after the governance review on 15 March.</p> <p>Policies generally: BS advised she was in the process of using the list of statutory policies from The Key to compare with the policies on the school website with a view to creating a schedule for review, with policies prioritised appropriately.</p> <p>It was suggested that the annual review of contracts be undertaken by a governor and that the business continuity/recovery policy be reviewed post-Covid. Benchmarking and internal audit would be done soon.</p>	<p>BS</p> <p>All</p> <p>BS</p> <p>TBC HF</p>

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