

PERIVALE PRIMARY SCHOOL

The 1st Resources Committee Meeting for 2021 – 2022 was held on Friday 1 October 2021

The meeting was held via Zoom

MINUTES

Attendees: Jahangir Alam (JA) Sandip Bhalsod (SB) – Committee Chair Audrey Daley (AD – Headteacher Rabiah Khairoun (RK) Rohini Shah (RS) – Vice Committee Chair Edmond Yeo (EY) Also in attendance: Yvonne MacDonald (YM) Matthew	Action
1. Welcome SB said that all future meetings will be held online via Zoom. SB reminded Governors to ensure that they read all of the papers in advance.	
2. Apologies For absence Apologies were received from Chris Green (CG). All other members were in attendance.	
3. Authorised / Unauthorised absence The absence for CG was authorised.	
4. Declaration of Any Other Business (AOB) There were no declarations of other business.	
5. Declaration of interest in any Agenda Items There were no declarations of interest in any agenda items.	
6. Priorities for 2021 – 2022 It was agreed that the priorities are: <ul style="list-style-type: none">• Finance• Premises• Health & Safety• Risk Assessments SB stressed that the Link Governor roles are important. <ul style="list-style-type: none">• Termly meetings, and ideally ahead of the committee meetings.	
7. Policies / Documents for Review / Noting / Approval <u>For Information</u> <ul style="list-style-type: none">• Data Protection Policy<ul style="list-style-type: none">• Noted• Equality Plan<ul style="list-style-type: none">• Noted• <u>SB asked AD to re-visit the timeframes.</u>• Health & Safety Policy	AD

<ul style="list-style-type: none"> • <u>Carried forward.</u> • SEN Information Report <ul style="list-style-type: none"> • <u>Carried forward.</u> • Site Security Policy <ul style="list-style-type: none"> • Noted. • Sports Premium <ul style="list-style-type: none"> • <u>Carried forward.</u> • Statement of Procedures for Dealing with Allegations of Abuse Against Staff* <ul style="list-style-type: none"> • Noted. <p><u>For Approval</u> None</p> <p><u>For Review and approval by FGB</u></p> <ul style="list-style-type: none"> • Attention and Punctuality Policy <ul style="list-style-type: none"> • <u>Carried forward.</u> • Critical Incident Policy <ul style="list-style-type: none"> • <u>Carried forward.</u> • Financial Handbook <ul style="list-style-type: none"> • <u>Carried forward.</u> • Harassment and Bullying Guidelines* <ul style="list-style-type: none"> • <u>Carried forward.</u> • Lockdown Policy <ul style="list-style-type: none"> • <u>Carried forward.</u> • Staff Code of Conduct (For review)* <ul style="list-style-type: none"> • Approved – <u>to FGB for adoption.</u> • Terms of Reference <ul style="list-style-type: none"> • <u>Approved – to FGB for adoption.</u> <p>*LA Model Policy</p>	<p>Agenda</p> <p>Agenda</p> <p>Agenda</p> <p>Agenda</p> <p>Agenda</p> <p>Agenda</p> <p>Agenda</p> <p>Agenda</p> <p>To FGB</p> <p>To FGB</p>
<p>8. Policies / Documents for Review / Noting / Approval at the next meeting:</p> <ul style="list-style-type: none"> • SEND Policy (For review) 	Agenda
<p>9. Staffing Update We have 2 vacancies to be filled in December / January.</p> <p>AD advised that our new School Business Manager has resigned.</p> <ul style="list-style-type: none"> • AD is now following up with the agency. 	
<p>10. Number on Roll</p> <p>a) Nursery</p> <ul style="list-style-type: none"> • AM] • PM] - 47 on roll with a further one place offered. <p>b) Reception – 1 vacancy (starts Monday)</p> <p>c) Year 1 – 1 vacancy (place offered)</p> <p>d) Year 2 – 2 vacancies</p> <p>e) Year 3 – no vacancies</p> <p>f) Year 4 – no vacancies</p> <p>g) Year 5 – 1 vacancy (place offered)</p> <p>h) Year 6 – 1 vacancy (place offered)</p>	
<p>11. Budget Update The Budget report to period 6 was pre-circulated.</p>	

<ul style="list-style-type: none"> • The projected overspend on direct employee totals is due to additional agency staff. • 2 LSA's moved to agency. <ul style="list-style-type: none"> ◦ All other LSA's are event linked. • Gas is contracted until 2023. • We should see an increase in income, including from possibly lettings. <ul style="list-style-type: none"> ◦ Sports Premium will be allocated for 2021 – 2022; c. £11k. • The recovery curriculum funding for 2021 – 2022 is £17,960. <ul style="list-style-type: none"> ◦ This will be received termly. ◦ We are using TA's / HLTA's for catch up. • We assumed in the budget a cost of living increase of 1.5% for Teachers.. <ul style="list-style-type: none"> ◦ It has now been announced there will be no increase this year. • Devolved capital is currently £35,543. • There have been no major changes to the 3 year budget plan. • Overall we are in a healthy position. • We are aiming for a maximum carry forward of 8%. 	
<p>12. Premises Update Matthew gave a verbal update.</p> <ul style="list-style-type: none"> • <u>Matthew was asked to provide a written summary in advance for future meetings.</u> • Out of Hours <ul style="list-style-type: none"> ◦ Vehicle Gate. ◦ Children's Centre Entrance Gate. <ul style="list-style-type: none"> ▪ Costs are split 2/3rd school and 1/3rd Children's Centre. ◦ Alarm Activations. • Roof Leak <ul style="list-style-type: none"> ◦ At the end of the year 5 / year 6 corridor and in the lobby. ◦ Quotes being obtained. • H&S Audit <ul style="list-style-type: none"> ◦ Completed by the LA on Monday. ◦ Legionella testing has been completed by a different contractor. • Water hygiene testing regime <ul style="list-style-type: none"> ◦ There is a new testing regime which includes monthly legionella testing. • Fire Shutters <ul style="list-style-type: none"> ◦ These have been condemned by the contractor. ◦ We have approached the LA for support regarding the structural issues. ◦ JA asked why these works had been delayed. <ul style="list-style-type: none"> ▪ We tried to get this addressed by the LA over the summer. ▪ JA questioned if the LA have the necessary expertise. ▪ JA suggested asking the LA to recommend a surveyor. • Weekly / monthly tests <ul style="list-style-type: none"> ◦ All in order. • KS2 playground <ul style="list-style-type: none"> ◦ One tree has fungi / is rotten and is to be removed. • Fire Detection Sensors <ul style="list-style-type: none"> ◦ One has been damaged by water and has been replaced. ◦ All remaining devices are out of date and need replacing. <ul style="list-style-type: none"> ▪ To be referred to the LA. ◦ SB asked if these are still operational? <ul style="list-style-type: none"> ▪ Yes. • Taps <ul style="list-style-type: none"> ◦ 3 taps in the year 6 toilets were damaged and have been replaced. 	Matthew
<p>13. Health & Safety Update</p> <ul style="list-style-type: none"> • Fire Drill 	

<ul style="list-style-type: none"> ○ Took place on 29 September. ○ Everyone was out in 2 minutes 20 seconds. • Accident <ul style="list-style-type: none"> ○ One child slipped on the floor. <ul style="list-style-type: none"> ▪ Bruised knees. ▪ Recorded in the accident book. ▪ The child did not need to go home. ▪ We have reviewed our procedures. 	
14. Any Other Business as agreed previously There were no items of other business.	
15. Date and time of next meetings Friday 19 November 2021 at 9:30 AM (via Zoom).	

Meeting closed 10:41