PERIVALE PRIMARY SCHOOL

The 2nd Resources Committee Meeting for 2021 – 2022 was held on Friday 19 November 2021 via Zoom

Minutes

Att	endees:	Actions
Sar	ndip Bhalsod (SB) – Committee Chair	
Au	drey Daley (AD – Headteacher	
Ch	ris Green (CG) – Chair of Governors	
Ral	piaa Khairoun (RK)	
Edi	mond Yeo (EY)	
Als	o in attendance:	
Ma	tthew – Agenda item 12	
	Welcome	
	advised that both Jahangir Alam and Rohini Shah (RS) have stood down as Governors. It	
is u	inderstood that RS has been elected as a Parent Governor.	
	Apologies For absence	
N/A	A – All governors were in attendance.	
	Authorised / Unauthorised absence	
N/	A.	
	Declaration of Any Other Business (AOB)	
The	ere were no declarations of other business.	
_	Bullet Confidence Constitution Accords to the	
	Declaration of interest in any Agenda Items	
Ine	ere were no declarations of other business.	
_	Deview / Agree the minutes of the masting on 1 October 2021	
	Review / Agree the minutes of the meeting on 1 October 2021	
1116	ese were agreed as a true and accurate record of the meeting.	
7.	Matters arising from the meeting on 1 October 2021	
a)	AD to re-visit the timeframes in the equality plan.	
•	Closed.	
	The Equality Plan has been updated.	
	The Equality Hall has been updated.	
b)	8 policies carried forward.	
•	Closed.	
	See agenda item 8.	
	oce apenda item o.	
c)	2 policies to FGB for adoption.	
•	Closed.	
	ciosca.	
8.	Policies / Documents for Review / Noting / Approval	
a)	For Information	
•	Health & Safety Policy	
	Noted.	
	Sports Premium	
	o Noted.	
	 Amanda Deery now has oversight for PE and Sports. 	
	 The PE lead is Jordon Witter. 	
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	 SB to arrange a visit with Jordon Witter. 	
	 AD will now upload this to the website. 	AD
L \	For Approval	
_	<u>For Approval</u>	
•	None	
c)	For Review and approval by FGB	
•	Attendance & Punctuality Policy	
	o To be updated for the FGB on 2 December.	FGB Agenda
•	Code of Conduct	. 65 / 1861144
	 LA Model Policy to be adopted at the FGB on 2 December. 	FGB Agenda
•	Critical Incident Planning	
	o To be updated for the FGB on 2 December.	FGB Agenda
•	Finance Handbook	
	 AON to update to reflect we have moved to a committee structure. 	AON
•	Harassment & Bullying Guidelines	
	 LA Model Policy to be adopted at the FGB on 2 December. 	FGB Agenda
•	Lockdown Policy	
	 To be updated for the FGB on 2 December. 	FGB Agenda
9.	Staffing Update	
•	The site manager (Matthew) leaves on 3 December.	
	 Matthew is moving to another school where accommodation comes with the 	
	job.	
	We are advertising the vacancy; as a more substantive role. We will be using the former counts for (Martin) to source.	
	 We will be using the former caretaker (Martin) to cover. As and When contract? 	
	 As and when contract; SB asked if there would be any impact on planned works. 	
	No.	
	 There will be a handover next week. 	
•	The SBM vacancy:	
	We have been receiving support from Bursarial Services.	
	 Cover has been arranged from next Monday. 	
	 The vacancy has been advertised again. 	
	o The panel will be CG, SB, and AD.	
•	Safer Recruitment training:	
	 CG is Safer Recruitment trained. 	
	 AD has also recently renewed her Safer Recruitment training. 	
•	Saira Malik:	
	 SM is leaving at Christmas. 	
	 AD will be reviewing the structure. 	
•	KS1 Phase Leader:	
	Starts in January.	
	 Will be in school on 3 Fridays before starting in January for a handover. 	
•	Maternity Leave:	
	 One Teacher is returning from Maternity Leave for 3 months. 	
•	Mr Bougouizi:	
	 HR are now managing the process. 	
10	Number on Roll	
a)	Nursery: 44 The 8 vacancies will be filled from January.	
b)	Reception: Full	
c)	Year 1: 1 Vacancy, the place has been offered and accepted.	
۷)	.ca. 2. 2 vacancy, the place has been offered and accepted.	l .

d)	Year 2:	2 Vacancies, both have been offered and accepted.	
e)	Year 3:	Full	
f)	Year 4:	Full	
g)	Year 5:	Full	
h)	Year 6:	Full	
11.	_	: Update	
•	•	ojected carry forward is currently £287,216 which equates to 10.7% of budget:	
	0	Whilst this is in excess of the 9% we could carry forward, we have plans to	
		utilise some of this.	
	0	SB asked if this includes agency costs.	
		• Yes.	
		 We have had a lot of long term sickness (3 staff). 	
		 We have been covering internally but this was impacting on 	
		interventions, and we are therefore now covering with supply.	
•		mporary SBM will be asked to attend the FGB on 2 December to introduce	AD
	nersen	and to give a brief overview of any issues she has identified.	AU
12.		es Update	
•	Covid	es o punte	
	0	We are operating a one way system.	
	0	There are currently no bubbles.	
	0	Staff do LFT's twice a week.	
	0	1 member of staff has tested positive; they were double vaccinated.	
	0	Most staff are double vaccinated.	
	0	There have been negligible Covid cases amongst children.	
	0	Staff briefings are undertaken via Zoom.	
	0	Staff training is in bubbles.	
	0	We still have an additional who regularly cleans the high touch areas.	
	0	There is regular hand washing.	
	0	Staff are encouraged to wear masks in communal areas.	
	0	The CO2 monitors have been received today and Matthew is installing them.	
	0	It was agreed that the FGB on 2 December can still be held in school; in the	AD
		hall with one person per table.	
	D		
•	Power		
	0	We have been experiencing repeat power cuts; both the school and other local	
		properties. The power cuts are typically for 1 or 2 hours.	
	0	As a result of the power cuts we have had a number of alarm activations.	
	0	Each activation incurs additional costs of £170 each.	
	0	EY asked about the impact on responsiveness as a result of these activations?	
	O	We are high on the priority list.	
	0	Matthew advised that there have been no power cuts in the last week.	
	0	CG asked if there was any impact on insurance?	
	Ü	 Matthew to check with the insurers (DFE). 	AD
•	Fire Sh		
	0	Funding has been allocated.	
	0	We still need advice from consultants; we have not received tangible advise from the LA	
	0	A risk assessment has been completed.	
	0	It was suggested that Matthew contact the Borough Commander (Fire) to if	AD
		they can either provide advice or recommend someone who can provide advice.	

In closing this section Cg took the opportunity to thank Matthew for everything that he has done whilst at the school.	
13. Health & Safety Update	
There have been no Health and Safety issues.	
14. Governor Visits	
SB to visit re PE.	
RK to visit to review the Single Central Record.	
15. Any Other Business as agreed previously	
EY asked if Matthew had prepared a "handover manual".	
• Yes.	
16. Date and time of next meetings	
Friday 4 March 2022 at 9:30 AM (via Zoom)	