

PERIVALE PRIMARY SCHOOL

The 3rd Resources Committee Meeting for 2021 – 2022 was held on Monday 7 March 2022

The meeting was held via Zoom

MINUTES

Attendees: Sandip Bhalsod (SB) – Committee Chair Audrey Daley (AD – Headteacher Chris Green (CG) – Chair of Governors Also in attendance Debbie Collings (DC)	Actions
1. Welcome	
2. Apologies For absence Apologies were received from: <ul style="list-style-type: none">• Rabiaa Khairoun (RK)• Edmond Yeo (EY)	
3. Authorised / Unauthorised absence	
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. Review / Agree the minutes of the meeting on 19 November 2021 These were agreed as a true and accurate record of the meeting.	
7. Matters arising from the meeting on 19 November 2021 <ul style="list-style-type: none">a) 5 policies to FGB for adoption.<ul style="list-style-type: none">• Closed.b) Finance handbook to be updated.<ul style="list-style-type: none">• Closed.c) Temporary SBM to attend December FGB.<ul style="list-style-type: none">• Closed.d) December FGB to be held in school.<ul style="list-style-type: none">• Closed.e) AD to check regarding insurance as a result of power cuts.<ul style="list-style-type: none">• <u>Carried forward.</u>• We are not covered in the event of a power cut.• <u>DC to follow up the LA.</u> CG asked DC to ensure that we get a written response.• DC advised that we are also investigating the purchase of a generator.f) AD to check with the borough Commander (Fire) re Fire Shutter.<ul style="list-style-type: none">• Closed – covered under premises.	AD DC

<p>8. Policies / Documents for Review / Noting / Approval</p> <p><u>For Information (Noting)</u></p> <p>a) Schools Grievance Procedure*</p> <ul style="list-style-type: none"> Noted <p><u>For Review and approval by FGB</u></p> <p>a) Attendance & Punctuality Policy</p> <ul style="list-style-type: none"> <u>Carried forward.</u> <p>b) Complaints Procedure</p> <ul style="list-style-type: none"> <u>Carried forward.</u> <p>c) Critical Incident Planning</p> <ul style="list-style-type: none"> <u>Carried forward.</u> This is still under review. <p>d) Finance Handbook</p> <ul style="list-style-type: none"> Approved – to FGB. <p>e) Flexible Working Policy*</p> <ul style="list-style-type: none"> Approved – to FGB. <p>f) Governor Allowances</p> <ul style="list-style-type: none"> <u>Carried forward.</u> <u>AON to circulate the claim form.</u> <p>g) Guidance for Managing Redundancies in Schools*</p> <ul style="list-style-type: none"> Approved – to FGB. <p>h) Harassment and Bullying Guidelines*</p> <ul style="list-style-type: none"> Approved – to FGB. <p>i) Lockdown Policy</p> <ul style="list-style-type: none"> <u>Carried forward.</u> <p>j) Managing Unsatisfactory Performance*</p> <ul style="list-style-type: none"> Approved – to FGB. <p>k) Medical Capability Procedure*</p> <ul style="list-style-type: none"> Approved – to FGB. <p>l) Recruitment & Selection Guidelines*</p> <ul style="list-style-type: none"> Approved – to FGB. It was agreed that we should include reference to KCSIE September 2021. Auto updates for DBS are optional. <p>m) Schools Financial Value Standards (SFVS)</p> <ul style="list-style-type: none"> <u>Carried forward.</u> <u>SB to review ahead of the FGB.</u> <p>n) Whistleblowing Policy*</p> <ul style="list-style-type: none"> Approved – to FGB. <p>*LA Model Policies</p>	<p>Agenda</p> <p>Agenda</p> <p>Agenda</p> <p>Agenda AON</p> <p>Agenda</p> <p>Agenda</p>
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<p>9. Staffing Update</p> <ul style="list-style-type: none"> • The staffing report was circulated after the meeting. • The staffing absence data report was also circulated after the meeting. • We have appointed on a 6 month contract (via an agency) a full time support to the SLT. <ul style="list-style-type: none"> ○ They start on Monday. ○ Their focus will be on Standards, Interventions, and Inclusion. ○ CG asked if they would take ownership of the SDP. <ul style="list-style-type: none"> ▪ Yes • CG asked if we still need to recruit a full time SENCO. <ul style="list-style-type: none"> ○ Yes. ○ AD suggested that it was difficult to recruit a substantive SENCO while ND is off sick. • CG then asked how the current “remote” SENCO role is working. <ul style="list-style-type: none"> ○ Probably 80% effective. ○ CG stressed the observations of children is important and this is difficult on a remote basis. • CG pointed out that HAYS were “useless” as a recruitment agency. <ul style="list-style-type: none"> ○ AD said that we will need to explore different platforms e.g. LinkedIn. • We have appointed a new Site Manager. <ul style="list-style-type: none"> ○ EY participated in the interview process. • Our parent support adviser has resigned, and we will be reviewing the role. • AD will consider a potential restructure before advertising the AHT vacancy. • The Early Years phase leader is on long term sick leave (since January). • The Early Years HLTA has also been off since January and has been referred to Occupational Health. • AD (DHT) has a doctors certificate to May. <ul style="list-style-type: none"> ○ We have appointed interim SENCO cover. • A Reception TA has been referred to Occupational Health. • We are using Agency Supply for Covid catch up. • The KS2 (year 6) teacher who is on a career break has not contacted us as planned. • CG pointed out that there are a lot of gaps across the school. <ul style="list-style-type: none"> ○ AD added that this was especially prevalent in Early Years; <ul style="list-style-type: none"> ▪ No Early Years phase leader. <ul style="list-style-type: none"> • We are providing support. • To be covered by SLT. • CG was concerned that no one is leading Early Years and said that we need an experienced Phase leader. <ul style="list-style-type: none"> ○ AD said that it was difficult to appoint because the current Phase Leader is off sick and signed off to 20 March and will be going on Maternity Leave shortly. ○ AD proposed appointing a temporary phase leader with a short term TLR3. • It was also suggested recruiting (agency) a temporary cover teacher which could give AD more flexibility. 	
<p>10. Number on Roll</p> <ol style="list-style-type: none"> a) Nursery: 1 vacancy. b) Reception: 1 over. c) Year 1: 1 vacancy – has been offered and accepted. d) Year 2: Full. e) Year 3: Full. f) Year 4: 1 vacancy – has been offered and accepted. g) Year 5: Full. h) Year 6: Full. 	

<p>AD advised that she had received an e-mail from a parent re wraparound cover.</p> <ul style="list-style-type: none"> It is not clear if they mean before and after school, or AM and PM provision. <u>It was agreed to arrange a parent survey – SBM to arrange.</u> 	DC
<p>11. Finance Update</p> <p>a) Budget 2021 – 2022</p> <ul style="list-style-type: none"> The budget monitoring report was pre-circulated. DC confirmed that all invoices and orders are up to date. CG asked for an update on utilities. <ul style="list-style-type: none"> The previous contract has expired. We have entered into a new 3 year fixed contract with Corona. <ul style="list-style-type: none"> We had 17 tenders. Corona was the best deal. Short term expenditure includes: <ul style="list-style-type: none"> Roof repairs. Sheds – need repairs / replacing. Play equipment for Nursery and Reception playground. <u>CG asked that we undertake a facilities audit.</u> <p>b) Preparation for Budget 2022 – 2023</p> <ul style="list-style-type: none"> AD advised that she had not been advised of the indicative budget. <ul style="list-style-type: none"> It was understood that the LA advices go to YM, although these have not been shared with AD or DC. <u>DC to chase YM.</u> <u>DC to arrange for all LA advices to go to AD and not YM.</u> <u>SB to arrange to visit the school to review the proposed 2022 / 2023 budget ahead of the next Resources committee meeting.</u> 	<p>DC</p> <p>DC DC SB</p>
<p>12. Premises / Health & Safety Update</p> <p>The Premises and Health & Safety report was pre-circulated.</p> <ul style="list-style-type: none"> The tree survey includes the review the risks to neighbouring properties. <ul style="list-style-type: none"> 2 trees near Early Years require major surgery. A report on the kitchen shutters will follow; this will then go to the LA for confirmation. The lockdown policy is being updated – we need to finalise: <ul style="list-style-type: none"> Communication to staff and pupils. Trigger word. There were concerns about having all staff contact details in the Critical Incident policy. <ul style="list-style-type: none"> There will be 2 versions: <ul style="list-style-type: none"> One with all details for the SLT, CoG and VCoG. One redacted version for others. We are investigating additional solar panels. <ul style="list-style-type: none"> Grants may be available. May be income generating. 	
<p>13. Governor Visits</p> <p>SB: To complete a visit to review PE and the sports premium.</p> <p>SB: To complete a visit to review the budget with the SBM.</p> <p>CG: Will complete an Early years visit to look at Phonics, Provision and Facilities.</p>	
<p>14. Any Other Business as agreed above</p> <p>There were no items of other business.</p>	

15. Date and time of next meetings	
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Friday 22 April 2022 at 9:30 AM (via Zoom) – Budget 2022 - 2023

Meeting closed at 11:05AM