

**Shortened Agenda just covering urgent items due to Coronavirus lockdown.**

**Resources Committee**

Committee Focus: Finance / Personnel / Premises

Committee Member	Committee Role	Present / Apologies	Other Persons Present	
			Name	Role
Neil Arnott		present		
Janet Clowes		present		
Lisa Taylor		present		
Liz Taylor		present		
Mandy Branders		present		
Rachel Brodin		present		
Helen Hunter		present		
Kathryn Chesters	Head Teacher	present		
Kate Hughes		present		

**PART ONE – NON-CONFIDENTIAL BUSINESS**

	Item	Discussion	Action
<b>1</b>	<b>APOLOGIES &amp; ADDITIONAL AOB ITEMS</b>	None	
<b>2</b>	<p><b>Financial Matters</b></p> <p><b>2019–20 Budget.</b> Maxine Green, Finance Manager at CDAT currently produces month end packs. Paperwork produced for governors to the last month end figures (March 2020) were discussed. At this stage we are showing a potential in year saving.</p> <p><b>Covid19 school shutdown's impact on budget</b> was questioned by governors.</p> <p>We still receive all of our GAG and FEEE for Preschool children, staff still being paid fully – no one has been furloughed. Income should stay largely the same, except for extended services. May be some small savings on some expenditure codes. eg Swimming budget will be unspent.</p> <p>New COVID expenditure codes have been introduced. Where school has a balanced or deficit budget, they are able to claim back for additional expenditure on staffing, cleaning etc.</p> <p><b>Preschool</b> fees are paid a half term in advance. At the time of closing we had worked 4 weeks out of 6, therefore 1/3 of the fees paid by parents in advance via ParentPay were refunded. Approx £600.</p> <p><b>Bad Debts</b> JB monitors Parentpay debts and messages debtors. Currently we are owed £851 to preschool, £1500 to OOSC £740 to school meals</p> <p><b>Furniture</b> £2k needs to be allocated to the purchase of furniture to update the Year 1 Classroom.</p> <p><b>IT</b> £7 new iPads have been purchased for classes to use at a cost of £2226.</p>	<p>Govs asked about OOSC and Preschool finances. Currently we estimate a drop in income forecasted for OOSC and Preschool.</p> <p>LT asked about furlough. Due to staff being paid from public funds, this isn't an option. OOSC staff all have more than 1 contract so difficult. Staff redeployed.</p> <p>Govs agreed.</p>	<p>JB to send a gentle reminder to parents and staff this week.</p>
<b>3</b>	<p><b>Free School Meals</b></p> <p>The number of children receiving free school meals has risen to 17. Parents encouraged to apply if their circumstances triggered Universal Credit.</p> <p>Parents receive £15 per child, per week. The scheme started with CDAT organising vouchers on our behalf via Sodexo and standing the cost. After 5 weeks, The Government scheme via Edenred was available and we have continued issuing vouchers. The govt paid these through the Easter break also.</p>	<p>The Edenred scheme was very problematic to start with, now settled.</p>	<p>Awaiting instructions on how to continue the scheme when pupils start to return to school.</p>

4	<b>Health and Safety Matters</b>	<p><b>Audit Update: Items resolved/discussed for action from the H&amp;S audit report –</b></p> <ul style="list-style-type: none"> <li>• Risk Assessments for COSHH products used in school obtained by CrystalClean from CWS. Now in COSHH file. (Includes new COVID19 chemicals)</li> <li>• H&amp;S Law Poster purchased and displayed in kitchen</li> <li>• Sharps Policy – a sharps bin has been purchased for future use if needed, caretaker informed and will adhere to sharps procedures.</li> <li>• Fire Assessment – Quote obtained and accepted from Window Wizard for repairs to fire doors to ensure compliance. Not yet attended due to lockdown rules.</li> <li>• Boiler House ceiling needs repairing. KH contacted Stuart Jenness from Lancaster Maloney to query possibility of asbestos having not been identified in ceiling material. SJ investigated previous asbestos registers held and informed no record held. KH has requested Total Property management co to obtain quotes, not classed as urgent so on waiting list.</li> <li>• Finger Traps – caretaker now records inspections weekly</li> <li>• Wooden bench in Preschool garden needs repairing or removal</li> <li>• Coat storage solution in Y4, bags and coats on floor are a fire hazard. On H&amp;S audit report and also discussed at Parent Forum.</li> <li>• A more complete single CDAT H&amp;S Policy needs to be available to schools, with our specific school procedures being a separate document. Risk Assessments for H&amp;S need updating and modernising to reflect latest risk factors. KH/Helena (CDAT) in discussion with other schools within the Trust.</li> </ul> <p><b>Other H&amp;S issues:</b></p> <ul style="list-style-type: none"> <li>• A DEC Energy certificate has been obtained for this year. Best Value obtained from SG Consultancy, KH has recommended this company to DBE Services, savings of £100.</li> <li>• Emergency invacuation procedure need to be implemented with training for staff, testing taking place and a practice session arranged – suggested for a non-teaching day so as not to cause panic amongst children.</li> <li>• Staff Training – Smartlog accounts have been set up for all staff and governors, with short H&amp;S courses allocated appropriately. We have used this time to complete these online courses to ensure staff trained to current standards, staff are therefore more aware of their responsibilities. A log is kept both locally and also at CDAT, who can keep a check on who has completed, or not, these sessions. They include many aspects of H&amp;S in schools – including working at height/ladder safety which was a requirement from the previous H&amp;S audit.</li> <li>• Paediatric First Aid. Obviously any first aid or other face to face training sessions are not taking place in the current situation, and during this time of looking after children of key workers and vulnerable children, there is a requirement to always have someone in school who holds a Paediatric First aid certificate. Reed offered an online course for £10 each, therefore all teaching and support staff who we felt it would be helpful to complete the course were booked on and have completed it. The accreditation lasts for 1 year.</li> </ul>	<p>JC queried risk of usage of boiler house - Caretaker is the only person to go in boiler house, she has been advised not to stand under that part of the ceiling until repaired</p> <p>Discussion held. KC asked if governors agreed to the purchase of lockers, agreed.</p> <p>We were in the process of arranging this prior to lockdown.</p>	<p>Sharps Policy required</p> <p>KH to contact to book</p> <p>KC/LJ CrystalClean KH sourcing lockers asap</p> <p>KH Ongoing</p> <p>KC/NM/KH</p>
5	<b>Buildings Maintenance</b>	<p>The mobile door and ramp are currently being scheduled for repair, plus wooden steps to be built at entrance to field to cover the muddy ground. Quotes obtained and discussed.</p> <p>Window Wizard quoted for repairs to windows, doors and locks prior to lockdown. Some windows don't open, need replacement or adjusting.</p>	<p>Work on hold due to lockdown. Requested completed before 1<sup>st</sup> June?</p>	<p>KH</p> <p>To be completed asap – KH to contact</p>

6	<p><b>COVID19 Update</b></p>	<p>School closed on 20<sup>th</sup> March 2020 for pupils, reopening on Mon 23<sup>rd</sup> for children of keyworkers and vulnerable children, remaining open throughout the Easter holidays. KC continually updating parents/carers/staff of developments by email. School to get across the message that we are taking COVID19 very seriously.</p> <p><b>Childcare Provision</b> - Staff work on a rota basis, usually 2 teachers and 2 TA's per day, working 2 days per fortnight. MD set up an online learning platform, Seesaw, which has been fantastic. Early Years communicate through 'Tapestry'. Teachers have set work and communicated continually with children. Very well received by parents. Teachers have made telephone calls to each child's home, speaking to parents, and children, where possible. These calls have been much appreciated. Vulnerable families'/ SEN pupils are contacted more regularly, usually weekly.</p> <p><b>Return to school</b> -From 1<sup>st</sup> June 2020 Preschool, Reception, Y1 and Y6 children are being encouraged by the government to return to school if their parents wish. If parents do not wish this, there won't be any fines and school attendance figures won't be used for performance tables. Many parents are contacting school regarding future provision. There is a potential for problems with at least 62 children who have at least one keyworker parent, KC made govs aware that there may have to be some tough decisions made concerning parental expectations and requests. Records of parental requests for provision are being kept. Govt advise currently is to teach in groups of no more than 15, in 'bubbles' of children who will move around school as a group and not mix with other 'bubbles'.</p> <p><b>OOSC</b> was discussed. Governors agreed it was not going to be possible to reopen OOSC due to the problem with the groups of children mixing at the start and end of the day. Governors decided that until further notice school would open from 8.30 – 3.30, with children staying in their 'bubbles' all that time. Governors also agreed there will be no OOSC Holiday clubs, due to the COVID situation and the past problems of manning it during the holidays.</p> <p><b>Risk Assessments</b> – A thorough full RA for the whole of school is to be produced prior to reopening. KC is asking teachers to produce a RA for each pupil to help with the planning of provision. Most will be simple, some more complex. Governors recognised the need to be confident school is able to meet each child's needs before allowing them back into school.</p> <p><b>Discussion Points</b></p> <p>The virus and how long it stays on surfaces.  Cleaning routines  School materials, what the children can touch (school will provide a zipped folder with stationery items for each child to use and keep in school for their sole use). No school bags, PE kits etc to be brought to school, just a packed lunch in a disposable bag. Staff will not be able to take books home to mark. Children cannot take reading books in/out.  The use of sterilising tablets to clean Preschool items.  PPE – lots ordered. For use if someone becomes ill or needs intimate care/first aid. Not recommended that staff wear it all day.  How to mark out and zone school – masking tape, cones – to make a one- way system and how implement safer drop off and collection of pupils by parents. Use the extended car park for this, teaching staff to meet their 'bubble' of children. Won't be able to use Fort Lewis, adventure trail, playground equipment etc.  Staggering times of arrival, lunches, breaks etc  At least Oct half term before clubs/meetings can be resumed.</p>	<p>Governors asked about take up of provision.  Before Easter we had 4-5 per day on average, over the Easter break we opened for 2-5 children and since then numbers have increased rising from 6-8 to around 12.  MB asked why all keyworker/v children weren't attending. Parents trying to manage/juggle work and childcare. Would rather keep them home.</p> <p>Governors discussed at length the ability of school manage this situation and how to manage parent expectations.</p> <p>JC asked about PPE, CEC are providing some.  JC mentioned books need to be 'quarantined for at least 3 days' – Public Health advice.  KH asked about having a 'keyworker bubble' so as to be able to offer OOSC - KC answered not possible as need to be taught with their year group</p> <p>MB asked how governors can support school? Maybe a weekly phone call to KC to check on her well-being?  Could they 'check in' remotely?</p>	<p>KC sending out straw poll to parents regarding provision from 1<sup>st</sup> June to ascertain parental feelings currently.</p>
7	<p><b>SIMS Parents Lite</b></p>	<p>AL/KH have rolled out SIMS Parent Lite, a system whereby parents and carers can update their contact details themselves online, rather than the non GDPR compliant system used in previous years. This was an item on the safeguarding action plan to ensure we have parental details during lockdown.</p>		<p>AL addressing any problems with the system</p>

