

# MINUTES OF MEETING

**Name of organisation** Trent-Rylands Federation  
Trent Vale Infant and Nursery School *and* Beeston Rylands Junior School

**Meeting title:** Resources Committee

**Date and time:** Wednesday 7 October 2020

**Location:** Virtual – Zoom

## Membership

'A' denotes absence

	Mrs J Moss (executive head teacher)
	Mr M Jackson (chair)
	Mr C Jones
	Mrs L Shepherd
	Mr S Williams
	Mr A McPherson
	Mrs L Sharples
A	Mr D Todd
	Mrs K Naylor
	Mr C Aldridge
A	Councillor K Foale
A	Mrs D Baguley

**In attendance** Minute Clerk: Mrs J Gibson

## Action

### R/16/20 **Apologies for absence**

Apologies for absence were received from Councillor K Foale and Mr D Todd.

It was

#### **resolved**

that the governing body consent to this absence.

### R/17/20 **Declaration of interest**

Mr C Jones and Mrs L Shepherd made a declaration of interest. Mr Jones partner is a teacher at Trent Vale Infant and Nursery School and Beeston Rylands Junior school, Mrs Shepherd's sister is a teacher at Trent Vale Infant and Nursery School. No other declarations of interest, either direct or indirect, for items of business on the agenda were made.

**R/18/20 Approval of minutes of Resources Committee meeting**

*The minutes of the summer term meeting held on 6 05 2020 having been previously circulated were agreed by the chair and agreed as signed, due to social distancing, subject to the following*

- *Name of organisation should read **Trent-Rylands Federation Trent Vale Infant and Nursery School and Beeston Rylands Junior School***
- *Declaration of interest should read **Mr Jones partner is a teacher at Trent Vale Infant and Nursery School and Beeston Rylands Junior School***

**R/19/20****MATTERS ARISING**

None

**R/20/20****FINANCE****2020-21 medium term budget****i. TV**

This had a carry forward deficit of 13K from last year; the reforecast has put this at £97. There may be further savings if the bubbles are relaxed and a reclaim of £4700 from the Government for the FSM supermarket vouchers has not been included.

SEN support costs more, 2 x MDSA's are required in each group and additional TA costs can make good use of the catch up funding.

**A governor queried the driver for improvement.** The Executive Head Teacher explained the catch up funding; split across the 2020 and 2021 budget enables school to put staff in place to make the bubbles safe. Current guidelines do not allow sharing of TA staff across early years and more staff are required, there are now 2 TAs in each classroom. A plan is in place to look at amalgamating pupil premium and catch up funding so that moving forward the gap will reduce. This planned strategy is for both schools. Years 5 & 6 are already working on Y5/6 work, Year 1 have a massive amount of work to catch up with key words and/or phonics missing for the vast majority. This half term staff have looked at and identified gaps, TA's will be utilised. Some non-DP children will form part of this group. No volunteers will be in school for group activities like reading, this is to minimise impact of a bubble closing should a volunteer test positive for covid-19.

The Executive Head Teacher stated how well both schools office staff worked together as a team.

The budget had assumed there would be no rent income. Beeston Nursery have now returned to provide before and after school care and slightly lower hire charges are in place for room hire.

The nursery school is full; meaning the same amount of income is to be received (£3700) as if covid had not happened.

**A governor queried the risk of additional energy cost.** The Executive Head Teacher advised that no heating is on at either school yet, it is something to be mindful of as rooms must be ventilated. Are awaiting further advice from H&S, current guidance is to rotate window opening during the day.

**A governor queried the deficit running over future years.** Currently the budget is looked at a year at a time. There are different factors that affect future budgets including the funding formula and number of nursery children on the waiting list.

## ii. BRJS

There has been a high covid expenditure.

The catch up funding will allow an additional 10 hours for a TA to provide individual support to a SEN child, this will free up an experienced TA to work with groups of children. There is also 1-1 tutoring for disadvantaged children, this is in place of Third Space Learning that has not been as successful with an increased number of students. There is a further 1k to allocate.

There are less children with emotional health and well-being needs than anticipated. The bubble system helps anxious children as they only have their own bubble to mix with, staggered lunches also work well and school will be looking at keeping some of these new procedures in place. Additional needs of children will be looked at after half term.

Parents Evening has been a pre-arranged 10-minute phone call this half term. Feedback from this has been positive from both staff and parents. Children may present at school in a different way to home and input from parents about how children really are is very helpful.

### **Approval of virements**

Recent purchases of laptops at TV (subject to a further 3 purchases) are to be vired to DCFE funding as they can be allocated as a project.

Funds from three cost centres have been vired to the Covid funding from cleaning, building maintenance and teaching equipment.

**A governor queried the amount.** The Executive Head Teacher provided totals for each cost centre, £2119 from cleaning, £1516 from building maintenance & £750 from teaching equipment.

### **The governing body approved**

### **Executive Head Teacher split across the 2 schools**

The salary split is 60/40 based on the current pupil numbers in each school with TV claiming 10% from BRJS. The proposal is that this continues based on pupil numbers moving forward.

### **The chair invited comments/questions – none raised**

### **The governing body approved**

### **Additional cover for Heads of Schools costs**

The Junior school are paying an additional 1 day a week teacher cover; this is part of the original collaboration agreement to support the current SLT. The proposal is for this to continue.

### **The chair invited comments/questions – none raised**

### **The governing body approved**

### **Quotation for ICT equipment at BRJS**

- i. Replacement laptops
- ii. Replacement iPads

This is in the budget as part of the schools ICT upgrade project. Usable old laptops and iPads will be stripped and available for families to use, where there is no ICT at home, for home schooling. The junior school have 23 laptops as part of the government project but these will only be available for use if school goes into full lockdown and not for partial/bubble closure.

**A governor queried if these would come with a warranty as standard.** The Executive Head Teacher advised school utilises Tim Hancox who offers best value. Laptop prices are currently going up on a daily basis due to unavailability of stock.

**The governing body approved**

### **Teachers Pay Award September 2020**

These are the standard pay awards with changes to reintroduce a recommended six-point mainscale from the old table A and table B to the new mainscale.

**The governing body approved**

### **School Fund – funds available and audit**

#### **i. Trent Vale Infant and Nursery School**

The balance stands at £629.70 and was audited on 20 July by Janet Humpherson, retired office manager, Trent Vale Infants and Nursery School

#### **ii. Beeston Rylands Junior School**

The balance stands at £568.37 and is unaudited due to the office manager working from home during the summer term. An audit is to be organised during the second half of the autumn term.

£939.07 raised by the Parent Group is in their bank account for school use when requested. **The governing body expressed their thanks to the Parent Group**

JG

The Executive Head Teacher advised Councillor Kate Foale had offered the remains of her community fund of £200 to the school; this was gratefully received. It will pay for outdoor play equipment at Trent Vale Infants and Nursery School. **The governing body expressed their thanks to Councillor Foale**

### **INVENTORY – TV then BRJS**

#### **Items to be disposed of**

R/21/20

TV list consisted of  
Laminator (written off)  
Pencil sharpener (damaged, written off)  
Laptop (damaged, written off)  
Spare laptop (written off)

BRJS list consisted of  
Staff laptop (at least 7 years old)  
Stereo PA (obsolete)  
Projector (obsolete)  
Printer (water damage from leaking roof)

The Executive Head Teacher added the paper shredder to the list as it is beyond economical repair.

## The governing body approved

### Items to be devalued

There were no items to be devalued at either school

### GDPR

#### Annual Review of Freedom of Information Publication Scheme Annual Review of the GDPR toolkit

R/22/20

This has remained the same. There have been no updates to the tool kit and the freedom of information remains the same. **The governing body approved**

### 8. PERSONNEL ISSUES

R/23/20

None. **A governor queried the collaboration contracts.** The Executive Head Teacher advised all that required changing had been completed this included the SLT and teacher cover for the SLT who all had a base school allocated. Two new teacher contracts and MDSA contract are federation contracts with a base school. This is required as if there was a divorce of the federation all staff need to have a named base school.

**The governing body expressed their thanks to all personnel working through these unprecedented times.**

The Executive Head Teacher advised that both she and Chris Jones (governor) have started looking at the staffing structure operating across both schools. They will also work with Councillor Kate Foale around values and visions for the future.

### APPRAISAL

#### Executive Head Teacher - annual review/objective setting

R/24/20

This was agreed with Chris Fallon, MJ and CJ. Developing a sustainable remote education is the focus; this will become a legal requirement from 22<sup>nd</sup> October 2020. There is a working system in place but it requires a lot of work moving forward. Engagement with parents is essential with home learning programmes such as Microsoft sway looked into. Learning from home needs to be as easily accessible at home as at school.

**A governor queried accessibility of the education pack in the event of a school closure. This was not available to parents of students at John Clifford school following their closure.** The Executive Head Teacher agreed this was a consideration for the future. If a bubble were closed, the whole of the resources for that group would be added to the website rather than just the work grid, this is a considerable amount of work.

Number 2 SIP is values and vision, the structure of the federation and moving forward. This will incorporate the visions work already underway.

The Executive Head Teacher advised staff well-being is another priority, children are doing really great as they are back in school with their friends. Staff have a lot to deal with, not being as close together, cleanliness, new skills for remote education and rising level of the virus in the city, which is scary stuff for everyone. KF has sent a well-being questionnaire to all staff to complete anonymously which will be analysed.

## Teaching staff annual reviews

**A governor queried what teaching staff meant, are TAs included, as they are teaching staff.** There was discussion around this and the Executive Head Teacher clarified that an appraisal is purely teachers. Reviews took place in summer with more discussion around remote education, which is each teacher's first target. The second target is staff responsibility for their well-being with an option to set a third target if they wish.

Staff have adapted really well to new practices. White Rose maths is being utilised along with Oak Academy, which covers the entire curriculum. This is used to supplement the work provided by teachers now that home education has to be considered. **The chair invited comments; Lisa Sharples offered help on the staffing structure and on expanding the appraisal system to cover more staff, as appropriate. It was agreed that the values and vision process would be discussed and consultations held with the governing body.**

## HEALTH AND SAFETY

### Autumn term health and safety visit

R/25/20

Darryl Todd has been for a walk around of both schools with the Executive Head Teacher and will write a report. He was familiar with the risk assessment and had a couple of points, one being cleaning records are to be initialled and not just ticked. Overall, he was quite impressed.

**A governor queried the safety around drop off and pick up time around school.** Clarification of the main concern was road safety with parents parking on the zigzag lines and not taking care. The Executive Head Teacher advised that this is an ongoing problem and cones were going on the zigzags tomorrow to try to stop this happening. The camera enforcement team have been out twice this term already, which acted as a deterrent but only for one day.

### Latest Covid-19 Risk Assessment

This was sent yesterday, health and safety advice had been sought regarding the outcome of a positive case. The assumption had always been that a bubble would close due to the close proximity of seating, all seating faced forwards but the classrooms are very small. H&S advised to update the risk assessment to reflect this.

### POLICIES to be ratified

R/26/20

- **Annual review of the Pupil Premium Strategy** as previously discussed this will be amalgamated with the catch up funding
- **Annual review of the Charges and Remissions Policy** stayed the same
- **Annual review of the School Pay Policy** new LA policy in conjunction with the unions **A governor advised 8.7 and 11.10 had dates missing**
- **Annual review of the Appraisal Policy** still being worked on. **A governor queried why it is only for teachers and should there be a policy around other staff.** The Executive Head Teacher advised there is no capacity or time to do these in a positive way; going forward would need a sustainable system and way of doing it. **Governors discussed reviews and felt all staff are entitled to one as good practice, staff have the opportunity to identify training needs and professional development. This will form part of the vision process and group appraisals may be**

the way forward, small team meetings via zoom are more efficient now. The vision would mean all staff feel valued and listened to.

JM

- Annual review of the School Disciplinary (Capability) policy stayed the same
- Annual review of the Management of Human Resources policy is as recommended by the LA
- Annual review of the Whistleblowing Policy stayed the same
- Annual review of the procedure for Dealing with Allegations of Abuse against Teachers and Staff stayed the same
- Annual review of the School Disciplinary Procedure – Managing Conduct of School Staff new LA policy in conjunction with the unions
- Annual review of the School Disciplinary Procedure – Managing Allegations of School Staff stayed the same
- Annual review of the Complaints Procedure stayed the same
- Annual review of the Rarely Cover Policy stayed the same
- Annual review of the staff handbook updated with new policies
- Annual review of the school dress code changed re covid
- Annual review of the Policy for Staff Working in Teams stayed the same
- Annual review of the Attendance Management in Schools – Employee Guide stayed the same
- Annual review of the Procedure of Placement of Teaching Assistant Students stayed the same

All of the above policies were agreed and passed for ratification at full governors

**Confirmation of date for next meeting**

The governing body

R/27/20

**agreed the following dates for future meeting:-**

spring term – Wednesday 3<sup>rd</sup> February 2021 – 5.30pm

**Determination of confidentiality of business**

It was

R/28/20

**resolved**

that all papers and reports be made available as necessary

***HT appraisal update for appraisal governors***

Already covered and nothing to add

R/29/20

**The meeting closed at 7.00 pm.**

Signed .....(chair) Date.....