

# Kildwick CE Primary School

## *Striving for Excellence and Promoting Christian Values*

### Minutes from the Resources Committee Meeting on 22<sup>nd</sup> May 2017

**Present:**

Tim Whitehead – Headteacher (TW)  
 Molly Barton – Co-opted Governor (MB)  
 Nigel Dickison – Foundation Governor (ND)  
 Michael Richardson – Co-opted Governor (MR)  
 Geraldine Sands – Foundation Governor (GS)

**In attendance:**

Toni Birch – FMS Bursar (TB)  
 Stephen Dale – LA Clerk to Governors (Clerk)

A	Procedural	Action
1	<p><u>Welcome</u></p> <p>1. MB took the chair and opened the meeting at 1915, welcoming all present and thanking them for their attendance.</p>	
2	<p><u>Consideration of absence</u></p> <p>1. There were no absences.</p>	
3	<p><u>To determine whether other urgent business should be considered</u></p> <p>1. There was no other urgent business to consider.</p>	
4	<p><u>Declarations of interests, pecuniary or non-pecuniary.</u></p> <p>1. There were no declarations of interests.</p>	
5	<p><u>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection.</u></p> <p>1. The Staffing Update (item 12) is to be treated as confidential.</p>	
6	<p><u>Approval of the Minutes of 13<sup>th</sup> February 2017 and matters arising not covered elsewhere.</u></p> <p>1. MR proposed and MB seconded that the minutes be approved.                  2. Governors unanimously approved the Minutes                  3. TW noted that a caretaker has now been employed, that the website is "ongoing" and that IT support has improved. E-safety training has been held for staff and an event held for parents – the attendance on this was poor.                  4. A Governor asked if there was any particular issue with e-safety in school. TW replied that none he was aware of but it was very important and that maybe parents did not see it as such "closer to home" – a review of the</p>	

	when not in use, they should be locked away – and not left unattended with the screen unlocked – TW to check and re-iterate the IT Policy	TW
10	<p><u>Premises update</u></p> <ol style="list-style-type: none"> <li>Governors were briefed on works planned to replace windows following the last "Conditions Survey". On-going planned redecoration has been built into the budget to continue over the summer holidays.</li> <li>TW updated Governors on the shelter/pergola and that the school is awaiting information on whether planning permission will have to be applied for.</li> <li>A bid has been submitted to relocate the school office. Meanwhile, the main entrance to school will be relocated, (after half term), to address safeguarding concerns and the free flow of Class 1.</li> <li>Governors discussed the kitchen area (inspection reports had been circulated prior to the meeting). TW updated the meeting on works planned and undertaken as a result of the four visits.</li> <li>Governors noted that the caretaker is now in place.</li> </ol>	
11	<p><u>Health and Safety</u></p> <ol style="list-style-type: none"> <li>TW briefed Governors on recent visits from Dale Barton (NYCC H&amp;S Officer) and that Fire awareness training is to be undertaken on 12<sup>th</sup> June with all staff. The Fire Plan is to be reviewed.</li> </ol>	TW
12	<p><u>Staffing Update</u></p> <ol style="list-style-type: none"> <li>Please also refer to the confidential minutes.</li> <li>TW briefed Governors on the appointment of the NQT for Class 2 and the recruitment of a TA position. Cover is planned to enable professional development of the NQT.</li> </ol>	
13	<p><u>Policy Review</u></p> <ol style="list-style-type: none"> <li>MR proposed and GS seconded that the following Policies were approved – Admissions Policy 2017-18 Appraisal Policy Charging Policy Pay Policy School Uniform Policy Home School Agreement School Voluntary Funds</li> <li>A Governor noted that a reference was made in the Pay Policy to a Pay Committee – Governors agreed that this committee be formed in September.</li> <li>Governors discussed their awareness of and possible contribution to appraisals. TW noted that NYCC run courses on the process – Clerk to check on dates. From this discussion also arose the ability for Governors to access "Smart Solutions" directly. TW to investigate.</li> <li>Governors discussed their possible contribution to class observations and TW agreed that involvement was possible and could be undertaken as a formal "Governor visit" with documented feedback as evidence. TW briefed Governors that the timetable for these is set in September and he can seek agreement that a Governor is present??</li> </ol>	<p>Clerk</p> <p>TW</p> <p>TW</p>
<b>C</b>	<b>Other Business</b>	
14	<p><u>To deal with any matters agreed for consideration under item 3 above</u></p> <ol style="list-style-type: none"> <li>There were no items to consider</li> </ol>	