



Alderman Jacobs Primary School (Academy Trust)

Resources Committee Meeting

Wednesday 21 February 2018

MINUTES

Key:

Governor Questions

School Improvements

Governors Present: Andrew Pattison, Cathy Carlisle (Head), Denise Burt, Jenny Johnson (Chair), Laura Holland, Nicky Baker

In Attendance: Jonty Bell, Joel Combes

1	Welcome and Apologies Jenny Johnson (JJ) welcomed all to the meeting. Joel Combes (JC) and Jonty Bell (JB) were in attendance as new governors. Apologies were accepted from Rod Wynn and Eamonn Dorling.	All to note
2	Minutes of the Previous Meeting (8 November 2018) Agreed as an accurate record. Proposed by Laura Holland (LHo) and seconded by Denise Burt (DB).	All to note
3	Agreed Actions Updated JC updated Governors on a suggestion from the Termly briefing for Governors of health care benefits for employees at a cost of £3.50 per person, per month. JB is a Project Manager for an Occupational Health Company and informed Governors of Employee Assistance Programme (EAP) services as an employee benefit programme. JJ's booking to attend the Taking the Chair for New Chairs training session was cancelled by the Governor Services team.	All to note
4	Declaration of Pecuniary Interests JJ - runs an arts and crafts club at school and is Company Secretary to her father's business. Nicky Baker's (NB) daughter, Ruth Taylor, is a teacher in school.	All to note
5	Policies to ratify The following policies were agreed and adopted:	All to note

	<p>Adult behaviour - proposed by JJ and seconded by NB. Fire Safety & Evacuation - proposed by LHo and seconded by NB. Legionella - proposed by DB and seconded by JB. Swimming Pool NOP & EAP - proposed by JC and seconded by JJ. Whole School Planning - proposed by DB and seconded by JC.</p>	
6	<p>Update from Site Manager Governors appreciated the fuller report and were satisfied with the positive impact that the Handyman role is having. Governors look forward to seeing progression on issues in the report next term.</p>	All to note
7	<p>Staffing Confidential minute.</p>	All to note
	<p>Pre-school update Governors were provided with an update on activities to start up the Pre-school including visits to other settings, site meeting with the LA and the submission of the Fast track application to extend the school's age range to 3 - 11 years. The Finance Committee have agreed to release unallocated funds to cover the start-up costs as included in the Business Plan that was presented to Trust Members in December 2017.</p>	All to note
	<p>GDPR Governors were provided with an update on all tasks that have taken place in school and were assured that school is on the way to compliance. Governors asked to receive an audit report.</p>	All to note
	<p>Catering Tender Process Governors received an update on the process and expressed their support of reviewing the contract to the benefit of parents and school.</p>	All to note
	<p>Governor Training JB attended New Governor Induction Training.</p>	All to note
	<p>Summary of meeting</p> <ul style="list-style-type: none"> • Ratified policies • Pleased with Site Manager report • Good, open discussions • Discussed tender process 	All to note
	<p>Any Other Business There was no other business.</p>	All to note

Signed as a true record: Date:
Jenny Johnson (Chair)