



## Resources and Personnel Committee Minutes 08/11/2017

▶ Excalibur Primary School ▶ Wednesday, November 8, 2017 ▶ 17:00 ▶ Chair: Nikki Ratcliffe ▶ Clerk: Yvonne Hilditch

**FINAL: The minutes are confirmed and locked.**

Governors Attending: >Vicky Alsop, Lise Houldsworth, Sarah Sproston, Rachel Hackney, Petra Wayman-Zwart, Juliet Tomkinson,

Governors Apologies: >Lise Houldsworth,

Non Governors Attending: >Yvonne Hilditch,

Non Governors Apologies: >

### AGENDA ITEM ▶ Apologies for Absence

**MINUTE** Apologies were received and accepted from Lise Houldsworth (childcare commitments).

### AGENDA ITEM ▶ Declaration of Pecuniary Interests

**MINUTE**

1. YH presented a report on the annual pecuniary interest forms completed by staff. Only one members of staff had not completed the forms: 1 teacher. This will be chased and YH will report back in the Spring term meeting.
2. The annual pecuniary interest forms have been completed by all governors on this committee and the declarations on the school website have been updated.
3. No pecuniary interests were declared for this meeting.
4. No other business was proposed.

**ACTION** 1. YH to report on the 1 missing staff pecuniary interest form in Spring term.

### AGENDA ITEM ▶ Review the Minutes from the previous meeting

**MINUTE**

1. The minutes of the meeting of the Strategic Leadership and Management committee on 24th May 2017 were confirmed as a correct record, and had been approved and signed at the Summer term full governor board meeting on 5th July 2017.
2. The minutes of the meeting of the Community committee on 18th January 2017 were confirmed as a correct record, and had been approved and signed at the Summer term full governor board meeting on 5th July 2017.

### AGENDA ITEM ▶ Matters arising from the previous minutes

Matters arising from the Strategic Leadership and Management committee meeting on 24th May 2017 were discussed:

1. An inventory of the IT equipment to be presented to the committee (YH) YH will present to Spring term meeting.
2. The timing of CHESH contract payments once the school has converted (YH) YH had investigated this with Cheshire East Council and been informed that the LMS accounts would be credited with the extra amount charged at conversion and then the Academy would be invoiced for the remaining CHESH charge and it would be payable on a monthly basis.
3. Review of the Spring and Summer HR newsletter (YH). There is no Spring term newsletter but the Summer term newsletter is to be discussed under item 9.
4. School Fund Audit report for 2016/17 to be presented and reviewed (YH). This has now been received and will be presented under item 7.
5. The NGA published 'Behaviours in School' report has questions that need to be asked to school staff (SS). SS is to review these questions with staff in school and will feedback in the Spring term.

**MINUTE** Matters arising from the Community Committee on 18th January 2017 were discussed:

1. Quotes for Chancel Insurance (YH) This will be needed from 1st February 2017 and RH offered able to help with this. (YH)
2. Accessibility plan to be updated and presented to the committee (YH) This will be presented under item 14.
3. The setting up of a parent council, This is to be pursued and reported on at Spring term meeting. (PWZ)
4. Missing information from edubase to be passed to the Chair of Governors (YH). This was passed to VA and the information has now been included and the one uncompleted DBS check has been chased by LH and VA. Confirmation of the completion of this DBS check will be fed to the spring term meeting (YH)
5. To identify the areas where training of kitchen staff is required: Level 2 food safety Manual Handling and Allergen awareness (YH). The staff are contract staff and are employed by Cheshire East Catering. This will be reviewed for the Spring term meeting

An inventory of the IT equipment to be presented to the committee (YH)  
The NGA published 'Behaviours in School' report has questions that need to be asked to school staff (SS)

**ACTION** Quotes for Chancel Insurance (YH)  
The setting up of a parent council (PWZ)  
One missing governor DBS check to be fed back to governors (YH)  
To identify the areas where training of kitchen staff is required: Level 2 food safety, Manual Handling and Allergen awareness (YH)

### AGENDA ITEM ▶ Appointment of a clerk

**MINUTE** The committee discussed the potential clerks for the committee and Yvonne Hilditch agreed that she would do this for 2017/18.

**DECISION** It was agreed that the clerk for the committee will be YH for 2017/18

### AGENDA ITEM ▶ Terms of Reference

**MINUTE** YH presented the terms of reference for the committee that were agreed at the full board meeting on 5th July 2017.

**DECISION** The Terms of reference for 2017/18 were agreed and approved.

### AGENDA ITEM ▶ School Finances

**MINUTE** 1. The School Fund Audit report for 2016/17, completed by Cheshire East Council finance department on 10th May 2017, was presented by YH and discussed. The report was positive except for the following findings and YH explained how these would be resolved in the future:

- a. Income intended for the delegated budget should be paid to Cheshire East - At the moment only cheques made payable to Cheshire East Borough Council can be paid directly into the delegated budget and as most contracts eg sickness insurance are with the school the cheques are made payable to the school. Also it is not possible to transfer monies directly into the Cheshire East Bank account and therefore the rent is transferred by Direct Debit straight into the School fund bank account. After academisation all parentmail income will go straight into the delegated budget bank account. After the schools conversion to an Academy cheques made payable to Excalibur Primary School will be able to be paid straight into the delegated budget. YH confirmed that all money that should be paid into the LMS budget is transferred into this account on a termly basis.
- b. Any income received before the year end of the financial year should be paid to Cheshire East in that year. YH explained that this will be resolved by the above banking but also confirmed that a cheque was raised from the School Fund Account to Cheshire East before the year end on 20th March 2017 but because banking is only completed every 2 weeks it was not banked into the LMS account until April 2017.
- c. The high balance at the year end was discussed at Strategic Leadership and Management committee it was unclear what the funds would be used for. YH stated that in the minutes of the meeting dated 15th February 2017 it stated that the balance was £13,508 and this was made up of £6,349 in the holding account and £8,075 being held for Friends of Excalibur. In the future we need to discuss how Friends of Excalibur will be using their money.
- d. The bank statement should be reconciled on a calendar month basis starting from the start of the month on the 1st. The reason that the bank was reconciled to 3rd of every month was that this was the date that the bank statement went to. YH is now downloading the bank statement from 1st to 31st of the month and reconciling to this statement.
2. The school's data deadline dates have been met since 24th May 2017.
- a. YH confirmed that the agreed budget for 2017/18 and three year forecast was sent to Cheshire East Council by the deadline date of 15th July 2017.
- b. YH presented documentation on the school's Autumn Term census. This was due on 12th October 2017 and was reviewed by the head teacher and signed as reviewed on 9th October 2017 and was uploaded onto the Collect portal on 10th October 2017. There were no other deadlines.
- 3 The review of the latest LMS budget, 3 year forecast and actuals to 31st October 2017. YH presented the detailed and summary report to October 2017.
- a. The figures for 2017/18 show a loss for the year of £13,811 and a carry forward of £51,656, the figures for 2018/19 show a loss for the year of £76,771 and a deficit carried forward of £25,115 and the figures for 2019/20 show a loss for the year of £108,570 with a deficit carried forward of £133,685. Included in the figures for 2018/19 and 2019/20 are £20,000 reductions in funding for the new funding formula which to date has not been agreed. Also included in 2018/19 and 2019/20 is the full cost of a teacher on a temporary contract to 31st August 2018. The funding for future years is uncertain at this time due to the conversion to an Academy in February 2018 and the new funding formula.
- b. YH indicated that the pupil numbers for 2018 (209) and 2019 (210) are estimates and changes to these could affect the income allocated to the school. They are based on no children leaving and 30 children joining in September 2018 and September 2019 which looks likely from the applications on the admission module to date, we have 27 1st preferences.
- c. YH indicated that the pupil premium and pupil premium plus numbers and funding are based on the current children leaving and do not account for new children joining or parents registering for free school meals. Pupil Premium pupils reduce to 16 in 2018 and 11 in 2019 reducing funding respectively to £24,920 and then £16,420. Pupil Premium plus remains at 2 in 2018 and reduces to 1 in 2019 reducing funding in 2019 from £3,800 to £1,900.
- d. YH presented the staffing numbers and teaching staff of 9.41 FTE remains the same throughout the forecast as with all other staff except for Special Needs support which reduces from 65 hours to 33 hours as the welfare assistant contract is temporary to 31st December 2017.
- e. YH presented the DF Capital £9,982 was brought forward from 2016/17 with new funding this year of £6,363. The school has spent £9,967 on the new servers purchased over the Summer 2017 and has £6,378 to carry forward to 2018/19. The school has not planned to spend this carry forward or future years funding as it may be needed to support future academy capital bids.
- f. The actual profit for the year so far is £363,214 with commitments of £21,251 so a profit of £341,963.
4. YH presented the virements from the Summer term budget to the Autumn term budget:
- a. £22,606 increase in income which includes; a £3,640 increase in expected Pupil Premium monies due to school not budgeting for pupil premium plus, a £2,000 increase in government grants for monies received from Stoke on Trent Council for pupil premium monies of cared for children, a £8,396 increase in insurance income for monies received for 3 teaching assistants off sick in the Summer term, a £1,040 increase in donations income for monies received for the Friends of Excalibur donation towards the artist in school not budgeted for, a £5,812 increase in sale of meals income from new estimate based on 2016/17 in June 2017. and a £680 increase in sale of food and drink income from new estimate based on 2016/17 in June 2017.
- b. £7,725 increase in salaries and employee expenses which includes, a £2,290 decrease in teachers salaries from changes in actual pension change to what was budgeted, a £5,085 saving due to the welfare assistant leaving on 5th May 2017 and being budgeted to 31st August 2017, a £14,000 increase in SEN due to one to one teaching assistant.
- c. £11,939 decrease in premises costs which includes; a £10,000 decrease as the school contribution to the boiler was taken from last year LMS budget and was budgeted in this, a £1,165 decrease in electricity charges due to new estimate based on 2016/17 in June 2017 and a £1,000 decrease in water and sewerage charges due to new estimate based on 2016/17 in June 2017.
- d. £7,609 increase in supplies and services which includes; £877 increase in general equipment for a new vacuum and CCTV unit, a £600 decrease due to the whole curriculum furniture budget not being needed, a £1,607 decrease in the text book budget as money was needed to pay for the library service to September 2017, a £2,110 increase to the school meal contract due to new profile based on 2016/17 figures, a £1,090 increase in school partnership agreements due to the library service to September 2017 not being budgeted for, a £600 increase in computer equipment vired from furniture, a £500 increase to computer software for remote access and a £2,317 increase in visiting lecturer fees for the artist and other actual payments.
5. The school fund accounts to 31st October 2017 were presented by YH and discussed. The school fund had a balance of £14,326.41 with petty cash of £15.26. This is made up of a balance of £8,942.48 held in the holding account that is due to the LMS accounts for to other outside agencies and £5,294.13 which includes a balance of £6,584 for Friends of Excalibur.
6. No funds are contained in the school funds accounts that are not due out and no decision needs to be made on the spending of this monies.
7. The Friends of Excalibur Accounts show a balance of £6,634.02, £6,584.02 being held in the school fund account and £50 in a Building Society account.
8. Friends of Excalibur are committed to paying for the Life Education Van at £935, the children's theatre visits in December and the rest will contribute towards the school's new trim trail that will cost about £5,000.

1. It was agreed that all findings in the School Fund Audit for 31/3/2017 had been discussed and resolved.
2. It was agreed that all financial deadlines in school since 24th May 2017 had been met
3. The new Autumn budget and 3 year forecast was agreed and approved.
4. The virements in the budget were agreed and approved.

**DECISION****AGENDA ITEM****► School Financial Value Standard (SFVS)****MINUTE**

1. The SFVS Assessment results from Cheshire East Council dated 28th September 2017 were that the review gave 'Good Assurance' but the following should be noted 'Evidence should be improved with better referencing but in general thorough. Comments are in depth and show a good financial process in the school'.
2. The SFVS audit for 2017/18 was discussed and needs to be completed before the Full Governing Board meeting in December in order that it can be agreed at this meeting and sent to Cheshire East Finance by 31st December 2017 deadline.
3. The Best Value Statement for 2017/18 was presented and discussed.
4. The Financial Limits and Responsibilities Matrix for 2017/18 was presented and discussed. The only change was that the school now had changed limit on quotes from £10,000 to £5,000 to match Cheshire East's new Manual of Internal Procedures.
5. The School Decision Planner for 2017/18 was presented and discussed.
6. Quotes and tenders below £10,000. The school had not received any quotes and tenders below £10,000 since 24th May 2017.
7. Quote between £10,000 and £50,000. The new photocopier lease was discussed. The quotes had been presented at the last Strategic Leadership and Management committee meeting on 24th May 2017 and it was agreed that the school should go with the cheapest, Canda Copying, at £5,660 per annum for a 3 year contract, £16,980 contract YH update the committee and the school had received approval by Cheshire East Council to move forward with the operating lease on 30th October 2017. YH had signed the leasing documents on behalf of the school on 30th October 2017 and returned these to Canda Copying. There have been no further tenders and quotes received by the school and no purchases had been made between £10,000 and £50,000 since 24th May 2017.
8. The school's contract listing was presented to the committee. This had been updated for all new and renewed contracts since 24th May 2017. The listing is split into general school contracts, including all building compliance contracts, school insurances, IT contracts and Licences.

9. The Benchmarking data for 2016/17 was not available.
10. Best Value achieved since 24th May 2017 was presented by YH. The school had received free football kits, through an application by the PE Co-ordinator, worth £250, the school purchased new guided reading and class books through scholastic and made a saving of £210, the new school anti-virus software was bought on a 3 year deal saving £90 on a £430 purchase and the school's summer order on 21st July had a saving of £1,478 on a purchase of £8,000.
11. Review any other audit documents received since 24th May 2017. No other documents have been received to review.

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| <b>ACTION</b>      | <ol style="list-style-type: none"> <li>1. The governors that complete the SFVS in November 22017 need to ensure improved referencing in the evidence column.</li> <li>2. The SFVS audit team were to meet and complete the SFVS audit on 24th November 2017.</li> <li>3. The Best Value Statement 2017/18 to be taken to the Full Governing Board meeting on 6th December 2017 (YH)</li> <li>4. The Financial Limits and Responsibilities Matrix 2017/18 to be taken to the Full Governing Board meeting on 6th December 2017 (YH)</li> <li>5. The School Decision Planner 2017/18 to be taken to the Full Governing Board meeting on 6th December 2017 (YH)</li> <li>9. The Benchmarking Data for 2016/17 to be taken to the spring term committee meeting (YH)</li> </ol>  |
| <b>DECISION</b>    | <ol style="list-style-type: none"> <li>1. It was agreed that the result was good.</li> <li>2. The governors to complete the SFVS are Vicky Alsop, Nikki Ratcliffe and Sarah Sproston as they have all been SFVS trained.</li> <li>3. The Best Value Statement 2017/18 was agreed and approved by the committee to be taken to the full governing board.</li> <li>4. The Financial Limits and Responsibilities Matrix 2017/18 was agreed and approved by the committee to be taken to the full governing board.</li> <li>5. The School Decision Planner 2017/18 was agreed and approved by the committee to be taken to the full governing board.</li> </ol>  |
| <b>AGENDA ITEM</b> | <p>▶ <b>Human Resources</b></p> <ol style="list-style-type: none"> <li>1 - 3. Are in the Part 2 minutes</li> <li>4. There has been no exit interviews since 24th May 2017</li> <li>5. There are no planned leavers and therefore no need to plan any exit interviews.</li> <li>6. a. Summer term HR newsletter was presented by YH. This includes an article on the recruitment of new staff and the checks that have to be completed. YH has completed an audit review of this documentation to be presented under item 9.8. Guidance on social media for staff, it includes a social media policy and the items within this are included in the staff handbook and the school's social media policy. A new model dismissal policy and procedure have been created which will be reviewed by the school and presented at the Spring term meeting. There is also information on leavers and the apprenticeship levy that do not apply to the school.</li> <li>b. Autumn term HR Newsletter is not available to review.</li> <li>c. The Safer Recruitment newsletter for May 2017 was reviewed. This includes an article on the recruitment of new staff and the checks that have to be completed. YH has completed an audit review of this documentation to be presented under item 9.8. It also includes information on Safer Recruitment training. 7. 7. Review of 7. Is in Part 2</li> <li>8. Review of HR audit checks and reviews. <ol style="list-style-type: none"> <li>a. YH presented a report on the pre-employment checks to be completed on all school employees. She had annotated the checklist with the checks completed and where the evidence of the checks were kept whether it be on the school's Single Central Record (SCR) or on the individual's personnel file. It showed that all the checks necessary were being completed in school.</li> <li>b. YH presented a letter from NASUWT (The Teacher's Union North West Region). It was to confirm the pay increment percentage that they were expecting schools to give to their teachers this year and that Cheshire East have not given a firm recommendation in line with this. YH confirmed that the teachers pay policy agreed in September 2017 did give percentage increases as recommended by the NASUWT.</li> </ol> </li> </ol>  |
| <b>MINUTE</b>      |  |
| <b>ACTION</b>      | <ol style="list-style-type: none"> <li>6.a. A new model dismissal policy and procedure have been created by CEC which will be reviewed by the school and presented at the Spring term meeting (YH)</li> <li>6.b. The Autumn HR Newsletter will be presented to the Spring Term meeting (YH)</li> </ol>   |
| <b>DECISION</b>    | <ol style="list-style-type: none"> <li>2. It was agreed and approved that the governors could not make a Recruitment and Retention payment through the school in recognition of her performance as this could not be paid to Head Teachers (27.1 to 27.3 Teachers Pay and Conditions).</li> </ol>  |
| <b>AGENDA ITEM</b> | <p>▶ <b>Health and Safety</b></p> <ol style="list-style-type: none"> <li>1. Review the Health and Safety audits and checks completed since 18th January 2017. <ol style="list-style-type: none"> <li>a. The annual Health and Safety Review took place on 4th July 2017 with Sue Pullan, ChESS Health and Safety Adviser with Yvonne Hilditch and Dave Pickin, the school's site manager. YH presented the report from the review to the committee and its findings: <ul style="list-style-type: none"> <li>- It is advised that the head teacher attend a 1 day health and safety training course "Leading Safety" as this is aimed at the responsible person in charge of the school. YH said that LH would attend this training once the work towards academisation had finished.</li> <li>- Termly safety tours should take place between the Health and Safety Governor, the school business manager and the site manager. It was agreed with VA that these would start in the Spring term and would take place just before the committee meeting on 7th February 2018 at 4.00pm.</li> <li>- The school is to contact Chespack and ask them to send the appropriate risk assessments for each cleaning product used on site with the new hazard pictograms on. YH advised the governors that the school did have a COSHH record for all cleaning products and other products used in school and this was kept up to date by the site manager but new ones were necessary with the new pictograms on. The site manager is contacting Chespack and getting all of the new risk assessments in place.</li> <li>- A Fire Risk Assessment completed by an external company is advised every three years. The school's external fire risk assessment was completed on 5th July 2017 and its findings have been reviewed on 16th July 2017, 18th October 2017 and actioned by the school. Some of the findings will be part of a CIF bid as they are expensive, this includes fire doors on storerooms in the hall, refurbishment/replacement of the steps from the mobile classroom and extra internal and external fire exit lighting.</li> </ul> </li> <li>b. The school had a Hygiene audit on 14th September 2017. The findings were; an improvement in cleaning around the bases of the taps and around the plug holes, redecoration of an area in the staff toilets and the tightening of a loose tap. All the work has been completed by the site manager and the site manager has spoken to the cleaner about the cleaning at the base of the taps and plug holes. It was also noted that the school kitchen got the top 5 grading for the second year running.</li> <li>c. The school had a Cheshire East catering quality audit on 7th July 2017. The findings were that the kitchen was very clean, tidy and well organised and that the team work well together making the kitchen outstanding.</li> </ol> </li> <li>2. The school's Risk listing was presented to the committee. It includes all risks identified in both internal and external risk assessments and the actions taken by the school.</li> </ol> |
| <b>MINUTE</b>      |  |
| <b>ACTION</b>      | <ol style="list-style-type: none"> <li>1.a. Attendance at leading safety training (LH)</li> <li>1.a. VA, YH and DP are to attend termly safety tours of the school grounds from the spring term.</li> </ol>  |
| <b>AGENDA ITEM</b> | <p>▶ <b>Academy Conversion</b></p>   |
| <b>MINUTE</b>      | <p>JT updated the committee on the actions taken by the school towards academisation. This term there had been the TUPE meeting with the headteacher and chair of governors of the school together with a representative from Cheshire East Human Resources department and any trade union representatives. The meeting went well and everyone was happy with the academisation moving forward. There has also been an informal meeting of the Chancery Trust's Members and Directors at Pikemere School. The two headteachers lead the meeting which was a chance for the people to get together and get to know each other. The Chancery trust is now set up with companies house with a company number and all the members and directors are registered at companies house. The business managers at the school's have been investigating accountancy packages and accountancy firms and their finding will be presented to the Chairs of governors for approval to move forward with these MAT contracts.</p>  |
| <b>AGENDA ITEM</b> | <p>▶ <b>Attendance</b></p>   |
| <b>MINUTE</b>      | <ol style="list-style-type: none"> <li>1. There have been no changes to the attendance procedures in 2017/18.</li> <li>2. The attendance figures for 2016/17 were presented to the committee. The attendance for the year was 96.59%, the target was 96.5%. These figures did include two pupils whose attendance was very low. Both parents were constantly contacted by the school about their child's attendance and one parent was fined by the school for his low attendance. Both children have since left the school.</li> <li>3. The attendance figures to date for 2017/18 is 97.84%.</li> <li>4. There have been no attendance audits by Cheshire East Council since 4th January 2017.</li> </ol>  |

**AGENDA ITEM** ▶ **The Director of Children's Services Report**

YH presented the report informing the governors of the following items of importance for this committee:

1. Item 1 - School Governance and Liaison

- a. The School Governance (Constitution and Federations) (England) (Amendment) 2017 means that from September 2017 governing boards can remove elected parent and staff governors. If removed they are disqualified from serving as a school governor for 5 years. There should be a fair and clear process and they should be able to hear the complaint against them and have the right to appeal and the code of conduct signed annually has an important part to play. The school needs to update its code of conduct to be in line with the NGA and get these signed (YH)
- b. Exclusions. There is an update to the guidance from September 2017. There is a list of key notes for governors on exclusions. Exclusion training at CEC has been updated for this and is offered on a termly basis. No governors have attended this recently.
- c. The new Academies Financial Handbook from 1st September 2017. This has been downloaded by the School Business Manager and Headteacher and there are key points for governors
- d. Cheshire East model complaints policy has been updated so that it is in line with Section 29 of the Education Act 2002. This will be reviewed by the school and the new policy will be presented at the Spring term meeting
- e. GovernorHub has been launched for school in the Autumn term.
- f. There is a new 'School Leaders and the Governing Board: What do we expect?' This is broken down into 4 key areas, the roles of governance and management, developing and supporting the governing board, effective ways of working, and understanding the organisational and engaging stakeholders
- g. The Chairs Handbook has been sent to VA and the Welcome to Governance books have been given to PWZ and RH.
- h. The Inspiring Governance Service is now fully operational and is a matchmaking service connecting the skills of volunteers and roles within school.
- i. Changes to the Ofsted framework will be announced by October 2017.

**MINUTE**

2. Item 2 - Emergency Planning, Compliance and Critical Incident Briefing for Schools and Academies - This was on Wednesday 4th October 2017 at Crewe Alexander but the school staff were unable to attend as it was the SIP day. SBM and LH have downloaded documentation and will update future training in this area in order to update the school's Critical Incident policy and create a Lockdown Policy ready for the Spring term meeting.
3. Item 7 - Model Pay Policy for Teaching Staff September 2017 - This was used to update the school's policy in September 2017 and was passed by the governing body by email so that uplifts could be made to staff salaries before December.
4. Item 8 - Newly Qualified Teachers - We do not have any NQT's this year.
5. Item 13 - Strategic School Improvement Fund (SSIF) and Regional Arrangements - This is the access to funding for school improvement for maintained schools. The Headteacher and School Business Manager are to meet with other staff from the MAT to put together 2 bids around the school's condition survey and fire risk assessment to put in as CIF bids that they can complete as an academy.
6. Item 14 - Involving Children and Young People in Safeguarding - This is about involving children in safeguarding and lists activities that could be undertaken.
7. Item 16 - Safeguarding Children in Educational Settings - Safeguarding information has been sent to schools;
  - a. The annual refresher training has been completed by the school staff on 18th September 2017.
  - b. The Model Child Protection and Safeguarding Policy have been received by the school and the changes in purple are being made. It will be presented to the Full board meeting on 6th December 2017.
  - c. Operation encompass - this is active in the school, the parents and staff have been informed.
  - d. Transfer of safeguarding records, these have all been transferred where pupils have moved schools with the appropriate paperwork completed.
  - e. CEOP online safeguarding resources which is a link for parents and included on the school webpages.
8. Item 17 - Local Children's Safeguarding Board - The work of the LCSB was noted by the committee.
9. Item 19 - General Data Protection Regulations - The changes to the legislation were noted by the governors. YH explained that she would be the designated data protection officer for the school and that she would be attending training on 22nd January 2017. The headteacher would also be attending half a day's training on 16th January 2017. This will ensure that the school is in line with the new regulations by the deadline date of 25th May 2018.

**ACTION**

1. Item 1-1. Update the governors code of conduct to be in line with the NGA and get these signed (YH)
1. Item 1-2. Update the school's Complaints policy in line with CEC's new model policy (YH)
2. Item 2 SBM and LH have downloaded documentation and will update future training in this area in order to update the school's Critical Incident policy and create a Lockdown Policy ready for the Spring term meeting (YH)
- 7.b. Item 16 - The Model Child Protection and Safeguarding Policy to be presented to the full board on 6th December 2017.

**AGENDA ITEM** ▶ **Policies**

1. The policy listing for the committee was reviewed. The Critical Incident policy is due for review but is to be completed for the spring term together with the shutdown policy. The Data Protection policy and Freedom of Information policies are due for review but with the changes due to the new regulations they would be completed after the training has been completed and presented to the spring term meeting. The Equality plan is due for review but is no longer required and part of the Accessibility plan.
2. The following policies were presented to the committee:

**MINUTE**

- Accessibility Plan
- Premises Management Policy
- Fire Procedure
- Governor Visits and Protocol Policy
- Teachers Appraisal Policy
- Equal Opportunities and Accessibility Policy
- Manual of Internal Financial Procedures

**ACTION**

1. It was agreed that the Equality plan be removed from the school's list of policies.
2. It was agreed that all these policies be approved and that they be taken to the Full governing board meeting on 6th December 2017

**AGENDA ITEM** ▶ **Safeguarding****MINUTE**

There were no safeguarding issues for this committee.

**AGENDA ITEM** ▶ **Training****MINUTE**

There were no training issues discussed.

**AGENDA ITEM** ▶ **Any other business****MINUTE**

No other business

**Governor Agreed Actions set during this meeting: 0**

Resources and Personnel Committee - Autumn Term Meeting 2017/18 - Part  
1 dated: 08/11/2017

Minutes approved by Yvonne Hilditch