



Yvonne Hilditch Excalibur Primary School [78] 27 April 2018

Resources and Personnel Committee Minutes 07/02/2018

► Excalibur Primary School ► Wednesday, February 7, 2018 ► 17:00 ► Chair: Nikki Ratcliffe ► Clerk: Yvonne Hilditch

FINAL: The minutes are confirmed and locked.

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

Governors Apologies: >David Townson,

Non Governors Attending: >Yvonne Hilditch,

Non Governors Apologies: >

Agenda Item 1 ► Apologies for Absence

MINUTE Apologies were received and accepted from David Townson (work commitments).

Agenda Item 2 ► Declaration of Pecuniary Interests

MINUTE 1.YH presented a report on the annual pecuniary interest forms completed by staff. All staff had now returned their form and the report was signed by the headteacher 3.No pecuniary interests were declared for this meeting. 4.LH proposed a discussion on available governor 'Emotionally Healthy Schools Training' for any other business and this was agreed.

Agenda Item 3 ► Review the Minutes from the previous meeting

MINUTE 1.The minutes of the meeting of the committee on 8th November 2017 were confirmed as a correct record, and had been approved and signed at the Autumn term full governor board meeting on 6th December 2017.

Agenda Item 4 ► Matters arising from the previous minutes

MINUTE Matters arising from the committee meeting on 8th November 2017 were discussed: 1.Report on the missing staff annual pecuniary interest form for 2017/18 (YH) - The pecuniary interest form was presented to governors under item 2 and all forms had now been received. 2.Inventory of ICT equipment to be presented to the committee (YH) - YH will present to Summer term meeting. 3.NGA published 'Behaviours in School' which includes questions that need to be asked of the school (SS) - SS stated that this would be discussed in the governor's strategic planning meeting on 28th February 2018 together with the whole document that this is from 'Knowing your school'. 4.Obtain quotes for Chancel Insurance (YH) - YH stated that this is part of the package of insurance policies that the MAT will receive the Education Funding Agency from 1/4/2018. The only liabilities that this does not cover is staff absence - the Multi Academy trust are using SAS, foreign travel - the school uses Zurich Insurance, LGPS early ill health - the school business manager at Pikemere is sourcing for the MAT and Employee legal costs over £250,000 - the AT is considering AIG for this. 5.Identify areas where training for kitchen staff is required and feedback in the Autumn term (YH) - YH stated that the Cheshire East Employee who was not adequately trained was leaving in June 2018 and has assurance from Cheshire East Catering that the new member of staff will be trained. 6.The governors that complete the SFVS in November 2017 need to ensure improved referencing in the evidence column (YH) - NR this had been completed with adequate referencing. 7.The SFVS audit team were to meet and complete the SFVS audit on 24th November 2017 so feedback to committee needed (YH) - VA stated feedback on the SFVS audit findings were presented to the full governing board meeting on 6th December 2017 and all issues resolved. 8.The Best Value Statement 2017/18 to be taken to the Full Governing Board meeting on 6th December 2017 (YH) - YH stated this was taken and approved by the full board meeting on 5th December 2017. 9.The Financial Limits and Responsibilities Matrix 2017/18 to be taken to the Full Governing Board meeting on 6th December 2017 (YH) - YH stated this was taken and approved by the full board meeting on 5th December 2017. 10.The School Decision Planner 2017/18 to be taken to the Full Governing Board meeting on 6th December 2017 (YH) - YH stated this was taken and approved by the full board meeting on 6th December 2017. 11.The Benchmarking Data for 2016/17 to be taken to the spring term committee meeting (YH) - YH This has still not been released by the website and would be taken to the Summer term meeting 12.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) - YH had investigated this on the HR intranet site and it was not a policy just a procedure that has been downloaded and adapted for use in the school but did not need to be brought to governors to approve. 13.The Autumn HR Newsletter will be presented to the Spring Term meeting (YH) - YH had looked on the HR intranet website and a Autumn newsletter was published the most recent newsletter was published in January 2018 and is to be presented under item 7 of this meeting. 14.Attendance at leading safety training (LH) LH is to attend later in the Spring term. 15.VA, YH and DP are to attend termly safety tours of the school grounds from the spring term.(YH) YH This was completed before the meeting and fed back under item 8 of this meeting. 16.Update the governors code of conduct to be in line with the NGA and get these signed (YH) YH presented the new NGA code of practice to the committee. 17.Update the school's Complaints policy in line with CEC's new model policy (YH) YH stated that the new policy is still not available on the Cheshire East website 18.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) YH stated that the new Lockdown policy and procedure had been produced and would be presented under item 12 of this committee. The Critical Incident policy was in the process of being created and would be ready to be presented at the full board meeting on 28th March 2018. 19.The Model Child Protection and Safeguarding Policy to be presented to the full board on 6th December 2017.(YH) - YH stated this was taken and approved by the full board meeting on 5th December 2017. 20.It was agreed that the Equality plan be removed from the school's list of policies(YH) - YH stated that the policy had been removed for the policy listing 21. It was agreed that all these policies be approved and that they be taken to the Full governing board meeting on 6th December 2017 (YH) - YH stated this was taken and approved by the full board meeting on 5th December 2017.

ACTION 2.Inventory of ICT equipment to be presented to the committee in the Summer term (YH)

11.The Benchmarking Data for 2016/17 to be taken to the Summer term committee meeting (YH)

16. The updated governor's Code of Practice to be taken to the full governing board for approval on 28th March 2018 (YH)

18. The Critical Incident policy is to be completed and presented at the full governing board meeting on 28th March 2018 (YH)

DECISION 4. It was agreed by the committee that there was adequate insurance cover for both the school and the Multi Academy Trust moving forward from 1st April 2018.

16. The updated governor's Code of Practice was agreed by this committee.

CHALLENGE 2. When will the inventory of the ICT equipment be ready? YH - It is being prepared ready for conversion so will be done by 1/4/2018. The school still holds an up to date photographic asset register if needed for insurance claims.

3. Does the staff governor (JT) attend the governor's strategic planning meeting? (VA) I think it is best that the meeting is held without staff so that the governors can decide their own development plan which can then aligned into the school's development plan.

Agenda Item 5 ► School Finances

MINUTE 1.YH gave details of the school's data deadline dates that have been met since 8th November 2017 a. The SFVS return for 2017/18 was sent to the Cheshire East finance department on 22nd December 2017 with a deadline date of 31st December 2017. b. YH presented documentation on the school's Spring Term census. This was due on 25th January 2018 and was reviewed by the head teacher and signed as reviewed on 25th November 2018 and was uploaded onto the collect portal on 25th January 2018. There were no other data deadlines. 2.Review and approve the LMS actuals, latest forecast and 3 year forecast to 31st December 2017. YH presented the school's finance report to 31st December 2017. a. Item 2 of the finance report shows the actual year to date surplus is £221,891 to 31st December 2017 this is due to the funding formula for the whole year is coded to the income and expenditure account at the start of the year. b. Item 2 of the finance report shows the current forecast for 2017/18 show a forecast surplus for the year of £8,790 and therefore a carry forward to 2018/19 of £74,259, this is a £22,610 increase to the year's

forecast from the Autumn term . Item 2 also shows the breakdown of the change in this forecast from the Autumn term. c. Item 4 of the finance report shows the forecast for 2018/19 with an excess of expenditure over income in the year of £54,759 but a surplus carried forward of £19,498. The forecast for 2019/20 with an excess of expenditure over income in the year of £83,667 and a deficit carried forward of £64,170. It was noted that included in 2018/19 and 2019/20 forecasts is the full cost of a teacher on a temporary contract to 31st August 2018 and that the funding for future years is uncertain at this time due to the conversion to an Academy on 1st April 2018. Also included in both years forecast is a £20,000 reduction in forecast funding level for the new funding formula. d. 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 43 1st preferences for September 2018. e. 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. f. 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 54 hours to 33 hours as the welfare assistant contract is temporary to 31st March 2018. g. 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. 3. Review and approve the budget virements since Autumn 2017. YH presented Item 3 of the school's Finance Report that shows virements for approval. a. The listing showed 17 budget lines that had virements under £1,000 that had been approved by the School Business manager as per the financial limits matrix. Each virement had an explanation of why the change to the forecast had been made. b. The listing showed 15 budget lines that had virements over £1,000 but below £10,000 that had been approved by the Head Teacher as per the financial limits matrix. The income forecast changes and the amounts were; pupil premium £2,300 decrease, donations £5,116 increase, Reimbursement £9,915 increase, sale of meals £5,812 decrease. The expenditure forecast changes and the amounts were; teaching salaries £3,211 increase, support staff salaries £1,072 increase, special needs teaching assistants £1,702 increase, tenants maintenance £3,000 decrease, furniture curriculum £1,900 decrease, educational materials £2,000 decrease, printing and reprographics £1,900 decrease, pupils social and leisure £1,698 decrease and educational visits £3,000 increase. Each virement had an explanation of why the change to the forecast had been made. c. The listing showed 5 budget lines that had virements over £10,000 but below £50,000 that required approval of this committee as per the financial limits matrix. Each virement had an explanation of why the change to the forecast had been made and were discussed by the committee. These virements were; a £25,000 increase to other grants for the conversion grant brought into the LMS accounts to match with the conversion expenditure, a £12,500 increase in other income for sports premium income that has been brought into the LMS budget to match teaching costs expenditure, a £13,551 decrease in sickness insurance premium as this is to be incurred by the Chancery Multi Academy Trust from 1/4/2018, a £17,300 increase in hired and contracted services due to the conversion costs to incurred in the LMS accounts for conversion lawyers, land transfer costs and actuarial valuation and a £23,274 increase in computer software for the multi academy trust costs of the new financial package. These virements were discussed by the committee. 4. Review the school fund accounts to 31st January 2018. YH presented the accounts and they were discussed. The school fund had a balance of £26,982.31 with petty cash of £15.26. This is made up of a balance of £19,787.11 held in the holding account that is due to the LMS accounts for to other outside agencies and £7,195.20 which includes a balance of £6,242.54 for Friends of Excalibur. 5. Discuss the excess balance of the school fund account and how this will be used by the school. As the £19,787 did not belong to the school then the governors agreed that no decision needs to be made on the spending of this money. The £6,243 belonged to Friends of Excalibur and the governors could not decide how this money was to be spent. £952 in the school fund belonged to the school and it was discussed how this money was to be spent 6. Review the Friends of Excalibur accounts to 31st January 2018. The Friends of Excalibur Accounts had a balance of £6,292, £6,242. being held in the school fund account and £50 in a Building Society account. 7. Discuss the excess balance of the Friends of Excalibur account and how this will be used by the school. The governors were informed that FOE had made the decision to fund a trim trail for the children on the school field. 8. Present any external work that staff have completed in the Autumn term, if that has been invoiced and how accounted for. The headteacher had completed 2 School Improvement Partner visits to other schools in the Autumn term. This work had been invoiced by the school as was credited to the LMS budget. The deputy head had completed some initial moderation meetings with the local authority. This work would be invoiced once the moderation was completed and credited to the school accounts. 9. Present for approval any external work that is to be completed in the spring and summer term and where the income is to be recorded. The headteacher was planning to complete two School Improvement Partner visits in the Spring term together with an extra half day to one of these schools. The work would be invoiced through the school's new accounting system and credited as income to the school. The deputy head would be involved in the local authorities writing moderation in the spring and summer term. This work would be invoiced by the school's new accounting system and credited as income to the school.

1 It was agreed that all financial deadlines in school since 8th November 2017 had been met

3. c. The 5 budget line virements over £10,000 and below £50,000 were agreed and approved by the committee.

DECISION 5. The governors agreed that the £952 held in the school fund that belonged to the school should be spent on any incidental school costs not covered in the LMS budget.

9. The governors agreed and approved the SIP work to be completed by the headteacher in the Spring term and moderation work to be completed by the deputy head in the spring and summer term.

CHALLENGE 7. Who decided to use the Friends of Excalibur monies to fund a trim trail - LH it was agreed by the pupils in the school council meetings and the friends of Excalibur committee. The PE bronze ambassadors in year were asked about the design of the elements within the trim trail.

Agenda Item 6 ► School Financial Value Standard (SFVS)

1. Review the Cheshire East report on the SFVS audit programme 2017/18. This was not available at the meeting and would be discussed in the Summer term meeting. 2. Receive information on any tenders and quotes below £10,000 since 8th November 2017. There were no quotes received by the school for work below £10,000. 3. Review and approve any quotes between £10,000 and £50,000. YH presented item 3.2 in the finance report, invoices and orders requiring approval. The school had no items over £10,000 that required the approval of the committee or the full board but YH wanted to bring the governors attention to two Multi Academy Trust purchases that had been made and that had been authorised by the MAT's CEO. The school had contracted with Jeff Marshall as legal advisor on the conversion and this had a cost of £11,000 which was being paid by the conversion grant and also the MAT had contracted with PS Financials for the MAT's financial package at a cost of £28,300. The school business managers had met with a number of accountancy package providers and three presented to the school business managers and headteachers in December 2017. A five year costs schedule was produced based on quotes received and the decision was made to contract with PS Financials. YH also informed the committee that a quote was in the process of being finalised for the MAT's staff sickness cover with SAS whose quote was lower than the previous years premiums for both schools with a lot more benefits available to school staff. 4. Review the School Contract Listing for 2017/18. YH presented the contract listing to the committee. 5. Review the Benchmarking data for 2016/17. The benchmarking data for 2017/18 was not yet available and would be presented in the Summer term meeting. 6. Discuss how best value has been achieved since 8th November 2017. The school had achieved a discount on the trim trail of £2,400. The total cost was £4,800. 7. Review any other financial audit documents and checks completed since 8th November 2017. There were no other financial audit documents to review.

ACTION 1. Review the Cheshire East report on the SFVS audit programme 2017/18 (YH)
5. Review the Benchmarking data for 2016/17 (YH)

Agenda Item 7 ► Human Resources

Item 1 - 3 are contained in Part 2 of the meeting minutes. 4. Review the Spring Term HR newsletter and associated newsletters. The January 2018 HR newsletter was reviewed. It contained information on: - the headteacher workshop that LH had attended on 1st February 2018 which had information on safer recruitment, trade union consultations, references and contracts - inset days and part time staff which is being adhered to in the school - apprenticeships - pre-employment checks for school staff - HR policy developments. YH stated that all the new policies had been adopted or were in the process of being approved by the full board. 5. Review any long term absences. There are no long term absences to report. 6. Review any HR audits, checks and training completed since 8th November 2017. There have been no audits or checks to report to governors 7. Review the Excalibur Employee Sickness Absence Report for 2016/17. YH presented the documentation. The average days lost per employee due to sickness at Excalibur is 6.3 days. This is shown to be above average. The SBM had completed an analysis of this and it shows that most sickness days, 157 days out of a total of 213 days for the school were from two employees. One had an operation in the Spring/Summer term and one was on long term sickness. The average for the rest of the staff is then reduced to an average of 2.67 days per employee which is in the top 39% of schools in Cheshire East.

CHALLENGE 4. What information on safer recruitment was discussed? LH fed back that it included information on the checks that need to be completed on new staff to the MAT and staff that are moving within the MAT, retention policy on the Single central record, checking the prohibited teacher listing for volunteers that the school knew were or are teachers and for teaching assistants, childcare disqualification forms for regular volunteers in the Reception class. YH is to attend a briefing on safer recruitment in March 2018 for further information.
4. Is the school looking to appoint any apprentices in the next year? LH explained that the school may be looking at office apprentices.
7. Were the staff covered by insurance? Yes the staff were covered by the school's absence insurance except for the last month of sickness.

Agenda Item 8 ▶ **Health and Safety**

1. Review any Health and Safety audits and checks since 8th November 2017. The school has received two checks since 8th November 2017: - The school's Building Compliance Check was completed on 22nd November 2017 and the report was presented by YH to the committee. The school had 8 green areas for asbestos management, electrical safety, fire alarm, gas safety, legionella management, glazing safety, PAT testing and fire extinguishers. The school had three red areas: fire risk assessment, this risk assessment had been completed in July 2017 and the report states that there are known outstanding issues that have not yet been signed off - these are being monitored on a monthly basis and the school has had to wait for quotes for the work, the completion of the work is to take place during spring half term and Easter, emergency lighting the fire risk assessment stated that this should be reviewed, the review had been completed and a quote for the work sought - the work is to be completed in the spring half term and kitchen filters had not been cleaned for 18 months - this work had been contracted to be done in July 2017 but had not been done, it has now been completed. - The school's Legionella risk assessment was completed in November 2017 with 4 issues being identified: remove the dead leg on the hot water boiler in the boiler room (this is to be removed by the heating contractor in the spring half term), install a TMV in the disabled toilet (this is to be completed by the Site Manager in the spring half term), implementation of a legionella specific written scheme (this was completed by the Business Manager and is to be discussed under item 12 of this meeting and implement a full legionella control regime (this has been discussed between the Business Manager and the Site Manager and the advised changes have been made to the work being completed by the Site Manager). 2. Review the school's Risk Listing - YH presented the risk listing to the committee and was reviewed. The highlighted items are the points that have yet to be resolved. 3. Discuss the findings from the safety walk around - YH presented the findings of the walk around: the mobile classroom skirting at the bottom needs to be refurbished, the walls at the front of school need repainting, the cooker in the kitchen needs to be cleaned on a monthly basis. All points were noted by the Site Manager who will address them.
- MINUTE**
1. Ensure that the work to be completed on the Fire Risk assessment in the spring half term and at Easter have been completed.
 1. Ensure that the work to be completed on the Legionella Risk assessment in the spring half term and at Easter have been completed.
 3. Ensure that the work to be completed from the safety walk around in the spring half term and at Easter have been completed.
- ACTION**

Agenda Item 9 ▶ **Academy Conversion**

- MINUTE** The discussion on Academy conversion is contained in Part 2 of the meeting minutes.

Agenda Item 10 ▶ **Attendance**

- MINUTE** 1. Review of the attendance percentages to 31st January 2018 - YH presented the attendance to 31st January 2018 which was 96.98% (Autumn 97.84% / 2016-17 96.59%). The reduction from the Autumn term is due to sickness bugs in two of the classes. LH and YH are reviewing individual pupil attendance under 92.5% on a weekly basis and taking the action where necessary. 2. Review any attendance audits and checks since 8th November 2017 - There have been no audits since 8th November 2018.

Agenda Item 11 ▶ **Director of Children's Services Report**

- Item 1 - School governance and liaison update - The Cheshire Annual Conference is on Friday 22nd June 2018 at Cranage Hall, the date was noted by the governors and attendance discussed in the summer term meeting - The next Governors' Forum is 22nd March 2018, the date was noted by the governors - The Spring term Training Programme is available, this has been distributed to all governors by email and they were reminded that they can book the courses themselves online but they need to inform the clerk and SS. - The consultation on the revisions to Keeping Children Safe in Education closes on 18th February 2018, the date was noted by the governors - GovernorHub is £400 per school but the Local Authority has negotiated a rate of £150 per school. The governors considered the benefits of GovernorHub in the directors report and how they were being provided to the governors at the moment. - The National Governance Association (NGA) have successfully bid to the Department for Education (DfE) to deliver fee governance training to chairs and clerks. This training would be available in the near future and will be distributed by email - Headteacher Recruitment new non-statutory guidance is available in two publications 'Recruiting a Headteacher' and 'Headteacher Recruitment Toolkit'. - School Governance Chess Offers. There are to be new options on the clerking service offered by Cheshire East through CHESS. Governors are asked to provide feedback on the service provided. Item 2 - Ofsted update to short inspections from January 2018 - The report confirms the arrangements for short inspections around Good schools. Item 3 - Newly qualified teachers (NQTs) - The report contains details of the three assessments to be completed by NQTs in their induction year. Even though the school has not NQTs at the moment the governors noted that when they do they must satisfy themselves that there is effective support and professional development in place including Safeguarding and Health and Safety. Item 4 - Consultation on revising Qualified Teacher Status and Teacher Career Progression - The DfE has launched plans to improve and increase development opportunities for teachers to attract people to the profession. The consultation ends on 9th March 2018 and the date was noted by governors. Item 6 - 2018/19 Schools' formula funding - Local Authorities are continuing to use the local formula to allocate funding to schools for 2018/19 and 2019/20. YH had downloaded the updated funding schedule from the Schools' Forum website and compared it to the funding amount in the budget that was expected through the National Funding Formula. There is £35,605 more income expected in 2018/19 and 2019/20 which is a consolidated gain of £75,210. When this is compared to the loss to be carried forward in 2019/20 of £64,120 the school will be carrying forward a profit now. Item 8 - Staffing updates - The governors noted the key appointments at Cheshire East. Item 9 - The apprenticeship levy - six months in - The governors noted the information in the report. Item 13 - Reporting violence and aggression on prime - Violence and Aggression directed towards staff should be reported on the Prime system. All staff are aware that they should report all violence and aggression to the headteacher who will then report the incident on the Prime system. Item 16 - Schools' audit programme 2017/18 - The findings will be reported to the committee in the summer term.
- MINUTE**
- ACTION** Item 1 - The Cheshire Annual Conference is on Friday 22nd June 2018 at Cranage Hall - attendance discussed in the summer term meeting (All)
 Item 16 - The schools' audit programme 2017/18 findings will be reported to the committee in the summer term (YH)
- DECISION** Item 1 - GovernorHub - it was decided not to purchase GovernorHub at Excalibur as we are using Trust Governor and The Key for School Governors
 Item 6 - National Funding Formula - The governors decided that the financial plans in the forecast discussed in point 5 could now continue as there would be a profit carried forward in 2019/20.
- CHALLENGE** **Item 4 - Is this not affected by the conversion to academy? YH - The Cheshire East local funding formula will be used to allocate funding to the school in the same way as if we were still a foundation school. The difference is that the monies come straight from the Education Funding Agency (EFA) on a monthly basis instead of Cheshire East and there is no top slice removed from the monies and kept by Cheshire East. This will increase the money coming into the Multi Academy Trust for both schools.**
Item 8 - Even though as a foundation school we do not pay the Apprenticeship Levy, will we be considering a new apprentice? LH - We will be considering this over the next 12 months and this could be around administration and office work.

Agenda Item 12 ▶ **Policies**

1. Review the Policy listing for the committee - The policy listing for the committee was reviewed. The Critical Incident policy is due for review but is to be completed for the full governors meeting on 28th March 2018. 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 summer term meeting. 2. Review and approve the new policies for this committee - The following policies were presented to the committee: - Admission Policy - Lockdown Policy - Asbestos Management Plan - Legionella Written Scheme - Annual Leave Policy - Pay Policy for School Support Staff - Resignation Policy - Long Service Retirement Award Policy
- MINUTE**
2. It was agreed that the Critical Incident Policy is to be taken straight to the Full governing board meeting on 28th March 2018
 2. It was agreed that all these policies be approved and that they be taken to the Full governing board meeting on 28th March 2018
- DECISION**

Agenda Item 13 ▶ **Safeguarding**

1. Review, discuss and approve the Single Central Record audit - YH presented the Single Central Record Audit completed by YH on 31/1/2018 and checked by YH. The governors confirmed that all records and recordings are in place as required. 2. Whole school safeguarding training on 8th January 2018 - This was completed for all staff and volunteers and governors were invited to attend. 3. New Data Protection regulations - LH/VA have attended twilight training on the new GDPR on 22nd January 2018. YH, who is the new school and MAT Data Protection Officer, attended a days training on 29th January 2018. YH has created a GDPR implementation plan ready for the 25th May 2018 deadline and will update this committee in the summer term on progress. - YH presented the committee with an article from The Key for School Governors on 'The General Data Protection Regulation: how governors can prepare' The governors noted the document to read before the summer term meeting. 4. Discuss any safeguarding issues for this committee - None
- MINUTE**
1. YH to add a check box for all volunteers on the volunteer application form to collect information on overseas work and living so that overseas checks can be completed on volunteers in the future (YH)
 3. YH to update this committee in the Summer term on the GDPR implementation progress (YH)
- ACTION**

CHALLENGE

1. Do the overseas checks that are completed on employees need to be completed on volunteers? YH - On the volunteer application form we do not at the moment collect information on employment and therefore would not know if a volunteer had worked or lived overseas. SS - but if we collected this information from now on then we could do the check.

Agenda Item 14 ▶ Training

- MINUTE** 1. Feedback from governors on any training attended since 8th November 2017 relevant to this committee - YH/Dave Pickin had completed legionella and asbestos training 2. Discuss any training issues for governors on this committee - PWZ / RH to attend Cheshire East governor training on Academy Funding later in the Spring term. They will feedback to the Summer term meeting.
- ACTION** 2. PWZ / RH feedback on Academy Funding training to the Summer term meeting.

Agenda Item 15 ▶ Any other business

- MINUTE** 1. LH informed the governors that there would be an opportunity for a governor to attend Emotionally Health School workshop on 7th March 2018 at Pikemere School. This was noted by the governors.

Governor Agreed Actions set during this meeting: 0

Resources and Personnel Committee - Spring Term Meeting 2017/18 - Part
1 dated: 07/02/2018
Minutes approved by Yvonne Hilditch