

**THE PEAK FEDERATION GOVERNING BODY  
RESOURCES COMMITTEE – GRINDLEFORD PRIMARY SCHOOL MINUTES**

Committee: Resources  
(Finance, Personnel, Site Specific H&S, Premises)

Date: 25th April 2024 08:30 – 09:30

Chaired By: Neil Roden

Clerked By: Beccy Ibbotson

<b>Committee Members:</b>	<b>Apologies for Absence:</b>
Kate Gemmell	Carolyn Downes
Neil Roden	
Ed Allaway	
John Irwin	

Agenda Items:	
<b>1. Welcome and apologies for absence</b> CD sent her apologies - she has an appointment.  The meeting opened at 8.32am	
<b>2. Declaration of interest in any of the agenda items for this meeting</b> No declarations of interest received.	
<b>3. Any other urgent business</b> None noted.	
<b>4. Minutes of previous meeting and matters arising</b>  a. Minutes 2024-03-07 GPS Resources – <b>Received and Approved</b>	
<b>5. Correspondence</b>  a. Correspondence received (12/3/24) from the case worker of Sarah Dines (local MP) confirming she will make enquires with DCC following NR letter regarding the pressure on school budgets. <b>Received and Acknowledged</b>  b. The Snippet March issue <b>Received and Acknowledged</b>  c. Eddie Grant EG142 letter to all School and Academies <b>Received and Acknowledged</b>  d. 2024 – 2025 Budget and Estimated Income Information <b>Received and Acknowledged</b>	
<b>6. Finance including external sources of funding</b>  a. <b>2024/2025 Budget Annex 1 and 5 documents and Staffing document – Received and Approved</b>	

It was noted that a Furniture budget was now in place and a realistic subscription budget was included.

Budget to be taken to FGB for review and uploaded to SAP – **ACTION BI**

**b. Budget Scenario documents SEN Change – Received and Approved**

**c. SAP Budget Report – Received and Approved**

Snapshot –

This was within budget.

Governors noted that the SAP reports read [REDACTED]. SAP team to be contacted to amend  
**Actioned**

**d. DFC Report – Received and Approved**

Remains the same as last meeting.

**e. Option 1 Report – Received and Approved**

f. **SEN Funding** – a discussion was held that acknowledged that the cost of SEN within school is large (factoring in KGs time taken to complete paperwork, meetings etc).

A discussion was had about the courses that the teachers are undertaking as part of their personal development plans.

g. Develop a plan for the renewal of IT equipment to try and avoid future peaks.  
Proposal to purchase 6 x chrome books a year financed from the DFC fund. To be reviewed in September **Ongoing**

**h. Renewal of the DCC Packages document for checkout – Received and Approved**

It was noted that although the Cyber package is free at the moment this is an area that will possibly become a future cost.

**7. Human resources**

**Staff absence report – Received and Approved**

**Staff sickness information – Received and Approved**

<p><b>8. Review Policies</b>  GPS Staff Handbook to be shared with all staff members <b>Actioned</b>  a. Debit Card Policy - <b>Received and Approved</b></p>	
<p><b>9. Health and Safety (Site Specific)</b>  Fire alarm triggered and an emergency call was required. Three sensors were replaced in the hall area.  New lights in staff room have been replaced with LED fittings.  Air conditioning units were serviced to ensure the vibration was not causing any issues / damage to ceiling.</p>	
<p><b>10. Premises</b>  a. Removal of larch tree in trim trail being completed on Friday 24<sup>th</sup> May 2024 <b>In progress</b>   b. Site issues - Ridge tiles need re pointing – coppicing on Class 3 roof have been repaired as part of the works completed in Easter / Dry rot evident in the hall (Conditional Survey visit completed on 26/03/2024)   Dalton Roofing &amp; Ridgeway to be approached for a quotation for ridge tiles work – <b>Action</b> (Dalton Roofing booked for inspection 5/6/24 on waiting list for any cancellations)   A discussion was held about having CTV cameras on site and if this should be explored. Quotes to be gained for review (Harrods to be approached) <b>Action</b> (H Harrod booked for inspection 2/4/24)   Architect has been approached to look at alternative ideas for development. Awaiting a site visit - <b>Ongoing</b>   c. Staff Room work is due to be completed during the Easter holidays <b>Complete</b>   d. <b>Annual Insurance Renewal and Review</b> – <b>Received and Approved</b>  Governors asked the excess on the policy – The excess has been confirmed and is £250.00 on any claim <b>Actioned</b></p>	
<p><b>12. Safeguarding</b>   a. <b>Cyber Review – Gap Analysis</b> - <b>Received and Approved</b>  b. <b>Policy and Procedural Requirements</b> - <b>Received and Approved</b>  A joint cyber review was carried out by the Cyber Security Team on 18<sup>th</sup> March 2024.   Note – steps continue to be made to action the areas highlighted in the report. Many actions will be covered when we completed the migration to Microsoft 365. These action point will form part of our DCC IT support focus over the next year.   A discussion was held about ensuring that the backup and the cloud is secure. It was noted that we are following the advice of our DCC experts.</p>	
<p><b>11. AOB</b></p>	

NR and JI sent their apologies for the FGM 7<sup>th</sup> May 2024.

**12. What have we done for the children of GPS at this meeting?**

- Ensured the financial security of the school.
- Premise improvements have been completed with a new intervention space being created.
- Budget has been allocated to ensure the renewal of IT.
- Plans being developed for improvements of the outside space.

Meeting closed – 9.29am

Minutes recorded as GPSR month year/ minute number e.g. GPSRApril24/1

**Summary of Key Points to be noted by the Governing Body:**

A plan has been developed for the renewal of IT equipment to try and avoid future peaks.

Removal of larch tree in trim trail being completed on Friday 24<sup>th</sup> May 2024

Quotations being sought for ridge tile work, installation of CCTV and improvements to the outside space.

Cyber Review Gap Analysis reviewed – steps continue to be made to action the areas highlighted in the report.

**Decisions/Recommendations to be considered by the Governing Body:**

2024/2025 Budget Annex 1 and 5 documents and Staffing document – Received and Approved – **to be ratified by FGB.**

**Agreed Date of Next Meeting – Monday 1<sup>st</sup> July 2024 8.30am at Grindleford**