

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

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

Date: 12<sup>th</sup> March 2025 **08:45 – 09:45**

Chaired By: Neil Roden

Clerked By: Beccy Ibbotson

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

Agenda Items:	
<p><b>1. Welcome and apologies for absence</b> The meeting opened at 8.45am.</p> <p>BC to be approached to see if he would consider joining the Resources Committee – email sent 29/1/25 – BC has spoken to KG and due to work commitments, he has declared that he is unable to commit to joining the committee. The governors agreed that the committee has adequate member numbers.</p>	
<p><b>2. Declaration of interest in any of the agenda items for this meeting</b> No declarations of interest received.</p>	
<p><b>3. Any other urgent business</b> None noted.</p>	
<p><b>4. Minutes of previous meeting and matters arising</b></p> <p>a. [REDACTED] Minutes 2025-01-29 GPS Resources – <b>Received and Approved</b></p>	
<p><b>5. Correspondence</b></p> <p>a. Catering Contract - Letter received 7/3/25 confirming that the contract will be renewed for a fixed one-year contract on 1<sup>st</sup> April 2025 to allow for further consultations. [REDACTED] [REDACTED] - <b>Received and Approved</b> Governors questioned if there are any additional costs the school will have to bear to cover the services now not included in the contract. It was confirmed that there are no additional costs.</p> <p>b. A Guide to Engineering Statutory Inspections (final) - <b>Received and Acknowledged</b></p> <p>c. Derbyshire Property Package information for LA Maintained Schools - <b>Received and Acknowledged</b></p> <p>d. Urgent Communication from the Education Data Hub regarding Integris – KG updated the governors that we have looked at the Arbor MIS system – <b>Action ongoing</b></p> <p>e. Final Update on breakfast club early adopter scheme email 24/2/25 - <b>Received and Acknowledged</b></p> <p>f. Financial Monitoring Matters Newsletter – Feb 2025 - <b>Received and Acknowledged</b></p>	

- g. School Financial Year End Dates - Received and Acknowledged
- h. HR Traded Services change of name letter 3/3/25 - Received and Acknowledged
- i. Registration with the Risk Protection Agreement (RPA) email 11/3/25 - Received and Acknowledged

#### 6. Finance including external sources of funding

- a. SAP Budget Report – Received and Approved

Snapshot –

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

A newsletter to go to parents thanking PTFA for all their support and outlining the pressure on school's financial situation (i.e. not funded for teacher pay increase and increase in energy costs) – Action

- b. DFC Report – Received and Approved

[REDACTED]

A discussion was had to look at the refurbishment of the Class 3 area – quotations to be gained – Ongoing

- c. Lighting to be upgraded in the school to a LED lighting scheme quotation received from Armes Electrical [REDACTED]

Governors unanimously agreed to proceed with this quotation (see emails). Work booked in for completion in Easter 2025 - Received and Approved

Note - When the Bamford lighting work was upgraded the quote was based on the DCC Fittings list. When the works were actually undertaken Armes found that the fuses had

to be replaced which was an extra – Armes have been asked to visit to check Grindleford prior to starting.

Governors approved (if required) an additional spend [REDACTED] for the replacement of the consumer unit.

- d. Option 1 Report / Quarterly Derbyshire Property Package statement – Received and Approved

- e. SEN Funding – [REDACTED]

- f. It was noted that the Goat funding application window opens early May KG / CD to complete the application form – Action ongoing

- g. EG147 Letter to all maintained schools - Received and Acknowledged

- h. NFF Multipliers 2025 – 2026 – Received and Acknowledged

- i. Imprest Account 010124 – 311224 Audit - Received and Approved

- j. School Fund 010124 – 311224 Audit - Received and Approved

Noted that the name on statements is historic. Bank mandate confirms signatories as KG and BI. Request sent to alter name on statement.

- k. 2025 – 2026 Primary 'Schools Block' Analysis - Received and Approved

- l. CPOMS – Child Protection Management System – Proposal detailed in email dated 25/2/25. [REDACTED]

– Reviewed and Approved

Governors questioned that at the last Bamford Resources meeting the possibility of changing the MIS system was mentioned. Will CPOMS interact with the MIS systems that are being considered?

The system we are looking at is Arbor and it is compatible.

- m. CPOMS – 8 ways CPOMS is improving Safeguarding Practices – Received and Acknowledged

- n. Simpler Recycling email 26/2/25 - As of 31/5/25 all schools need to follow the Simpler Recycling legislation which involves separate collection of all recycling. This involves separate collection of cardboard / paper (in place), glass and food waste (not in place). New bins and collections need to be arranged.

Pricing has been provided by Veolia for this additional service. [REDACTED]

[REDACTED]. Veolia suggest that we follow a 'no glass in the workplace' policy; thereby anyone bringing in coffee jars etc are asked to take them home to recycle.

Veolia - [REDACTED] Currently budget £650.00 annually for 2 x 660 litres general waste and 1 x 660 litre recycling bin collected on a fortnightly schedule.

Total Annual Budget = £945.64 [REDACTED]

Derbyshire Dales District Council have contacted us to say that schools can sign up for residual waste collections and receive Food Waste and Recycling Collections, free of charge until 31<sup>st</sup> March 2026. To take advantage of this scheme schools need to sign up, to a weekly collection of General waste – non-recyclable waste service from Derbyshire Dales District Council.

Please note these promotional prices are valid from 1 April 2025 until 31 March 2026 only.

[REDACTED]

[REDACTED]

Governors noted that although we must identify savings, we need to consider how good the service will be. There have been some bad reports about the Derbyshire Dales service provider Serco. We are happy with the service provided by Veolia and the cost in April 2026 will mean we have to revisit this again next year.

It was unanimously agreed to remain with Veolia and have the additional weekly food collection – **Received and Approved**

Derbyshire Catering Service - Simpler Recycling Legislation Letter 10/3/25 - **Received and Approved**

## 7. Human resources

[REDACTED]

a. Staff absence report – **Received and Approved**

[REDACTED]

[REDACTED]

## 8. Review Polices

<ul style="list-style-type: none"> <li>a. School Climate Action Plan – GPS BPS The Peak Federation - <b>Received and Approved</b> Share with parents - <b>Actioned</b></li> <li>b. TPF Health and Safety Primary Infant Nursey Model Policy 2025.01 Vo2 - <b>Received and Approved</b></li> </ul>	
<p><b>9. Health and Safety (Site Specific) -</b></p> <ul style="list-style-type: none"> <li>a. GPS H&amp;S Self Audit March 2025 - <b>Received and Approved</b></li> </ul> <p>Governors questioned if we can we evidence all the points where we have yes, for instance Under Risk Assessment point 9, 11 and 12. Training and Competence point 1 and 6.</p> <p>This is a project that BI is currently working on. RAs are in place for GPS but they are all paper versions. Currently working on transferring and updating them onto an electronic system. These would become Federation RAs with alterations made for the different sites if applicable. Staff are asked to read and acknowledge the RAs in place yearly. Teachers are also trained in Evolve the risk assessment platform for school visits and trips. The school follows the RA checklist that is available as part of the DCC H&amp;S suite of services that we subscribe to. All new staff have an induction process that includes this. DCC H&amp;S team confirmed that training should be completed every 5 years.</p>	
<p><b>10. Premises</b></p> <ul style="list-style-type: none"> <li>a. PTFA have expressed an interest in upgrading the heating system in school. A parent who is an architect has visited and is going to report back on potential improvements - <b>Ongoing</b></li> </ul>	
<p><b>11. Safeguarding</b></p> <p>[REDACTED]</p> <ul style="list-style-type: none"> <li>a. Test Filtering Results – 11<sup>th</sup> Feb 2025 - <b>Received and Approved</b></li> <li>b. Teachmate compliance email 11/2/25 - <b>Received and Approved</b></li> <li>c. Soft Lockdown completed successfully on 12<sup>th</sup> Feb 2025 at 11am – <b>Received and Acknowledged</b></li> <li>d. Miss Adlington visited Alternative Provision Swimming, Chatsworth, Bakewell, Derbyshire, DE45 1PP on the 12/2/25 - <b>Received and Acknowledged</b></li> <li>e. Miss Adlington visited Alternative Provision Rebound, Jump therapy, Stockport, SK3 oBJ on the 25/2/25 - <b>Received and Acknowledged</b></li> <li>f. Decision taken to purchase CPOMS to improve the SG recording in school</li> </ul>	
<p><b>12. AOB</b></p> <ul style="list-style-type: none"> <li>a. School Trust fund – a discussion was held on the viability of setting up the scheme and how it would work – <b>Ongoing</b></li> </ul>	

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

Demonstrated financial prudence to ensure a three class school going forwards

[REDACTED]

Approved the purchase of the CPOMS system.

Reviewed and agreed how we will recycle our waste and comply with the Simpler Recycling Legislation.

Approved the Schools Climate plan setting the schools / federations direction.

**Meeting Closed 9.50am**

Minutes recorded as GPSR month year/ minute number e.g. GPSRMar25/1

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

[REDACTED]

School Climate Plan in place.

Child Protection Management System (CPOMS) software to be introduced.

Measures in place for school to meet Simpler Recycling Legislation.

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

[REDACTED]

**Agreed Date of Next Meeting – Weds 7<sup>th</sup> May 2025 08:45**