

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

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

Date: 1<sup>st</sup> October 2025 **08:45 – 09:45**

Chaired By: Neil Roden

Clerked By: Beccy Ibbotson

<b>Committee Members:</b>	<b>Apologies for Absence:</b>
Kate Gemmell	John Irwin
Neil Roden	
John Irwin	
Gordan Danks (by invitation)	

Agenda Items:	
<p><b>1. Welcome and apologies for absence</b></p> <p>Governors welcomed and thanked Gordon for attending to ensure the meeting was quorate.</p> <p>John sent his apologies in advance – <b>Received and Approved</b></p> <p>The meeting opened at 8.48am</p>	
<p><b>2. Declaration of interest in any of the agenda items for this meeting</b></p> <p>No declarations of interest received.</p>	
<p><b>3. Any other urgent business</b></p> <p>None noted.</p>	
<p><b>4. Minutes of previous meeting and matters arising</b></p> <p>a. Minutes 2025_07_02 GPS Resources – <b>Received and Approved</b></p>	
<p><b>5. Correspondence</b></p> <p>a. Arbor MIS system –Live date set as a Federation as 27/11/25, migration of data and training will begin 4 weeks before this date – <b>Action ongoing</b></p> <p>b. A meeting was held on 17/7/25 with the Sufficiency Team to see if we can include a nursery within the existing building. KG confirmed we are awaiting feedback – but it was noted that Eyam have scaled back their plans for their Nursery provision - <b>Action ongoing</b></p> <p>c. Meal Price Update email from Catering confirming that there is no price increase in September - <b>Received and Approved</b></p> <p>d. Support Staff Pay Award Letter - <b>Received and Approved</b></p> <p>e. Teachers Pay Award Final Letter - <b>Received and Approved</b></p> <p>f. EG149 De-delegation Letter 150925 from Eddie Grant – KG and NR to put together a response - <b>Action ongoing</b></p> <p>g. Finance Monitoring Update Email – <b>Received and Approved</b></p>	
<b>6. Finance including external sources of funding</b>	

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

Snapshot –

[REDACTED]

Governors Report 2025 Autumn terms 1 & 2 - **Received and Approved**

[REDACTED]

[REDACTED]

[REDACTED]

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 – this has been agreed to be postponed due to children numbers.

PFTA have expressed an interest in having an outside shelter area installed. It was agreed that a spend on upgrading the trim trail would be the priority.

c. **IMPREST Balance as at 29/8/25 = [REDACTED] - Received and Approved**

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

[REDACTED]

e. **SEN Funding – record of SEN Top Up Funding April 25 – Aug 25 – Received and Approved**

[REDACTED] Goat funding application submitted 8/5/25 - trustees meeting was on the 3<sup>rd</sup> June 2025 – the grant was approved and £1000.00 was received in the school account. Musical item ordered [REDACTED]

g. **Cyber Security Package purchase of [REDACTED] Received and Approved**

h. **Reporting PE and Sports Premium Declaration following sign off at FGB 8/7/25 - Received and Approved**

i. **MD45 Imprest Account top up of [REDACTED] - Received and Acknowledged**

<p>j. School Private Fund Balance at 16/09/25 is [REDACTED] - Received and Approved [REDACTED].</p>	
<p><b>7. Human resources</b></p> <p>a. Staff absence report – Received and Approved [REDACTED]</p> <p>b. [REDACTED] - Received and Approved [REDACTED]</p> <p>Noted that there are currently no long-term staff absences. It was acknowledged that staff have been very flexible during the period where we had staff absences.</p>	
<p><b>8. Review Polices</b></p> <p>a. GPS All Risks Risk Assessment - Received and Approved [REDACTED]</p> <p>b. Critical Incident Plan - Received and Approved [REDACTED]</p> <p>c. Financial Regulations and Procedures - Received and Approved [REDACTED]</p> <p>d. Governors Expenses - Received and Approved [REDACTED]</p> <p>e. Primary and Secondary Benchmarking 2024 – 2025 - Received and Approved [REDACTED] Governors acknowledged that staffing costs are high as a comparison. TA costs are high due to the level of SEN. It was noted that this is historic data and it is envisaged that the staffing ratio will reduce in future benchmarking.</p> <p>f. Fire Safety Management and Fire Risk Assessment - Received and Approved [REDACTED]</p> <p>g. Staff Handbook - Received and Approved [REDACTED]</p>	
<p><b>9. Health and Safety (Site Specific) –</b></p> <p>a. [REDACTED] Risk Assessments. Received and Approved [REDACTED]</p> <p>Adverse Weather Conditions TPF RA – 2024.04 Vo5 March 2025 Animals Keeping and Handling of RA – 2024.04 Vo4 March 2024 Breakfast, After School Club TPF RA – 2024.06 Vo1 March 2025 Cash Handling RA TPF- 2024.04 March 2024 Classrooms and General Teaching Areas TPF RA – 2024.04 Vo4 April 2025 Electrical Safety inc Mains Powered Hand Tools etc. TPF RA External Areas including Traffic TPF RA 2024.04 Vo2 First Aid Provision TPF RA – 2024.004 Vo6 March Gardening TPF RA – 2024.12 Vo1 April 2025 Lone Working TPF RA – 2024.04 Vo3 Office and General Work Areas TPF RA – 2024.04 Vo4 Opening &amp; Closing window and Adjusting blind TPF RA – 2024.04 Vo3 Play Activity &amp; Equipment TPF – 2024.04 Vo3 June 2025 Playground Play Areas Condition TPF RA- 2024.04 Vo3 April 2025 Ponds on Site TPF RA 2024.04 Vo3 April 2025 Productions, Concerts and Open Evenings TPF RA – 2024.04 Vo3 Slips and Trips TPF RA – 2025.04 Vo4 Staffrooms TPF RA – 2024.04 Vo2 Storage TPF RA – 2024.09 Vo3 Stress RA – 2009.08 Vo1</p>	

Transporting Children in cars TPF RA 2024.06 Vo4 May 2025  
Trim Trail RA TPF – 2025.06 Vo2 Jun e2025  
Violence TPF RA 2025.02 Vo5  
Work at Heights TPF RA – 2018.06 Vo2

- b. Building & Technical Fire Risk Assessment (with comments document) – to Consider  
Point 1.12 (Electronic door closures) – governors agreed that this is not financially viable at this time.  
Point 1.17 (replacement of kitchen shutter linked to systems) - governors agreed that this is not financially viable at this time and the wooden shutter was recently refurbished to a high standard and is part of the history of the school.  
Point 6.18 (link fire alarm to external alarm receiving centre) - governors agreed that this is not financially viable at this time. We have good connections with the local pub and our cleaner lives just down the road. Pub given phone numbers to contact.

Governors questioned what would happen in the event of a fire and the school was not accessible to staff and children, what would be the plan?  
In the event of this then Bamford School could house the children on a short-term basis whilst alternatives were explored.

- Received and Approved

## 10. Premises

- a. Fencing repair works – Quotation received from Eley Agri Services [REDACTED] – Completed on the 3/9/25
- b. Quote sourced to install an outside tap on the bottom playground and to repair pipework to the outside sink – [REDACTED] from J Wain – PTFA have offered to fund this work – Work was booked for Monday 14<sup>th</sup> July, plumber unable to attend. New date to be set – Action ongoing
- c. Printer contract expires on 31/12/25. Quotations from various companies are being explored. DCC IT have confirmed that their preference is for us to remain with Ricoh as a cloud base solution can be configured and this moves the printer away from the onsite server – Ricoh contract received and pricing lower than current contract.  
[REDACTED]  
Comparison quotation from Sharp is lower copier rates but the quarterly rental amount is more which eliminates the lower copier cost.  
[REDACTED] . Received and Approved
- d. Following the annual boiler service it was noted that the pressure relief valve of the system was leaking. Replacement quote from DCC of [REDACTED] plus VAT, KG Authorised – Work completed 1/10/25
- e. Quotation for replacing the wooden gate at the school entrance to be sourced - Action

<p><b>11. Safeguarding</b></p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>No part time timetables. No flexi schooling but it was noted that if a child with an EHCP of level 4 or 5 requests the option it will be considered on an individual basis.</p> <ul style="list-style-type: none"> <li>a. Safeguarding &amp; Early Help Cases Report – Received and Approved</li> <li>b. GPS Suspension Report 22/9/25 - Received and Approved</li> </ul>	
<p><b>12. Data Protection</b></p> <p>No SAR requests have been received One GDPR breach to note – [REDACTED]</p> <p>[REDACTED]</p> <p>Incident was reported as a breach to the DP team and it was deemed low risk and the case was closed.</p> <ul style="list-style-type: none"> <li>a. Confirmation that a DPIA is not required for Bikeability – Received and Approved</li> <li>b. Update on IntraHealth Data Sharing Agreement – Received and Approved</li> </ul>	
<p><b>13. Cyber Security</b></p> <p>Training to meet RPA criteria be completed by all staff – Actioned – summary form of responses – Received and Approved</p>	
<p><b>14. 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 – it was decided that a 100 type club might be a better idea – it was discussed and suggested that this would be passed to the PTFA to see if they want to set up a scheme – Closed.</li> <li>b. New signage to be ordered - Action</li> </ul> <p><b>What have we done for the children of GPS at this meeting?</b></p> <ul style="list-style-type: none"> <li>• Demonstrated careful strategic financial planning to ensure a healthy forecasted budget</li> <li>• Ensured there is sufficient money to provide a good education to the pupils of the school</li> </ul>	

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| <ul style="list-style-type: none"><li>• Thought about the new mental health scheme and introduced some mental health time for the teachers.</li><li>• Reviewed efficiencies and how we can make financial savings and reduce our carbon footprint.</li></ul> <p><b>Meeting Closed 9.35am</b></p> |  |
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Minutes recorded as GPSR month year/ minute number e.g. GPSROct25/1

<p><b>Summary of Key Points to be noted by the Governing Body:</b></p>
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<p><b>Decisions/Recommendations to be considered by the Governing Body:</b></p>
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<p><b>Agreed Date of Next Meeting</b> – Tuesday 18<sup>th</sup> November 2025, 8.30am, Bamford</p>
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