

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

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

Date: 18<sup>th</sup> November 2025 **08:30 – 09:30**

Chaired By: Neil Roden

Clerked By: Carol Stoddart & Beccy Ibbotson  
(remotely)

<b>Committee Members:</b>	<b>Apologies for Absence:</b>
Kate Gemmell	
Neil Roden	
John Irwin	
Gordon Danks	
Tom Hodgson	

Agenda Items:	
<p><b>1. Welcome and apologies for absence</b></p> <p>The decision was made to combine the two schools Resource Meeting due to the majority of agenda items being the same for both schools. The new meeting structure will be a benefit to the Governors, Kate and the clerks. School specific areas will be covered for each school.</p> <p>Following FGB meeting 14-10-2025, clerks are aiming to reduce reading time for Governors. Some items are now in "Supporting Documents" to be read if more details are required. Items are coded green are for info only - no action required. It was noted that there was still a lot of paperwork to review but helped by having this folder.</p> <p>The meeting opened at 8.35am</p> <p>Due to the two committees joining it was decided that Neil Roden and John Irwin will alternate chairing the Resources Meetings. It was decided that NR would chair this meeting.</p>	
<p><b>2. Declaration of interest in any of the agenda items for this meeting</b></p> <p>School website standing item – moved to FGB – so no declarations of interest received.</p>	
<p><b>3. Any other urgent business</b></p> <p>a. [REDACTED] - Received and Approved</p> <p>[REDACTED]</p> <p>CS noted that the SBO role is an important position in the school and should not be undervalued. She felt that the position should be advertised as a full time, permanent role to ensure a high calibre of applicants. See AOB.</p>	

<p><b>4. Minutes of previous meeting and matters arising</b></p> <ul style="list-style-type: none"> <li>a. Minutes 2025_09_30 BPS Resources – Received and Approved</li> <li>b. Minutes 2025_10_01 GPS Resources – Received and Approved</li> </ul>	
<p><b>5. Correspondence</b></p> <ul style="list-style-type: none"> <li>a. <b>Arbor MIS system</b> –Live date set as a Federation as 27/11/25, the training window has now opened – Action ongoing</li> <li>b. <b>GPS Nursery</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 - Action ongoing</li> <li>c. <b>Nursery provision</b> - things have moved on due to the building crisis that nursery have experienced. Bamford have welcomed them into the upper school building for a 2-week period and it has been a success. Governors were informed that the current lead of the Beast of Bamford (which raised £6.5K) is looking to finish. They have approached preschool to take it over but they don't want to take this on fully. They have expressed that they want to share this with school – this is another example of joint working.</li> <li>d. A discussion was held regarding the lease for BPS Forest School. Currently Pre-School hold the lease with the Parish Council. Maintained schools are not permitted to lease land. [REDACTED]</li> <li>e. [REDACTED] – Action ongoing</li> <li>f. EG149 De-delegation Letter 150925 from Eddie Grant – KG and NR to put together a response - Actioned</li> <li>g. <b>Santander Notice of Variation</b>. Governors would like BPS SBO to explore process for setting up on-line banking Action ongoing</li> </ul>	
<p><b>6. BPS Finance including external sources of funding</b></p> <ul style="list-style-type: none"> <li>a. <b>CIP2021 SAP Budget Report</b> – Received and Approved Snapshot – [REDACTED]</li> </ul> <p>Governors asked if we are within budget so far what discretionary spend is left in the budget?</p> <p>[REDACTED]</p> <p>Governors asked about the overspend in Curriculum Resources. Spend offset by income – See supporting document o6a.</p>	

A discussion was held that the funds within this GL code are costs that are from other budget areas which demonstrates that there is no overspend.

– Action KG

Governors commented that it is very difficult to assess our spend versus budget using the data provided (Also applies to 07a).

The governor reports (last one was presented at FGB) give much greater insight into where the spend/income balances are. We pay for 3 of these per year. These give a better view of what is happening and whether we need to more deeply scrutinize any areas.

Governors asked for an explanation item 190000 Unallocated budget?

The figure against the code 190000 is the carry forward budget figure at that point in time.

Governors asked is it possible to have a budget for transfer between schools?

There is no way of setting a budget for transfers between schools as the transfers are allocated into particular budgets. For example, a transfer could be for training which would go into the training GL code or for telephone costs. The budgets have been set in the particular areas and the cost are allocated accordingly. There is a report that can be printed showing all transfers that have been made to other schools (they are not always just between Bamford and Grindleford) but it doesn't give much context as it doesn't show where the cost is being allocated as this is performed manually by the patch officers.

Governors asked is it possible to better allocate costs in the plan?

Unfortunately, we are limited by the software used by DCC and we try to allocate costs as effective as possible within the GL codes available. The advantage of doing a monthly budget would mean the discretionary spend as mentioned above would be more accurate. If we are looking to spend all of our budget (no reason why we wouldn't), a monthly budget plan would give us more confidence that we were "on-track" and therefore free to spend any surplus. However, it is additional work for an already stretched SBO team. The benefit may not be worthwhile.

Governors asked are there any line items where the spend exceeds the plan that you would like to highlight to the resource meeting?

There are none at Grindleford currently and this is part of the process when the budget reviews are completed.

b. CHD2021 DFC Report – Received and Approved

c. IMPREST Balance as at 11/11/2025 =

Governors questioned Is the Breakfast Club running at a loss?

Breakfast Club ended July 2025 in credit by . It is expected to be running at a break-even this term. The attendance data for w/c 10<sup>th</sup> Nov is used by the DfE to calculate the grant

for the Autumn term. This will be submitted this week. Attendance was good, so it is expected that the grant will be sufficient for this term.

Morrisons have offered a free delivery pass, which has been taken up.

The weekly shop is within the budgeted figure and we have plenty of food to offer the children! Current staffing levels are sufficient to cover current attendance levels.

Noted that the balance in the account is high, but monies will be transferred following Solar panel installation.

Audited Imprest Account completed by Blb on 12/11/25 - Received and Approved

CS has very kindly offered to continue to Audit the accounts.

- d. LY01036 Option 1 Report / Quarterly Derbyshire Property Package statement – Received and Approved

- e. EXTRAS Balance as at 31/10/2025 =

Audited Extras Account completed by Blb on 12/11/25 - Received and Approved

#### 7. GPS Finance including external sources of funding

- f. SAP Budget Report – Received and Approved

Snapshot –

- g. DFC Report – Received and Approved

- h. IMPREST Balance as at 6/11/25 =

Audited Imprest Account completed by CS on 13/11/25 - Received and Approved

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

Balance after expenditure

- j. SEN Funding – GPS Notional SEND info – Received and Approved

- k. School Catering Contract charge email (in supporting documents)- Received and Approved

- l. GPS Pupil Premium strategy statement 2025 and costings sheet - Received and Approved and added to website

- m. Data Management: Arbor Licence and Support For info – within HT sign off limits– Detail in supporting documents

<p>n. GPS ASC Autumn Term 2 Cost Analysis – shows a half termly profit of [REDACTED] after costs are deducted. Take up of ASC is higher at this time of the year due to weather and darker nights – Detailed breakdown in Supporting Documents for reference - <b>Received and Approved</b></p> <p>o. [REDACTED] – <b>Received and Approved</b></p> <p>p. Audited School Fund GPS Account completed by CS on 13/11/25 - <b>Received and Approved</b></p>	
<p><b>8. BPS Human Resources</b></p> <p>a. [REDACTED] Staff absence report – <b>Received and Approved</b></p> <p>b. Staff sickness report - <b>Received and Approved</b></p> <p>c. [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
<p><b>9. GPS Human resources</b></p> <p>a. Staff absence report – <b>Received and Approved</b></p> <p>Noted that both schools have had some short-term sickness due to COVID / flu type illnesses.</p>	
<p><b>10. Review Policies</b></p> <p>10a. Recruitment Selection Policy Advice Guidance – October 2025 – Statutory DCC Policy - <b>Received and Approved</b></p> <p>10b. Single Central Record Guidance – October 2025 - Statutory DCC Guidance - <b>Received and Approved</b></p> <p>10c. Forest School Tick Policy – <b>Governors highlighted the need to change the review date to Nov 2026. Move photos on page 2 to left so can see rest of text.</b> Actioned. <b>Received and Approved</b></p> <p>10d. Final Teachers Pay Policy, Pay Policy Covering Letter and Statutory Information and Guidance – <b>Received and Approved</b></p> <p>A discussion was had that there may be some teaching strikes in the near future.</p>	
<p><b>11. BPS Health and Safety (Site Specific) –</b></p> <p>a. Governor visit by G Danks 15/10/2025 - <b>Received and Approved</b></p> <p>b. RA required for new trim trail items once adjustments made– <b>Action KG</b></p> <p>c. BPS Fire Drill conducted 17-10-2025 For info – Detail in supporting documents</p> <p>d. Lockdown procedure to be practiced – <b>Action CS</b></p>	

<p>a. GPS Health and Safety (Site Specific) –</p> <p>b. GPS Fire Drill conducted 22-10-2025 For info – Detail in supporting documents</p> <p>c. Lockdown procedure to be practiced – <b>Action BI</b></p>	
<p><b>12. BPS Premises</b></p> <p>a. Commercial dishwasher fitted by catering during half term. School required to pay for electrical element – contracted Richard Armes on time and materials basis. This came in at [REDACTED] - <b>For Info - Within HT sign off limits.</b></p> <p>b. Solar – CS has spoken to HT at Eyam. [REDACTED]. This needs to be checked with DCC procurement. Meeting booked on the 27/11/25 and Jenny Swift will be present - <b>Action ongoing</b></p> <p>c. Site Security Email – points to be considered for both schools –BPS teacher is concerned due to the fence not being high level. She is concerned that it doesn't meet DfE recommendations. The BPS end classroom feels more vulnerable due to open site access beside them. The governors feel that the risk is low and the cost and complexity would be potentially disproportionate to the risk. This should be assessed via a risk assessment. They asked what other local schools have in terms of boundary security. The risk assessment should consider unauthorised access onto site, plus how easily children could leave the grounds. Nursery children to be considered as part of the RA. Governors requested risk assessment – <b>Action ongoing</b></p> <p>d. Governors were notified by email on 4/11/25 that Bamford Preschool had contacted school following a flood in their building which meant they have had too temporary close. KG agreed to them moving onsite for a period of two weeks. It was felt it was a good solution for the children and families affected and will only help to support our joint working. Appropriate actions taken and agencies contacted Detail in Supporting Paperwork - <b>Received and Approved</b></p>	
<p><b>13. GPS Premises</b></p> <p>a. Quote sourced to install an outside tap on the bottom playground and to repair pipework to the outside sink – [REDACTED] – 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 – <b>Action ongoing</b></p> <p>b. Quotation for replacing the wooden gate at the school entrance received [REDACTED] plus VAT work to be completed - <b>Action ongoing</b></p> <p>c. New signage to be ordered – <b>Action ongoing</b></p> <p>d. New tap fitted in the boy's toilet and tap, isolation valves and trap replaced in disabled toilet / class 1 toilet during half term – <b>For Info</b></p>	
<p><b>14. BPS Safeguarding</b></p> <p>[REDACTED]</p> <p>b. Flexi Schooling proposal approved by FGB – [REDACTED] <b>Complete</b></p>	
<p><b>15. GPS Safeguarding</b></p>	

<div data-bbox="159 170 1348 291" data-label="Text"> <p>[REDACTED]</p> </div> <div data-bbox="159 324 1337 448" data-label="Text"> <p>[REDACTED]</p> </div> <p>c. No part time timetables.</p>	
<p><b>16. Data Protection</b></p> <p>No SAR requests have been received NO GDPR breaches to note.</p> <p>17a. Data Protection Newsletter October 2025 – Received and Acknowledged 17b. Data Protection Training Programme 2025 / 2026 - Received and Acknowledged 17c. FOI response – British DanceSport Association BPS – Complete - In supporting documents 17d. Data Cleanse of GPS Integris System – Complete – for Information – In supporting documents 17e. Teachmate AI confirmation that no DPIA required from DCC DP Team – for information – in supporting documents 17f. DPIA Microsoft Copilot – Received and Approved 17g. Dojo – recommendation to remove facility for parent to parent messaging- Complete - In supporting documents 17h. BPS ICO renewal to 03/12/2026 - Complete - In supporting documents</p>	
<p><b>17. Cyber Security</b></p> <p>a. DCC IT Support have confirmed that we have 3-2-1 backup – paperwork in supporting documents – Received and Acknowledged</p>	
<p><b>18. AOB</b></p> <p>School website standing item – moved to FGB - Complete</p> <p>HT Management Performance Committee meeting required – moved to FGB - Complete</p> <p>a. Terms of reference to be reviewed as discussed at FGM- Reviewed and discussed</p> <p>Governors questioned that in the terms of reference it states "To monitor each year's School Improvement Plan, and it's clear links to the annual budget plan." Can you put the current SIP or ensure the new SIP is in the folder in due course for each school and highlight how it links to the budget so we can fulfil this activity at each meeting.</p> <p>The SIP can certainly be placed in the folder but highlighting the direct links to the budget could be more difficult. Many of the targets are met through staff time, training and resources whose budgets are clear to see but to itemise how these are spread to each SIP area would be very challenging. Kate had a meeting on the 12/11/25 with the SIP and Senior SIP about changes following the new Ofsted launch. This would be an area to get her steer on.</p>	

Governors suggested that they need to consider and record that they are content that the budget allows for the activity identified in the SIP when recommending it to the full board or if it doesn't change the SIP.

Governors agreed that currently there is sufficient money in the carryover of both schools to cover what is in the SIP for future planning. KG discussed that following the meeting with the SIP that the Safeguarding section will be removed and that items need to be revisited to reflect the SIPs advice regarding where the items should be graded – Action KG

[REDACTED]

[REDACTED] – Action ongoing

It was decided that due to combining the Resources meetings that the meetings should be 15 mins longer and an effort made for them to be more efficient.

Governors agreed that when we tender for quotes, we need to get several governors to review the specification for the project before going to companies. A discussion was held about the solar installation at Bamford and the current wiring requirements. Action for JI and KG to contact electrician for advice.

Delegate solar panel project to the Resources Committee – to be taken to FGB

#### **What have we done for the children of GPS and BPS at this meeting?**

- Reviewed staffing to look at efficiencies and how we can ensure effective recruitment
- Discussed the progress and efficiencies of the solar project which will fulfil a large BPS Eco committee objective
- Discussed both premises and security arrangements
- Ensured solid financial management and that we are meeting statutory duties
- Considered the future of a nursery provision at BPS
- Discussed the school improvement plan and are confident that there is sufficient provision in the budget to meet the requirements

**Meeting Closed 9.40am**

Minutes recorded as TPFR month year/ minute number e.g. TPFRNov25/1

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

[REDACTED]

Resources governors considering the admin roles for the Federation moving forward.

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

Delegate solar panel project to the Resources Committee – to be taken to FGB

**Agreed Date of Next Meeting** – Tuesday 13<sup>th</sup> January 2026, 8.30am, Bamford