

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

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

Date: 10th March 2026 08:45 – 09.45

Chaired By: John Irwin

Clerked By: Beccy Ibbotson

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

Agenda Items:	
<p>1. Welcome and apologies for absence</p> <p>Start time of Resources meeting to be 8.45am as agreed by email.</p> <p>John Irwin on rota to chair meeting.</p> <p>The meeting opened at 8.46am</p>	
<p>2. Declaration of interest in any of the agenda items for this meeting</p> <p>Tom Hodgson – Website</p> <p>No other declarations of interest.</p>	
<p>3. Any other urgent business</p>	
<p>4. Minutes of previous meeting and matters arising</p> <p>a. Minutes 2026_01_13 TPF Resources – Received and Approved</p>	
<p>5. Correspondence</p> <p>a. KG looking at funding for ASC. Application date missed due to capacity Action closed</p> <p>b. Including the nursery in BPS school. [REDACTED]</p> <p>[REDACTED]</p> <p>Governors discussed the different options to proceed (going to consultation / governor led change / alter the age range in school). Governors suggested talking to the Parish Council to explain the rationale of the idea. KG expressed she would like to speak to [REDACTED] before taking this action – Action KG</p> <p>c. BPS Santander Notice of Variation. Rebecca Ibbotson to be put on the mandate and online banking to be set up. Lauren Clarkson also to be added – paperwork complete waiting for Santander to confirm Action ongoing</p> <p>d. RPA Newsletter January 2026 – In supporting documents</p> <p>e. Arbor Licence and Support Procurement Update email – In supporting documents</p>	

- f. KSo1 Letter to all maintained schools 2026 – 2027 - **Received and Acknowledged**
- g. Email confirming purchase of HT Performance Management (split between the two schools) - For Information – In supporting documents
- h. School Support Finance - updated estimated budget projections 2026-27 & NFF Multipliers 2026 – 2027 – **Receive and Approved**

6. BPS Finance including external sources of funding

- a. **CIP2021 SAP Budget Report** – **Received and Approved**

A1. Budget Letter including Annex 1 and Annex 5 - **Received and Approved**

A2. Staffing Document - **Received and Approved**

Annex 1 and 5 documents To be taken to FG for ratification / uploaded into SAP – **To be taken to FGB**

[Redacted]

[Redacted] - **Received and Approved**

Governors expressed that the balance is higher than forecast so these spends are justified.

Governors approved a spend of [Redacted] for the website design and launch to be split [Redacted] between BPS and GPS - **Received and Approved**

KG informed the governors that they have had confirmation of an [Redacted] [Redacted] - **Actioned**

- b. **DFC Report** – **Received and Approved**

- c. **IMPREST** Balance 11/02/26 [Redacted] - **Received and Approved**

[Redacted] – To transfer to budget GL Code 221000 – **Actioned**

We now have a Charge card with a spending limit of [Redacted]. The items ordered on the card are coded to a Cost Centre and then to a specific GL code on receipt of the statement and the VAT is claimed. Bamford receive Childcare voucher income into this account so statements will still be reconciled - **Received and Approved**

- d. LY01036 Option 1 Report / Quarterly Derbyshire Property Package statement – Received and Approved
[REDACTED]
- e. EXTRAS Balance as at 04/03/2026 [REDACTED] Received and Approved
- f. 8302021_2021FIN2627schoolblockinformation – Block Funding for Financial year 202627 [REDACTED] Received and Approved
- g. BPS Inventory Write off – Received and Approved
- h. Permission requested for a spend up to £2000.00 for the installation of a new Interactive board in Ash Class and removal and disposal of the old one. Spend to be funded from DFC - Received and Approved Quote received totalling [REDACTED] including installation and disposal of old board. Order placed – Awaiting installation

7. GPS Finance including external sources of funding

- a. SAP Budget Report – Received and Approved
Snapshot –

[REDACTED]

- A1. Budget Letter including Annex 1 and Annex 5 - Received and Approved
- A2. Staffing Document - Received and Approved

Annex 1 and 5 documents To be taken to FG for ratification / uploaded into SAP – To be taken to FGB

- b. DFC Report – Received and Approved

[REDACTED]

Payment for Signage installation has been deducted.

- c. IMPREST Balance as at 25/11/25 = [REDACTED] - This remains unchanged. We now have a Charge card with a spending limit [REDACTED]. The items ordered on the card are coded to a Cost Centre and then to a specific GL codes on receipt of the statement and the VAT is claimed. Grindleford do not receive income into the Imprest Account so it is redundant - Received and Approved

- d. Option 1 Report / Derbyshire Property Package statement – Received and Approved
Current balance [REDACTED]

- e. Private School Fund balance as at 1/3/26 - [REDACTED] – Received and Approved

f. Contingency funding to support the cost linked to the redundancy of AB at the end of August 2025 was agreed, based on equivalent funding less 1% of the school budget

share. Expenditure of £64,595.95 has been posted to 118420 and income of £60,426.00 posted against 313040 giving difference of £4,170 (the budget share for 2025-26 is £417,024).

We estimated a contribution of £4,000 from school in 118560 so there is a slight overspend.

Get guarantee of support from DCC before the process is started.

- g. KG raised the issue of the staining and damage to the wall around the extractor fan in the staff room. Governors approved roof work to be completed at GPS up to a spend of £2K – BI to raise order with DCC – **Action Ongoing**
- h. Governors were informed of PTFA offer to spend £20k to fill in the pond and install a non-permanent structure that can be used for learning. PTFA are investigating this idea.

Governors were informed that in the budget we have included sickness cover for the HLTA at GPS. This decision was made due to her providing PPA cover and that she is scheduled to have her tonsils removed which will result in at least two weeks of sickness.

8. BPS Human Resources

- a. Staff absence report – **Received and Approved**
- b. Staff sickness report – **Received and Approved**

9. GPS Human resources

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

10. Review Policies

No policies to review

11. BPS Health and Safety (Site Specific) –

- a. RA required for new trim trail items once adjustments made **Actioned**
- b. DCC Health, Safety and wellbeing Audit completed on 08/12/25 – Audit Report and Summary - **Received and Approved**
- c. Bleed Kit received in school – stored in office – In supporting documents
- d. Health and Safety Audit Action Plan – Some Actions completed - **Ongoing**

12. GPS Health and Safety (Site Specific) –

- a. DCC Health, Safety and wellbeing Audit completed on 08/12/25 – Audit Report and Summary - **Received and Approved**
- b. Health and Safety Audit Action Plan - Some Actions completed - **Ongoing**
- c. Bleed Kit received in school – stored in office – In supporting documents
- d. **Governors suggested asking Richard Armes to provide a quotation to install extra sockets to address the overloaded of extension cables – BI to contact – Action ongoing**

13. BPS Premises

- a. Solar –Email received on 9/3/26 from Jenny Webster.

This commission has been arranged through Concertus, our joint venture partner, and will be carried out by an independent structural engineer. The scope of the commission includes:

- Confirming that the existing roof recover is safe*
- Providing comment on the feasibility of the roof supporting solar panel loadings.*

It is clear that some of your queries relate to technical matters. I have therefore consulted with colleagues in Property. Once we have received the outcome of the report, we will work with you and colleagues within Property to assess the next steps

Noted that Olly Lewis has been extremely helpful and governors extended their thanks to him and JI for all their work. JI confirmed he has left a message for the Local Councillor to contact him. KG confirmed she spoke to the Local MP who offered support if needed.

TH left the meeting at 9.23am

- b. 1021-01 Bamford Primary Sch – APR 17.11.25 – Landlord visit. Glazing Remedials requested, Tree work –booked for 18/3/26 (see 6e), Hall Ducting works (see 6f) - jobs raised. **Action ongoing**
- c. 1021-01 Bamford Primary Sch – Service record Report. PAT Testing & FAT Testing booked 9th Jan 26. Cancelled due to snow. Completed 30/1/26 - **Actioned**
- d. Grounds Maintenance Costing from Vertas has increased [REDACTED] (current cost [REDACTED]) The contract has been cancelled and ends 31/3/26 – Lush Lawns to complete the work (GF have used them for several years). A cost [REDACTED] per mow for a maximum of 14 mows = £980.00. Any hedge cutting would be extra so budget to be set [REDACTED] - **Received and Approved**

- e. Full Tree Survey to be completed using VTA (visual tree assessment) on all trees highlighted within previous DCC schedule. Assessment to include management recommendations going forward to BS3998. Re-inspection timescales will be highlighted where necessary, £ [REDACTED] – For information with HT authorisation – last survey completed Oct 2023. To be completed after trees work on 18/3/26 - **Action ongoing**
- f. Work completed on the hall floor on Friday 13/2/26. Remedial work to the floor to make safe was completed on Wednesday 25/2/26 - Report confirming no asbestos in supporting document – Further works required to take the repair area back to its original state. Also, identified that there is a risk of the floor collapsing into the duct – suggested to place a supporting board under the cabinets – **Action ongoing**
- g. Quotation received to repair the Parent Shelter received from Mark Knight [REDACTED] - Approved by KG (within HT authorisation level) - **Received and Approved**
- h. Blue Report DFE BPS – this report was produced following a visit from a representative from Willis Blue as part of the RPA Insurance - **Received and Approved** BI has submitted responses to the points with the majority complete. Several remaining in progress – Progress report provided – **Action ongoing**

14. GPS Premises

- a. Quote sourced to install an outside tap on the bottom playground and to repair pipework to the outside sink – £ [REDACTED] – Completed 3/2/26 – **Actioned**
- b. Quotation for replacing the wooden gate at the school entrance received [REDACTED] VAT work to be completed - **Action ongoing**
- c. Possible dry rot in dining area. Email sent to raise order for investigation 13/01/26 - DCC visited Friday 23/1/26 to assess, conclusion that the wall is wet through (new gutting to be fitted to divert water), drain blocked (so water not escaping quickly) and then skirting board will be replaced.
DCC visited Monday 26/1/26 unblocked back drain, visited Wednesday 4/2/26 new gutting length installed and measurement taken for new skirting board replacement – **Action ongoing**
- d. Remedial work to glazing in the school to confirm with latest standards. Order placed – Awaiting installation date – **Action ongoing**
- e. Full Tree Survey to be completed using VTA (visual tree assessment) on all trees highlighted within previous DCC schedule. Assessment to include management recommendations going forward to BS3998. Re-inspection timescales will be highlighted where necessary, [REDACTED] – For information with HT authorisation – last survey completed April 2022 – completed 25/2/26 - **Awaiting report**
- f. Electrical works to be completed as part of the EICR Report - [REDACTED] – within HT approval – in supporting documents for information. **Action ongoing**

<p>g. Blue Report DFE GPS – this report was produced following a visit from a representative from Willis Blue as part of the RPA Insurance - Received and Approved BI has submitted responses to the points with the majority complete. Several remaining in progress – Progress report provided – Action ongoing</p>	
<p>15. BPS Safeguarding</p> <p>a. No Part time timetables, no suspensions, no internal exclusions, no restraints [REDACTED]</p> <p>c. Safer Internet Day Governor visit report 10/2/26 - Received and Approved</p> <p>d. LC Declaration of Interest Completed form – In supporting documents</p> <p>e. LC completed a formal induction</p>	
<p>16. GPS Safeguarding</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>c. No part time timetables, no suspensions, no internal exclusions, no restraints.</p>	
<p>17. Data Protection</p> <p>No SAR requests have been received NO GDPR breaches to note.</p>	
<p>18. Cyber Security</p> <p>a. Confirmation of Bamford Staff Completing Cyber Training – In supporting documents</p> <p>b. Confirmation of Lauren Clarkson Completing Cyber Training – In supporting documents</p> <p>c. Confirmation of Carmen Kay Completing Cyber Training – In supporting documents</p>	
<p>19. AOB</p> <p>a. [REDACTED] Actioned</p> <p>b. 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. John Cotton and Richard Armes gave advice and the wiring is sufficient. Some remedial work may be required at the point of installation. Contractor will be asked to take responsibility for any alternations that maybe needed - Actioned</p>	

c. School Website -project delegated to Resources with a projected spend of between [REDACTED]

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

Reviewed and approved both schools Annual Budget and Staffing
Reviewed the staffing arrangement at both schools for the next academic year
Moved forward with the solar project at BPS which is part of our Climate Action plan
Looked at our financial strategy to ensure funds are being spent appropriately
Reviewed the Health and Safety Audits and reviewed the actions that have taken place
Allocated funding to ensure we are meeting our Health and Safety obligations

Meeting Closed 9.47am

Minutes recorded as TPFR month year/ minute number e.g. TPFRMar26/1

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

Decisions/Recommendations to be considered by the Governing Body:

Review and Approval of the Annex 1 and Annex 5 documents

Agreed Date of Next Meeting – Tuesday 5th May 2026, 8.45am, Bamford