PENWORTHAM GIRLS' HIGH SCHOOL

RESOURCES COMMITTEE

Tuesday 18th June 2024

Committee Members Present:
Lorimer Russell-Hayes (Chair of Governors)
Geoff Fawthorp
Howard Jackson
Jackie Lord
Sharon Hall

Clerk:
Julie Kenyon

Business Manager:
Andrea Barnes

Guests: Samantha Jackson, John Ramsdale (Senior Assistant Headteacher)

1. Apologies, absences and declaration of any other urgent business.
1.1 There were no apologies and all were present to the meeting.
1.2 The dates for the Governors Meeting for 2024/25 were provided to governors.

2. Minutes of the previous meeting and matters arising.
2.1 The minutes of the previous Resources Committee meeting (27th February 2024) were accepted as a true and accurate record. There were no matters arising.
2.2 The action points were discussed and Andrea confirmed the following:

- Action 1 (to carry out a comparison on 'Employee Assistance') will be completed by Andrea on the Autumn term.
- Action 2 (to provide guidance for Lorimer on Pay Progression and Appraisals) had been completed.
- Action 3 – Completed. Andrea confirmed that the Accessibility Plan is still required and this is completed every 3 years. This does not have to be put on the website, however it must be somewhere easily accessible.
- Jackie confirmed that her Lancashire County Council auditor colleagues were not able to carry out the next audit. Andrea explained that she will contact another school to see if they are able to swap auditors as the same one has been used at PGHS for some time.

3. Quality of Education.
3.1 *Staffing issues* – Sharon talked through the paper previously distributed to the committee. Andrea also talked through Staff Wellbeing and added that a staff 'quiet working room' had been created to allow a better area for staff to work when the staff room is busy.
In addition, following a query from a governor, Andrea explained the additional pressures and cost implications of the recently introduced Shared Parental Release policy.

4. Leadership and Management

4.1 Policy Review - **The following PGHS policies were reviewed and accepted by the committee**:

- **Code of Conduct** – minor change regarding the consumption of alcohol on Educational visits
- **Drug and Alcohol Policy** - minor change regarding the consumption of alcohol on Educational visits
- **First Aid Policy**
- **Allergen and Anaphylaxis Policy**
- **Lettings Policy** – form has been updated

4.2 **The following LCC policies were reviewed and accepted by the committee:**

- **Bullying and Harassment**
- **Complaints Procedure**
- **Shared Parental Leave Policy**
- **Statement of Ethical Standards**
- **Whistleblowing Policy.** This will be sent to all staff (completed annually).
- **Redundancy Policy**
- **Menopause Policy**
- **Publication Scheme Policy**
- **Governor Virtual Meeting Attendance Policy**

ACTION 1: The Whistleblowing Policy to be sent to all staff (completed annually)

5. Leadership and Management (Financial Probity).

5.1 *Financial Monitoring Report for* 2023/24: Outturn – Andrea explained that all non-essential expenditure had been curtailed prior to the new build.
Andrea confirmed that we can predetermine expenditure for balances for particular items as we do not want to be subject to claw back due to the new build. There is a meeting taking place on 19th June focussing on fixtures, furniture and electrics. Public consultation for the new build is on 17th July.

5.2 *Payroll Monitoring Report* - Governors were referred to the document previously distributed**.**

5.3 Virement requests and Orders over £20,000 – School Transport (PGHS1 Bus) Approved at Budget Meeting 23rd April 2024

5.4 *Premises Update – Report from Premises Manager* -The committee discussed the contents of the Premises Management and Maintenance Improvement Plan previously distributed to governors. Sharon confirmed that a workplace inspection will take place every half term with Kevin, Andrea and Geoff.

5.5 Premises Update - Lettings Price Review – **Governors approved the pricing structure for 2024/25.**

5.6 Disposal of Assets Report – None

5.7 *Data Dashboard* –The Data dashboard previously distributed to governors was briefly discussed. This will also be discussed in detail during the Main Governors meeting.

A governor asked if enquiries have been made regarding supply insurance. Andrea confirmed that she will ask Nicola Rand (Cover & Admission Manager) to look at the previous two years of supply costs and quotes from the last 18 months to compare costs. This will also confirm if another Cover Supervisor will be more cost effective.
ACTION 2: Andrea to aske Cover & Admissions Manager to make enquiries about cover costs to see if Cover insurance or an additional Cover Manager is required.

6. Dates for the Calendar
6.1 Upcoming dates for governors to note were included in the agenda. In addition, Sharon mentioned the Mela Festival in Moor Park on 6th July where PGHS have a stall.

7. Confidentiality.
7.1 Governors were reminded to shred any paper copies printed.

8. Date of the next Meeting
8.1 The date of the main Governors meeting is **2nd July 2024.**

9. Governor self-reflection: What difference has the meeting made to the effectiveness of the governing body?
9.1 Governors stated that they had gained a new appreciation of the financial aspects of staff being absent/staff sickness. In addition, how the finance works in the school with regards to SEN students.

ACTION POINTS: Tuesday 18th June 2024

Action number	Agenda number above	Item for action	Person responsible	Date to be completed
1	4	**The Whistleblowing Policy to be sent to all staff (completed annually)**	JKE	As soon as possible
2	5	**Andrea to aske Cover & Admissions Manager to make enquiries about cover costs to see if Cover insurance or an additional Cover Manager is required.**	AJB	As soon as possible