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CARE - THINK - INSPIRE - ACHIEVE

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**DRAFT MINUTES OF THE 3rd HUMAN AND PHYSICAL RESOURCES
COMMITTEE MEETING IN 2014/15
HELD AT SCHOOL ON WEDNESDAY 24th JUNE 2015 AT 6pm**

Present: Andrew Rolland (chair) **AR**, Clare Bladen (headteacher) **CB**, David Seymour **DS**, Colin Cook **CC**

In attendance: Ursula Irvine (clerk) **UI**; also, Rachel Goode, Joey Potgeiter, and Jenny Crewe – prospective new governors, due to be co-opted at next FGB meeting.

1.0 Apologies for absence - approved: Godfrey Cole **GC**

Summary of actions – to be carried out by the next meeting, unless stated otherwise

SECTION 3

- (i) **CB** to liaise with Jo Carr concerning the target to further reduce parent pay debts to £1,500, asking her to continue to monitor both the number of debtors and size of debts, whilst also seeking to increase the numbers of parents in credit. The largest debts are to be referred to legal services and all persistent debtors should be kept under review.
- (ii) **AR** to keep under review and chase if necessary for a commitment from OCC to replace the smaller windows at the front of the school in the future.
- (iii) **AR/CB** to chase OCC if necessary for a fire exit inspection date, and following receipt of the inspection findings to liaise concerning any appropriate next steps including discussions with OCC concerning the timing, design and payment for installing a new fire exit if required, and any necessary constraints to be placed on use of the hall in the meantime.
- (iv) **CB** to progress getting improvements made to the staff room over the summer holidays, with creation of a mezzanine floor to follow as soon as practicable, the first step in this respect being to instruct an architect.
- (v) **CB** to chase the relevant staff to action the £21,000 ICT spend by October 2015 half term.
- (vi) **CB** to liaise with Matt Bird with a view to a critical incident drill being carried out before the end of the summer term.
- (vii) **CB** to keep the need for an office reorganisation under review and keep HPR informed of developments.
- (viii) **CB** to ask Lisa Penton to update the policies spread-sheet by FGB1 of 2015/16
- (ix) **CB and CC** to ensure that the next staff stress survey is conducted before the end of the summer term.
- (x) **DS** to arrange and undertake his joint governor visit with a member of ESW prior to HPR1 of 2015/16.
- (xi) **CB** to prepare outstanding policies falling within HPR's responsibility and provide to **AR** by 15th October 2015 for him to allocate for review prior to HPR1 of 2015/16. **AR** also to provide to UI for circulation his policies word document
- (xii) **CB** to ensure that all appraisal reviews are conducted by the end of term and targets set by the end of September.

SECTION 4

- (xiv) **CB** to liaise with Sue Bright to ensure that all staffing changes are factored into future budget projections.
- (xv) **AR** to liaise with the Friends with a view to agreeing and actioning a 50:50 split between the Friends and ASC funds in respect of the £5,000 sum for any further work on the foundation years' playground

SECTION 6

- (xvi) **CB** to task Matt Bird with obtaining quotes for resurfacing the whole of the playground and also for just patching up problem areas. **CB** to further research whether PE funding could be allocated towards the cost of resurfacing.
- (xvii) **CB** to find out when the annual fire risk assessment was last done and when it needs next to be undertaken and ensure that the necessary arrangements are made.

SECTION 7

- (xviii) **DS** to act as temporary HPR chairman up to Christmas 2015.

SECTION 8

- (xix) **AR** to write a letter of thanks to Tim Kiggell on behalf of the governors for all his voluntary work and organise a gift.
- (xx) **DS** to organise HPR meeting dates for 2015/16 once the committee's membership for the next academic year has been agreed.

2.0 Procedural items

- 2.1 Quorum** The meeting was quorate.
- 2.2 Declaration of Interests relevant to agenda** None
- 2.3 Agenda items** No changes or additions were requested.

3.0 Matters arising or outstanding from the action points of the minutes of 2nd March 2015

- Parent Pay Debts: **CB** reported that there are still some persistent debtors, but overall, thanks to Jo Carr's efforts, the situation is much improved and more parents are in credit than debt. **AR** reported that the debt figure is now £2,000 so above the £1,500 target, but it was noted that the trends are in the right direction. HPR will review the figures at HPR1 of 2015/16, but no additional action by HPR is considered necessary at this point. It was agreed that the largest debts should at this stage be referred to legal services. Beyond this, the aim must be both (i) to continue reducing levels of debt, by tackling persistent debtors and monitoring both the number of debtors and the size of debts, and (ii) to increase the numbers of parents in credit. **Action: CB** to liaise with Jo Carr to convey and oversee this. £1,500 will remain the target debt level.
- Window Replacement: As a result of **AR**'s persistence, OCC have committed to replacing the remainder of the windows commencing work during the last week of this term. This will leave just the small windows at the front of the school for future replacement when funding is available. **Action: AR** to keep under review and chase if necessary for a commitment from OCC to replace these smaller windows in the future.
- Fire Exit: OCC have commissioned an inspection by Carillion to determine whether an additional fire exit for the hall is required. This was due to take place by the end of June and OCC will be chased if the inspection has not been scheduled over the next few days. **Action CB/AR**. If this finds, as anticipated, that an additional exit is required then questions will arise both as to the best design and place for it and who will be responsible for the cost. There is a strong argument to suggest that if an additional exit is required for health and safety reasons this should fall to OCC to pay for rather than the school – ie it would go beyond repairs and maintenance for which the school is responsible. **AR** thought that OCC is expecting to have to fund the new exit if it is found to be required. However, quite

apart from OCC finding the necessary funding for this work, it was understood that there would be a delay in it being carried out due to the contractor's limited availability. Unfortunately, they would not be able to undertake the work during the summer holidays. This means that there may need to be a period following receipt of the findings of the inspection during which the numbers using the hall at any one time are restricted, perhaps just to 50 people, which will impact on school assemblies quite apart from events attended by parents. **Action AR/CB** to progress.

- Renovation of Staff Room: It is hoped that a mezzanine level can be created in the near future, providing working space for staff. However, this would require involvement of an architect. Simpler improvements are planned in the meantime and three quotes had been obtained. However only one of the contractors is able to undertake the work during the summer holidays and so they have been chosen. It was confirmed that if OCC does fund the fire door work, this will free up money from the budget which can then be allocated to the staff room improvements instead. **Action: CB** to progress.
- ICT spend: CB reported that the £21,000 ICT spend approved by HPR2 had not yet been spent. **Action: CB** to chase the relevant staff to do this by October 2015 half term – there was insufficient time now for the school to get the items by the start of the September term.
- Critical Incident Drill: This remained outstanding, largely CB reported, due to the difficulty in fixing a date and time when all classes are in school and the community centre can be used without imposing too much disruption (of course in the event of a real incident that would not be an issue). CB agreed to aim for this to take place before the end of the summer term. **Action CB.**
- Office re-organisation: CB had decided to delay this. One member of the office staff has indicated to CB that she is looking for another job in which she can better fulfil her potential and it is anticipated that she may have found something by September. CB's preference is to wait to see what happens in this respect, rather than pressing ahead at this stage with preparing revised job specifications and planning for a re-organisation which would potentially involve existing staff applying for changed roles. **Action: CB** to keep under review and keep HPR informed.
- Policies Spread Sheet: This remained outstanding. CB had decided that it was not appropriate to expect Peter Smith to deal with this and will instead task Lisa Penton to do so - to be completed by FGB1 of 2015/16. **Action CB** to liaise with Lisa
- Stress Survey: This had not yet been undertaken, but the aim is to do so by the end of the academic year. **Action CB and CC.** It was reported that the H&S inspectors had confirmed that it is appropriate for the school to use the H&S stress survey template for this purpose.
- DS' joint governor visit remained outstanding. **Action: DS** to undertake this by HPR1 2015/16.
- Policies: The following policies remain outstanding: accessibility, CPD, contractors, and absence management. In each case, the revised policies will be based on OCC templates. CB confirmed that she has already been referring to the recently updated OCC precedent for absence management and liaising with OCC HR concerning this. It was noted that child protection is normally handled by FGB annually prior to the safeguarding audit, so this will be dropped from HPR's responsibility. CB confirmed that the policies discussed at the last meeting have been finalised and adopted. She will prepare the outstanding policies and forward them to AR by 15 October 2015 so he can allocate them to individual HPR members for review prior to HPR1 of 2015/16 at which they are to be discussed, finalised and approved. **Action CB and AR.** In the meantime, AR will send his policies word document to UI to circulate. **Action AR**

- Small expenditure items: CB confirmed that the year 2 classroom will be walled in along the corridor prior to September to assist a pupil with a hearing impairment. (It was noted that this will take priority over the staff room work, so if the contractor runs out of time during the summer holidays the staffroom work will have to be deferred to the October half term. Staff are at least aware that there is an intention to improve the staff room area.)
- CB confirmed that appraisal reviews will be undertaken in July. Targets will be set by the end of September (not in July after all). CB confirmed that after a year of training up the SLT members to carry out appraisals, going forwards they will now do the appraisals for the staff they are responsible for, greatly reducing the number of appraisals that CB herself has to conduct to just the SLT members themselves and the office and kitchen managers. **Action CB**

The minutes were approved and signed by the chair as an accurate record of the meeting.

4.0 Financial Management and Procedures

4.1 Budget Monitoring

Sue Bright (SB)'s budget monitoring report and covering notes had been circulated and reviewed in advance of the meeting and no particular queries or concerns were raised in respect of them. CB confirmed that the new staffing arrangements for the next academic year would be slightly more expensive than envisaged, although some TAs would be leaving resulting in cost savings. SB will factor these changes into the future budget projections. **Action CB/SB**

In response to points raised in advance of the meeting by GC, AR went over the rather complicated situation concerning the foundation years playground funding, after school club (ASC) and Friends money. The Friends had funded the playground costs. At the time, ASC had been run by a charity (rather than contracted out, as now) and it had handled some of the Friends' money. The charity's bank account is in the process of being closed down and its outstanding balance, around £15,000, will be passed to the school to be spent on matters relating to ASC in line with the objects of the charity. There had been a retained sum of £5,000 to be spent on any further requirements for the playground and the Friends have not been clear about where this sum now is. This being so it is suggested that the £5,000 is funded half from the Friends' money and half from the ASC funds. **Action: AR** to liaise with the Friends with the aim of agreeing this as a way forward and then action the same.

Upon request, AR agreed to locate and circulate the Budget Calendar **Action AR** although he subsequently reported that he had been unable to find one.

5.0 Policies

See section 3 above – work on the outstanding policies falling within HPR's responsibility was held over to HPR1 of 2015/16.

6.0 Health and Safety

6.1 Monitoring

CB reported that there had been 4 fractures (2 wrists, 1 ankle and 1 elbow) since HPR2 all thought to be a result of the uneven playground surface. Possible options for improving the playground surface were discussed. It was felt that ideally the whole playground would be resurfaced as patching up problem areas is unlikely to achieve a long term fix and could be a waste of money. There was uncertainty as to how much either option would cost and CB will task Matt Bird with getting quotes. **Action CB**. The school would have to fund any such remedial work and the governors would need to be satisfied that the spend was justified given that some accidents will still happen even with a perfect surface. CB's view is that the surface for example on the netball courts is dangerous and that this needs to be mitigated. It was argued that this should be considered within the bigger framework of accessibility together with issues such as the car park, canteen and

security gates. However, AR was concerned that specific steps should be taken towards addressing the problem rather than it getting deferred for future consideration within a wider framework.

CB said that she is also looking into whether the school's PE funding of £9,000 per year could be spent on resurfacing. The funding is intended to help more vulnerable children to achieve in sport. So far it has been used to fund a PE coach shared amongst the schools partnership, but CB felt that the coach's impact had been unimpressive. Allocating the grant to re-surfacing the playground would need to be justified to Ofsted. It cannot be carried forward to future years and may not be continued in the longer term. **Action CB** to research this further.

6.2 Annual Fire Risk Assessment

This is separate from the anticipated fire door inspection. CB will find out when it was last done and when it needs next to be undertaken and ensure that the necessary arrangements are made. **Action CB**

6.3 Recent H&S Inspection

Matt Bird had shown the inspectors round. It was used as an opportunity to discuss any points of concern. CB reported that no major issues had arisen – all the recommended actions are manageable. She also reported that the school's attic, which was flagged as a concern in last year's inspection, is now nearly clear.

7.0 HPR Meetings for 2015/16

It was proposed that DS acts as temporary HPR chair up to Christmas 2015 whilst AR serves as acting FGB chair. It is envisaged that permanent chairperson appointments will be made for the start of 2016. **Action DS**

8.0 Any Other Business

8.1 Tim Kiggell (TK)

The enormous voluntary contribution of time and effort that TK had made to the school was acknowledged. It is envisaged that his involvement will largely cease when his son leaves the school this summer. It was agreed AR will write a letter of thanks to TK on behalf of the governors and organise a gift. **Action AR**. Year 6 will help with running the weekly cake stall going forward. The newsletter will request one or more volunteers to take on the task of co-ordinating the pay-back team **Action CB**, but since this has hitherto required a weekly commitment of time, each Saturday, it was felt unlikely that a replacement would be found. It is therefore envisaged that the school's arrangement with the pay-back team will cease.

8.2 Staffing

It was agreed that CB would make a full report on teaching staff changes at FGB4 and not at HPR3 as well, beyond what had been mentioned in the course of the budget monitoring discussion.

CB did however, mention as an aside to the discussion about PE funding (6.1 above), that she is reviewing the school's use of Ignite to run PE lessons as she is concerned that this de-skills teachers and denies them an opportunity for building relationships with the class.

The meeting closed at 7.35pm.

Date of next meeting: the dates for all HPR meetings during the 2015/16 academic year will be set by **DS** once membership of the committee has been decided. **Action DS**