



West Oxford Community Primary School
Ferry Hinksey Road
OXFORD
OX2 0BY
Tel: 01865 248862
Fax: 01865 203555
E-mail: office.2533@west-oxford.oxon.sch.uk
www.westoxfordschool.co.uk

CARE - THINK - INSPIRE - ACHIEVE

Headteacher: Clare Bladen BA (Hons) PGCE, NPQH

**FINAL MINUTES OF THE 1st HUMAN AND PHYSICAL RESOURCES
COMMITTEE MEETING IN 2016/17
HELD AT SCHOOL ON THURSDAY 20th OCTOBER 2016 AT 6.00p.m.**

Present: Ben Selby (chair) **BS**, Joey Potgeiter **JP**, Helen Kaufmann **HK**, Colin Cook (acting clerk) **CC**, Clare Bladen (headteacher) **CB**.

In attendance: Matt Bird **MB** for first substantive item of business.

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

SECTION 1

- (i) **BS** Election of Vice Chair at next meeting.

SECTION 2

- (ii) **CB** will book the Community Centre and arrange for the evacuation drill to be done at some point in the next seven weeks.
- (iii) **CB** and **JP** to arrange for governors to attend a staff meeting and consider opportunities for an informal occasion involving staff that governors could join.
- (iv) **BS** to investigate funding opportunities further with the Friends and ASC surplus trustees

SECTION 3

- (v) **CB** to take forward with Rachel Goode, for inclusion in a future headteacher newsletter to parents note regarding discounts available from parent employees of local education publishers
- (vi) **BS** to liaise with Lisa Penton (**LP**) to complete next year's SFVS form for submission in February, and to discuss closer alignment of the budget and SDIP.
- (vii) **CB** to liaise with Lisa Penton (**LP**) to check that there are no outstanding matters from the 2010 OCC audit.

SECTION 4

- (viii) **JP** to send the Well Being Policy to the Dropbox for further circulation and dissemination.
- (ix) **JP** and **CB** to keep well-being issues and the list of suggested improvements under review and consider whether it would be helpful to enlist at least one more governor to form a working group focused on improvement of staff wellbeing.
- (x) **BS** to arrange next well-being survey.
- (xi) **RG** to complete her report of her research into the Investors in People Scheme for use as part of a drive to boost staff well-being.

SECTION 5

- (xii) **MB** was asked to chase the outstanding quotes for the security gate.

- (xiii) **MB** was asked to get more information on the possible options and a second opinion on the sagacity of installing an additional enclosure around the existing boxes.
- (xiv) **MB** was asked to obtain quotes for the costs of re-tarmacking the playground.
- (xv) **CB** was asked to obtain quotes for the works to provide new toilet facilities on the first floor.
- (xvi) **BS** and **CB** were asked to approach the Friends for a contribution towards the costs of the playground resurfacing
- (xvii) **MB** and **CB** will consult staff further as regards additional refurbishment of the staffroom and will obtain quotes both for these works and for replacement staff toilets before reporting back to our next HPR meeting.
- (xviii) **CB** to prepare a timetable for all approved capex items, looking to complete all works discussed in the current academic year.

SECTION 6

- (xix) **CB** to proceed with recruitment to revised office structure agreed at the meeting
- (xx) **CB** request staff to ask Jo to put school trip payment options on *ParentPay*, before letters / emails go out to parents requesting payment.
- (xxi) **JP** set a date for the pay review meeting

SECTION 7

- (xxii) **CB** to arrange rerun of parent survey after October half term

SECTION 11

- (xxiii) **Policies** – all to be submitted to CB by 15 Nov in order to be approved at FGB2
 - a. Charging and remissions - BS – Further iteration required after a look on the Key website **BS**
 - b. Accessibility plan – To be done by **JP**
 - c. Freedom of information – To be done by **HK**
 - d. Health and Safety – To be done by **CC** and Lisa Penton (**LP**) and checked by **CB**
 - e. Staff Discipline, conduct and grievance – To be done by **CB**
 - f. Expenses – Not required, dealt with elsewhere.
 - g. Medicines – Jo Carr will be asked to produce a “Supporting Children with Medical Conditions” policy as she has been on an advanced first-aid training course.

SECTION 12

- (xxiv) **CB** to discuss with Lisa Penton (LP) the idea of her attending future HPR meetings.

5.0 Finance (CB/BS)

I. Proposal for Capital Expenditure items

Committee agreed to take this item out of order so that Matt Bird (MB) could attend and give input on the paper submitted by CB. BS reported that there was up to £26k available to spend made up of £16k of long term savings, and £10k of money available in the budget for capital expenditure.

Security Gate: MB reported that so far he had received one quote for the proposed new security gate, a partial quote for some of the works and had asked for a re-quote from another firm. These works would be VAT exempt and would be for the left-hand leaf of the gate to be permanently shut with the right-hand gate on a gas piston closer, and secured with a fob activated maglock. This set-up would allow for pre-programmed opening and closing times. **MB** was asked to chase the outstanding quotes for the security gate.

Electricity Distribution Board enclosure: After much discussion **MB** was asked to get more information on the possible options and a second opinion on the sagacity of installing an additional enclosure around the existing boxes.

After further discussion it was agreed that all items listed as “essential” in CB’s paper would be funded. These include: the security gate, fireproof partition and door between the foyer and EYSF maglock door,

door closer for the office door, emergency evacuation lighting, fire call point installation, and a finger protection strip for the remaining doors without them. This would require expenditure in the region of £11.3K. **CB** was asked to prepare a timetable for these items and to look to complete all works on the list during the current academic year.

In addition, the committee were keen to see progress on a replacement playground surface which had previously been costed at approximately £15k. **MB** was asked to obtain quotes for the costs of re-tarmacking.

The committee were also keen to see toilets installed in the first floor changing rooms but recognised that this would require lockers sufficient for the year two class. **MB** was asked to obtain quotes for the lockers. **CB** was asked to obtain quotes for the works to provide new toilet facilities on the first floor. It was agreed that **BS** and **CB** would approach the Friends for a contribution towards the costs of the playground resurfacing.

CB had asked staff what they would like to focus on for a well-being staff meeting well-being issues on previous inset days and clearing the staffroom was a unanimous choice and had now been undertaken. This was welcomed by the committee. **MB** and **CB** will consult staff further as regards additional refurbishment of the staff room and will obtain quotes both for these works and for replacement staff toilets before reporting back to the next HPR meeting.

MB was thanked for his input and left the meeting at 6.40p.m.

1.0 Administration (BS)

Election of chair. **CC** proposed **BS** who was elected *nem con*.

- I. Apologies for absence – none. However, **BS** reported that our Clerk, Ursula Irvine, had recently resigned. The Committee recorded its thanks to Ursula for her support to the Governing Body over a number of years, and specifically for her work with this Committee.
- II. The meeting was quorate.
- III. Any other urgent business not on the agenda to be covered in the meeting – none.
- IV. Declaration of interests – none.

2.0 Minutes from HPR 3 (25/5/16) (BS)

- I. Review of actions, save as covered by agenda items below:

SECTION 2

- (i) **CB** to try to ensure that evacuation drill takes place before the summer holiday. **CB** will book the Community Centre and arrange for the drill to be done at some point in the next seven weeks.
- (ii) **CB** to send **RG** a proposed date for attending an SLT meeting. Not complete.
- (iii) **CB** and **JP** to arrange for governors to attend a staff meeting and consider opportunities for an informal occasion involving staff that governors could join. In progress **CB** and **JP**.
- (iv) **BS** to investigate funding opportunities further with the Friends and ASC surplus trustees, and with **CB** to ascertain the balances and spending criteria of the school's bank accounts. Conversations begun, to be continued in light of the capital expenditure budget discussions at today's meeting **BS**.

SECTION 3

- (v) **RG** to do a note to all parents about opportunities for employees of local publishers to secure purchasing discounts for the school. **CB** to take forward with Rachel Goode, for inclusion in a future headteacher newsletter to parents
- (vi) **BS** and **CB** to look at the implications of the final Vision Statement, both for the SDIP and the budget. Further work to be done on the vision by **CB** before this is progressed.
- (vii) **UI** to provide in HPR1 agenda for an HPR member to be assigned to liaise with Lisa Penton to complete next year's SFVS form for submission in February, and for closer alignment of the budget and SDIP to be discussed. To be taken forward by **BS**
- (viii) **BS** to ascertain how frequent audits of the school bank accounts are required to be. Sue Bright has reported that public accounts should be audited every 3 years, the Special Purposes account every year.
- (ix) **CB** to check that there are no outstanding matters from the 2010 OCC audit. On-going SFES. **CB** to follow up with Lisa Penton (LP).

(x) **CB** to check with other Partnership schools what if any formal plans or arrangements they have in place with regard to disaster/business continuity planning and to check that all relevant data is backed up off site. All data is backed up on the Hampshire County Council servers.

SECTION 4

- (xi) **JP** to finalise Well Being Policy taking into account input from staff, and present to FGB4 for approval. Work completed, **JP** needs to send it to the dropbox for further circulation and dissemination.
- (xii) **JP** and **CB** will keep well-being issues and the list of suggested improvements under review and will consider whether it would be helpful to enlist at least one more governor to form a working group focused on improvement of staff wellbeing. Still to be done **JP** and **CB**
- (xiii) **JP** and **CB** to give written feedback to staff and the data from the well-being survey without the written comments. Time then to be given for brief discussion during a staff meeting before the holidays, with a view to more time being spent during one of the September inset days discussing the issues and proposed actions going forward. **CB** is asking staff what improvements they would like to see in terms of the physical environment within the school. **CB** encouraging staff to come to her or anyone they feel comfortable talking to if they feel they are being bullied. The next well-being survey needs to be arranged **BS**.
- (xiv) **RG** to write up a report of her research into the Investors in People Scheme and possible ways of using elements of the scheme informally as part of a drive to boost staff well-being. On going **RG**
- (xv) **CB** to draw up job descriptions for the three office roles that are envisaged going forward and circulate to HPR for approval by the end of the summer term with a view to the new arrangements in the office being in place from September 2016. See 6.0 below.

SECTION 6

(xvi) **CB** to arrange for the parent survey to be issued shortly after half term along the lines agreed. Done, but see 7.0 below.

SECTION 7

- (xvii) **CB** to arrange for a new electronic, automatically closing playground gate to be fitted, fitting the criteria agreed and for a member of staff, probably Matt Bird, to be stationed by the gate between 8.45 and 9am when it is likely to remain open to accommodate the flow of arrivals. **CB** to explain the rationale for these steps in the next newsletter. Ongoing.
- (xviii) **CB** to ensure that risk assessments required under the recent H&S inspection are carried out. Done.
- (xix) **BS** and **CB** to ensure that all of the outstanding matters from the fire risk assessment appear on the capital spend wish list and to distinguish between requirements as opposed to recommendations in judging which to prioritise. Done.
- (xx) **CC** to liaise with Lisa Penton to carry out annual fire risk assessments going forward. Ongoing **CC**

SECTION 8

- (xxi) **BS** to take on responsibility for chasing OCC concerning replacement of stairwell windows. Ongoing **BS** and Susanna Pressel (**SP**)
- (xxii) **BS** and **CB** to finalise prioritised capital expenditure list and time table for actioning this, and circulate to HPR for approval. Done for this meeting.

SECTION 9

(xxiii) **CB** to report to HPR1 the results of the safeguarding and security walk with the LA's designated officer. **CB** commented that the main road outside the school appeared to be the main concern hence the need for improvements to the front gate.

SECTION 10

- (xxiv) **HK** to take ownership of the policies matrix and related matters. Done
- (xxv) **JP** to continue to work on the equality and accessibility policy. Done

SECTION 11

- (xxvi) **RG** to produce next copy of governor news and to ask Tom Weller if he is able to help with governor photographs. **HK** and **JP** will start putting the next copy together. Acquisition of Governor photograph's is ongoing.
- (xxvii) **BS** and **UI** to set proposed dates for HPR meetings during 2016. Done

II. The minutes were approved as an accurate record.

3.0 HPR terms of reference – proposed changes (BS)

These were agreed with the following amendments:

- (i) Membership: new Vice Chair to be inserted when elected following the resignation as a governor of Jenny Crewe.
- (ii) (h) To approve and set up an expenses scheme for staff and governors. **BS** to amend.
- (iii) (p) To establish and maintain a performance management policy via the Pay Review sub-group. **BS** to delete.

4.0 HPR Governors (BS/CB)

I. School visits: No visit reports had been received prior to the meeting. However, JP had been in. **CC** was to arrange a meeting with Lisa Penton and **HK** would take on safeguarding issues.

5.0 Finance (CB/BS)

- I. Proposal for capital expenditure. Dealt with above.
- II. Update on daycare and “rainy day” bank accounts. Dealt with above.
- III. Budget monitoring reports. These were accepted with the following comments:
Pupil premium will go up as a result of three additional qualifying children coming to the school. The Chromebooks, planned to be purchased from last year’s funds were purchased using this year’s capital fund.
It was agreed that we should have a standing item to approve proposed significant capital spend. The meeting agreed to increase with immediate effect the capital expenditure limit for Headteacher signoff from £1k to £2.5k without referral to HPR. [note that the requirement for 3 quotes on any order above £2k remains] (**Clerk**).
- IV. It was agreed that **BS** and **JP** would liaise with Lisa Penton (LP) to complete the SFVS form in December.
- V. It was agreed that there was little point creating expectations in the SDIP which could not be funded by the budget, and CB confirmed that cash had been allocated to the SDIP priorities.

6.0 Staff Update (CB)

- I. CB presented the Office Staffing Structure paper. The driving force for the proposed changes was to take some of the administrative tasks currently done by CB such as policies, budget, maintenance, timetabling and rotas and to hand them over to someone in a Business Manager-type rôle. Initial discussions suggested that current staff might be willing to take on the additional responsibilities and the additional hours required and the next step would be to generate new job descriptions for the revised rôles. It was agreed that **CB** should proceed as proposed. As internal candidates would be appointable to the revised rôles there might not be a requirement to advertise the posts externally, however CB will check with OCC’s HR Dept. There is up to £10k available for these revised rôles and additional hours. **HK** asked that **CB** request staff to ask Jo to put school trip payment options on *ParentPay*, before letters / emails go out to parents requesting payment.
- II. Pay review update: CB said that whilst in the past teachers had automatically moved up the pay scale now those on scales 1-6 only moved up the scale subject to a satisfactory performance subject to appraisal target having been met. **JP** will set a date for a pay review committee meeting with BS and CB.
- III. Appraisal update: CB said all the appraisals had now been done. **CB** will complete those not yet written up.
- IV. Staff retention: There was a lengthy discussion regarding staff retention in connection with the recent departure of a temporary member of staff, in which questions such as the following were discussed: how can pupil attainment be assured with multiple staff changes, how do appraisals of staff and headteacher compare, how does the school address the diversity of learning styles of pupils if not by

the diversity of staff members. It was agreed that in future, subject to checking this approach with OCC
OCC HR's Department, **CB** will consult the Chair of Governors prior to taking any disciplinary action or
capability discussions beyond a first verbal warning. This should apply to both temporary staff acting up
to a permanent staff rôle or replacing a current member of staff on long term leave of absence as well
as permanent staff.

- V. Staff complement review: The advert for the Year 3 vacancy has been published and recruitment is
underway.
- VI. Staff absence update: One member of staff has been given compassionate leave with respect to their
carer responsibilities.
- VII. Exit interviews feedback: None.

7.0 Parent Survey Update (BS)

Due to the low response rate, the survey will be reopened after half term for Year 1-6 parents, with a
request that those who have responded previously do not complete it again. Reminders to be sent out
by paper as well as email. **CB**

8.0 Health and Safety (CB/CC)

No incidents to report.

9.0 Buildings / Maintenance (CB)

- I. School gate update. See item 5.0 above.
- II. Other issues: None

10.0 Security (CB)

No issues to report.

11.0 Policies (HK)

- I. Policies to be reviewed at this meeting:
 - Governors' allowance - HK - Approved
 - Charging and remissions - BS – Further iteration required after a look on the Key website **BS**
 - Outstanding policies for HPR – allocation, process and timetable
 - Accessibility plan – To be done by **JP**
 - Freedom of information – To be done by **HK**
 - Health and Safety – To be done by **CC** and Lisa Penton (**LP**) and checked by **CB**
 - Staff Discipline, conduct and grievance – To be done by **CB**
 - Expenses – Not required, dealt with elsewhere.
 - Medicines – Jo Carr will be asked to produce a “Supporting Children with Medical Conditions” policy
as she has been on an advanced first-aid training course.
 - All policies to CB by the 15th November so that they are available for approval at FGB2 (**All**)

12.0 A.O.B.

CB to discuss with Lisa Penton (LP) the idea of her attending future HPR meetings.

13.0 Date and time of next meeting:

Thursday 16th March 2017 6pm at WOCPs, though BS said he would like to consider an interim meeting.
BS to feedback to the Committee if this is required.

Appendix 1

Signed

Date.....

HPR1 minutes, page 6 of 7

Papers for this meeting

- HPR 3 draft minutes from 25/5/16
- Updated HPR terms of reference
- Budget monitoring reports to end September 2016 and SB's covering notes
- SDIP with budgetary implications
- Policies for review at this meeting
 - Governors' allowance
 - Charging and remissions
- CAPEX items
- Proposal for office staffing structure