



Finance & Resources Committee Meeting
Queen Edith School
Monday 29th April 2024, 6.30 p.m.
Minutes

<u>Governors Present</u>	<u>Others Present</u>
Fran Hughes	Julia Neal
Sarah Jarman (EHT)	Cath Stubbs
Sean Lang (FGB Chair)	Zoe Vassiliou (Clerk)
Harriet Philips (Chair)	
Nicole Wilson	
Richard Wilson	
Stanley Wilson	

	Item	Supporting Paperwork	Notes	Actions
1	Apologies for absence		Apologies for absence were received from Catherine Monument and Hannah Lewis. The meeting is quorate.	
2	Declaration of Interest		No declarations of interest raised.	
3	Agree Minutes of the last meeting	Minutes 18.03.2024	Minutes from the F&R meeting on 18 th March 2024 were agreed.	
4	Matters Arising		Fran Hughes to complete the financial skills matrix and return to Clerk.	<u>FH to complete and return skills matrix.</u>
5	Personnel Update (SJ)		<ul style="list-style-type: none"> The Federation ICT Technician has handed in his notice and he has not been replaced. Irvine Knight will continue to provide ICT support. A TA has resigned at Queen Emma and has not been replaced. A teacher at Queen Edith will be retiring at the end of the Summer term. A PPA teacher will be stepping into her role so there is no additional cost. A teacher at Queen Emma will be going on maternity leave later this year and her post will be covered by the DHTs – 50% each. The leadership role will be advertised internally for the duration of the maternity leave. We are advertising for two midday supervisors at Queen Emma and this has been approved 	

			by the Local Authority.	
6	Review Aspens contract (CM / Committee)		This item to be carried forward to the next meeting in the absence of the business manager.	
7	Quotes for outdoor classroom on behalf of the Queen Edith PSFA - for consideration (All)	<ul style="list-style-type: none"> • Artisan quote • Capital quotation • QED 04/10 • QED outdoor classroom 	<p>We would like to create an outdoor classroom at Queen Edith in the existing court-yard. The structure currently in the court-yard is beyond repair and needs replacement. The PSFA have agreed to cover the cost of this project.</p> <p>We have received 3 quotes – from Artisan Structures, Timotay and Online Playgrounds (OLP); these have been shared with governors.</p> <p>The preference of school staff is to go with Artisan Structures.</p> <p>Challenge: Are the PSFA happy to cover the cost of the project? The PSFA have £25k saved and are happy to fund this project. It ties in well with our focus on Forest school learning environment and will provide a wonderful sensory area for children with SEND.</p> <p>Challenge: Can we ask Artisan to amend their quote to meet our budget of £25k? We can approach Artisan, but the PSFA will have further income from the School Fete in May so should be able to cover the existing quote.</p> <p>It is an area that will be available for the whole school to use and not age specific.</p> <p>Governors agreed that the school should move forward with the quote from Artisan.</p>	<ul style="list-style-type: none"> •
8	Policies for Review	<ul style="list-style-type: none"> • Bullying and Harassment Policy • Flexible Working Policy • Grievance Procedures (including collective grievance) • Remote and Home-working Policy • Lone-working Policy • Social Media Policy • Whistle-blowing Policy 	<ul style="list-style-type: none"> • Ratification: The bullying and harassment policy was ratified by the finance and resources committee. • Ratification: The flexible working policy was ratified by the finance and resources committee. • Ratification: The grievance procedures were ratified by the finance and resources committee • Under 8.2 IT support remove SS's details. • Ratification: Further to the above amendment the remote and home-working policy was ratified by the Finance and Resources Committee. • Ratification: the lone-working policy was ratified by the finance and resources committee. • Ratification: the social media policy was ratified by the finance and resources committee. • Ratification: the whistle-blowing policy was ratified by the finance and resources committee. 	Clerk to amend
9	Premises up-date (CM)		<ul style="list-style-type: none"> • The roof of the mobile classrooms at Queen Edith continues to leak and the business manager is obtaining quotes for the repair of this roof. 	

			<ul style="list-style-type: none"> • The studio at Queen Emma has a leaking roof and a tower has been erected for reparations. • SW suggested that we should contact Wilmott Dixon, who were responsible for building Queen Emma, to see if this work should be guaranteed and if they will cover the cost of repairing the felt. • A tree that was over-hanging residents gardens has been taken down at Queen Emma. This cost was covered by the local authority. 	
10	Health and Safety Report (CM)	H&S Minutes – Queen Emma – 11.03.2024 H&S Minutes – Queen Edith – 18.03.2024	Health and safety minutes were received by committee.	
11	Safeguarding		<ul style="list-style-type: none"> • All new staff have received MyConcern training. • 2 governors completed the Federation's safeguarding training on 09.05.2024. 	
12	What is the impact of decisions made during this meeting upon the standards and improvement of the Federation?		<ol style="list-style-type: none"> 1. Policies have been up-dated 2. Personnel changes have been taken into account. 3. Committee assured that the school sites remain safe for children. 	
13	Correspondence Circulated		None	
14	Items to be reported to parents		None	
15	Any other business		None raised	
16	Date of next meeting:		Monday 24th June 2024, 5.30pm	

Signed: 

Dated: 24th June 2024