

ST BARTHOLOMEW'S SCHOOL
MINUTES OF THE MEETING OF THE LEARNING RESOURCES COMMITTEE
Wednesday 24 February 2010, 7.00pm at Digby Croft

Present: Ian Campbell Chair of Governors (from item 3.)
 Christina Haddrell Head Teacher
 David James Staff Governor
 Peter Norman Parent Governor
 Ian Peddie Foundation Governor (Chair)
 Rex Wearn LA Governor

In attendance: Patricia Ray Parent Governor
 Tina Smart Facilities Manager (part of meeting)
 Mr Robinson Ad Lucem Director (part of meeting)
 Sharon Glover Clerk

		ACTION
01.	<p><u>Apologies</u> Apologies were received and accepted from Mr Chopping and Mrs Clarkson.</p> <p>Mrs Haddrell explained that there were unnecessary items on the agenda, which did not need discussion. This was a result of colleagues putting the agenda together in Mrs Glover's absence. Mrs Glover thanked Mrs Haddrell and Mrs Fearnley for their assistance, which she greatly appreciated.</p>	
02.	<p><u>Declaration of AOB</u> Head Teacher appointment – Patricia Ray More resources for clerk – Peter Norman</p>	
03.	<p><u>Declaration of Interests</u> There were no declarations made.</p>	
	<p><u>Ad Lucem update by SJR</u> Mr Robinson tabled papers:</p> <ul style="list-style-type: none"> • Notes on the Grounds Maintenance Business Plan to inform discussion at the meeting • Grounds Maintenance: 5 Year Business Plan. <p>He reported the following:</p> <ul style="list-style-type: none"> • At present, grounds maintenance is managed on a month-by-month basis, with a reduced contract because of the loss of Luker field. There will be a change in the needs of the new school and consideration is being given to managing the operation in-house. • We have a very good grounds man at present, working on behalf of the contractor. • There is a possibility of working with Park House who operate a similar system. This would allow the sharing of equipment and contractors in the event of illness, etc. • It is anticipated that we would spend approximately the same amount per year (£50,000), but with greater efficiency. A tractor would need to be purchased and the cost <ul style="list-style-type: none"> • would be written off over ten years. • In response to a question from governors, Mr Robinson explained that there are already risks involved in the process and that there would be nothing unusual with carrying it out in-house. Our present insurance arrangements would cover all eventualities. 	

	<ul style="list-style-type: none"> • The proposal was to move towards an in-house arrangement. Although there are issues to be resolved, governor acceptance in principle is needed to follow this route. • Governors expressed concern over the initial outlay. Mr Robinson confirmed that these costs have been included in the Ad Lucem budget. There is a possibility that the tractor could be purchased out of this year's budget. The capital outlay is small enough not to be of significant concern at this point in the project. • The Governors asked about the next stage. Mrs Smart will continue to work around some of the issues surrounding the site team and maintenance. It is anticipated that a member of the site team could support the grounds man during the busy spring/summer months and undertake additional cleaning duties, etc during the winter months. <p>Mr Campbell joined the meeting.</p> <ul style="list-style-type: none"> • The committee agreed that the process should be moved forward with a view to using an in-house grounds man in the new school 	
8.	<p><u>Ad Lucem Project update</u></p> <p>Mr Robinson reported that the project is on schedule. Willmot Dixon will be in a position to be off site by 6 September 2010 and hand over the keys. The down side to this is that the school will then be responsible for the security of the new building. The sedum roof is due to arrive shortly. The project is within budget and funds have been committed for fixed furnishings and equipment for Design & Technology, Science and Art. However, there is a funding gap of £300,000 to provide all the furniture, fittings and equipment that is wanted throughout the rest of the school. The IT contract is due to be signed by RM and Dan Oatway is attending meetings with the installers.</p> <p>At the last Executive Board meeting the Council confronted some of the issues around Phase 2 of the project and discussed the funding issues. They have agreed that the Section 106 education money from the Luker and Wormestall developments (£500,000) should be committed to the project. However, this does not immediately help the cash flow issue as the money might not be forthcoming for a couple of years; they are looking to see if they can help manage this problem. There is also progress around the LA costs (£813,000) as currently only around 50% of the money allocated has been spent. The budget is, therefore, being reconsidered and some of these funds might be available for Phase 2. The contingency sum has now been reduced and another £500,000 could be available for Phase 2. Serious discussion is now taking place regarding the funding and start of Phase 2.</p> <p>The Charitable Foundation has submitted a planning application for Luker and only one letter of complaint has been received. The papers for national advertising for the sale of Luker and Wormestall are being finalised this week and the process should be complete by April. Once the market information is available, this might also help with Phase 2 costs.</p> <p>A mock-up classroom will be available in April, to include interactive whiteboard and teacher's furniture on the front wall. Staff will be invited to make design suggestions and it will provide an opportunity to see how the whiteboard location will work with the bulk-head above it. Faculties will have the opportunity to discuss changes, materials, etc.</p> <p>Disability issues have been discussed with West Berk's Access Officer and</p>	

	<p>hearing loops and sound systems are being considered. Our position regarding these issues is tenable and viable.</p> <p>Mr Robinson left the meeting.</p>	
6.	<p><u>Contracts/Accommodation/Maintenance</u></p> <p>Mrs Smart's report was included in the agenda papers. The site staff are very positive about the job changes and set up for the new school. Maintenance is an issue with pipes and roofs leaking, one of the boilers not working and equipment breaking, etc but the team are doing the best they can to keep things running. Governors questioned an overspend on the maintenance budget and Mrs Smart confirmed that, wherever possible, money was only being spent on items that can be taken to the new school. They were also concerned about health and safety issues and that the school continues to function properly. Mrs Smart confirmed that both issues are being addressed and that staff are being very accommodating which helps the situation immensely.</p> <p>Catering income continues to increase and the budget of £1,200 might be met. Mrs Smart asked governors to consider a price increase. At present the cost of a set meal is £2.00, whereas the West Berk's price is £2.30. However, any increase would have an effect on the cost of staff duty meals. The committee agreed that catering should break even and that prices should remain static for the present.</p> <p>We have taken an extension on the West Berk's cleaning contract which runs from April to October. This takes us into the new building when a decision can be made about future requirements.</p>	
7.	<p><u>Health & Safety Report</u></p> <ul style="list-style-type: none"> • Governors asked if the evacuation procedures were still effective. Mrs Haddrell advised that, at present, the tennis courts are still being used and it is anticipated that they will be in use until July. Evacuation areas and the procedure will need to be revised for the autumn term. • Governors advised that the safety reports should include the Willmot Dixon site. Mrs Smart confirmed that she has asked for this for the next report. <p>Mrs Smart left the meeting.</p>	<p>CIH</p> <p>CSS</p>
4.	<p><u>Minutes of last meeting</u></p> <p>The minutes of the meeting of the 30 September 2009 were approved and signed as a true record of the meeting.</p>	
5.	<p><u>Matters arising</u></p> <p>7.5.6 Swimming: Mrs Haddrell advised that Friday afternoon swimming lessons had been offered to non-swimmers in year 7. The course runs for six weeks and 12 students have taken up the lessons. This has been extremely successful and the next step is to identify non-swimmers from other year groups. The students are transported in the minibus and accompanied by a teaching assistant.</p> <p>10. Swine flu: All necessary precautions have been taken and this is no longer on high alert.</p> <p>10. Lone Worker Policy: Nothing further to report.</p> <p>14. HR policies: This remains on-going.</p> <p>15. Policies Review: Mrs Haddrell and Mrs Glover have undertaken a monitoring and evaluation process for all policies. The monitoring and evaluation for this meeting was tabled. Mrs Haddrell explained that she intended</p>	

	to use this process as a reminder of policies to staff.	
9.	<p><u>Human Resources Update</u></p> <ul style="list-style-type: none"> • Mrs Haddrell tabled the proposed staffing changes for support staff in the new school. She outlined the new posts and redundancies. Staff have been notified and interest has been shown in the new posts. • Questions were raised about printing facilities in the new school. The aim will be to encourage staff to send printing directly to resources. This approach may impact on the staffing hours needed. • Recruitment is currently in progress for the Head Teacher, the Finance Manager, an additional English post and a KS3 Co-ordinator for English. Mrs Fisher has resigned to become involved with the China project. She will continue on a 0.5 contract in China whilst two Chinese teachers will work for half a year each as Language Assistants at St Bart's as part of our International School development. • A PE advertisement will be published next week for a general post to teach both boys and girls. This is a result of the additional periods being introduced into the week. • We have a high number of external candidates for year 12 in September. However, we are overstaffed in Science, MFL and Art. It is hoped that when the KS4 and KS5 option choices are in place this situation will be partly addressed. • There has been an increased cost in maternity leave, particularly amongst the teaching assistants. 	
10.	<p><u>Policies for review</u></p> <ul style="list-style-type: none"> • Health & Safety: There are no changes to the existing policy at present. However, Mr Peddie, as the new Health & Safety Governor, has gone through the policy in detail and highlighted some issues that need attention. This includes the guidance on critical incidents and Mrs Smart is working on updating the information. This is on the LT agenda and suggestions were made regarding a credit card sized document that was usable and practical for staff to carry with them. Mrs Haddrell thanked Mr Peddie for his input and confirmed that this work in progress would be moved forwards swiftly. The policy was approved for one year. To FGB. • Uniform: The revised policy includes changes in the wearing of jewellery for boys and the wearing of a shirt and tie for girls in years 10 and 11 rather than a blouse. Parents will be informed of these changes in next week's Bartholonews, together with the names of the two suppliers. Mrs Haddrell confirmed that contracts with the suppliers are in place. The committee approved the policy for one year, with the exception of Mr Norman who felt that the school should have three suppliers. To FGB. • Eye and Eyesight Test Procedure: It was agreed that Librarians/Library Assistants should be added to the list of posts identified and the money amounts should be taken out of the procedure and the expense claim form because these were likely to change. With these amendments the policy was approved for three years. To FGB. • Disciplinary Procedure for Staff: No changes; policy approved for three years. To FGB. • Email: The policy is due to go to JCC for monitoring and evaluation and is on the agenda for the next meeting. Mrs Ray was concerned about staff emails that were being returned because in-boxes were full. Mr James confirmed that staff are experiencing problems with memory 	<p>CIH FGB</p> <p>FGB</p> <p>FGB</p> <p>FGB</p>

	<p>space. It was felt that this highlighted a training need for staff to remind them about housekeeping and alternative methods of sending/storing information in Outlook, together with the use of links instead of attachments, etc.</p> <ul style="list-style-type: none"> • Grievance Procedure for Staff: This policy is under review. Mr Norman confirmed that Mrs Clifford is preparing the revised document and will circulate it electronically for presentation to the Co-ordinating Committee on 10 March. • Staff Reductions: No changes; policy approved for three years. To FGB. • Publication Scheme: The information required in the school prospectus needs updating. With this amendment, the scheme was approved for three years. To FGB. 	<p>CIH</p> <p>Co-ord Mtg</p> <p>FGB</p> <p>FGB</p>
<p>11.</p>	<p>AOB</p> <p>a) Mrs Ray asked for clarification of the panel arranging the HT appointment process. Mr Wearn advised that the panel consisted of the Pay Committee (Mr Campbell, Mr Wearn, Mrs Rhodes and Mr Astill) and Mr Robinson. They will put together an interview programme and a timeline for the process which will be put to the FGB for approval. Governors will be invited to express an interest if they wish to be part of the interview panel. Mrs Glover was asked to check on the situation regarding staff governors.</p> <p>b) Mr Norman was concerned over resources for the clerk during absence and an assistant was suggested. This was not deemed practical for illness, but it was agreed that written procedures should be available for other staff to cover in such circumstances.</p>	<p>Clerk</p>

The meeting closed at 9.10pm.

Date of next meeting: **Wednesday 16 June 2010**, commencing 7.00pm at Digby Croft.

These minutes are subject to final approval by the Learning Resources Committee at its next meeting.

Signed Date

Chairman

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