

ST BARTHOLOMEW'S SCHOOL
MINUTES OF THE MEETING OF THE LEARNING RESOURCES COMMITTEE
Wednesday 16 June 2010, 7.00pm at Digby Croft

Present: Ian Campbell Chair of Governors (from item 3.)
Christina Haddrell Head Teacher
Derek Brown Foundation Governor
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)
Sharon Glover Clerk

		ACTION
01.	<u>Apologies</u> Apologies were received and accepted from Mrs Clarkson.	
02.	<u>Declaration of AOB</u> Copyright – David James	
03.	<u>Declaration of Interests</u> There were no declarations made.	
04.	<u>Minutes of last meeting</u> The minutes of the meeting of the 24 February 2010 were approved and signed as a true record of the meeting.	
05.	<u>Matters arising</u> Nothing further to report.	
06.	<u>Contracts / Accommodation / Maintenance</u> <ul style="list-style-type: none"> • The new post for maintenance and grounds' assistant has been advertised internally. The next step is to develop the site team for the new building. • No scaffolding was needed for the roof repairs, which kept the cost down considerably. • There are scale problems with the water supply. • All staff and students will be issued with new cards, to include catering, printing and access (for staff use only), for use in the new building. There will be no photographs included as a security measure, as different cards will provide different access. • It is hoped that on-line catering will be available before September so that the year 7s can be issued with new cards. The new system reads directly from SIMS, which will eliminate the need for keeping another database up-to-date. • Three quotes have been obtained for cleaning in the new building; these contracts are standard driven not quantity driven. • The site staff job descriptions have been updated to include cleaning and monitoring; Mrs Smart to email further information to governors later 	

	<p>this term.</p> <ul style="list-style-type: none"> • In response to a question from governors, Mrs Smart confirmed that the new school will not be cheaper to clean but the costs will be like-for-like. • Mrs Ray thanked the site team, on behalf of the PA, for their support and help at the various events held throughout the year. 	CSS
07.	<p><u>Health and Safety Report</u></p> <p>Information had been provided as Enclosure 2. Mrs Haddrell thanked Mr Peddie for joining the Health and Safety Committee and for his suggestions which have led to improved clarity in the minutes, and Mrs Smart, for her suggestions to improve the minutes.</p> <p>Mrs Haddrell confirmed that the new school building had influenced the evacuation plan and not the other way around.</p>	
08.	<p><u>Uniform</u></p> <p>Information was provided at Enclosure 3. Governors asked if The School Wear Company had paid the 5% contribution (£12,000) agreed upon. Mrs Haddrell was unaware and agreed to report her findings to the Co-ordinating meeting.</p> <ul style="list-style-type: none"> • <i>Clerk's note: The payment of £12K has been addressed; £2K is still outstanding and re-payment continues.</i> <p>Mrs Haddrell thanked Mrs Ray for the brilliant way in which she had managed the nearly new uniform and PE kit sale at the fete. Almost £700 had been raised, which proved there was a need for such a facility. It is hoped there will be a base for nearly new uniform in the new building so that the PA can provide a shop at some time during the week.</p> <p>Mrs Haddrell confirmed that the girls' purple PE shorts have been changed to black, to reduce the cost. This will be phased in over time, starting with year 7 in September.</p>	CIH
09.	<p><u>Ad Lucem Update</u></p> <p>Mrs Haddrell updated as follows:</p> <ul style="list-style-type: none"> • Aerial photographs have been taken and will be shared. • The LT conference focus was on the Ad Lucem project. Mrs Smart and Mr Robinson joined the conference. Simple guidance is being formulated which can be shared with different audiences. A PowerPoint presentation was shared with staff, welcoming questions. • A removal contractor has been appointed, together with a management consultant. • A signage contractor has been appointed to provide the non-statutory signage needed. • Mrs Smart is meeting with faculties to consult on their transition plans. • The handover for Phase 1 is planned for the 4 October; however, the ICT and D&T equipment will be installed prior to this date. • York House garden is being purchased by the Foundation. • Offers have been received for both the Luker and Wormestall sites and negotiations continue. Grant Aid for the Housing Association element of the development may be under threat with the new Government. • Money is being released for Phase 2 and close monitoring is taking place 	

	<p>of new furniture purchases, etc. Decisions regarding new furniture need to be made by the end of June in order to ensure delivery for October. This decision will be made by the Ad Lucem core governors at their meeting on the 29 June.</p> <ul style="list-style-type: none"> Mr Campbell confirmed that the Foundation is hoping not to sell the two properties in Buckingham Road. 	
10.	<p><u>Human Resources Update</u> Mrs Haddrell reported as follows:</p> <ul style="list-style-type: none"> Teaching staff turnover is very low at present, with only seven new teachers joining us in September. Advertisements have been placed for Geography (maternity/leaver); IT and Maths' posts. A potential redundancy in MFL has been avoided by a reduction in the timetable and the offer of another language. There is a possibility that our Art department might contribute to the teaching at the college; this, together with an involvement with D&T at the college will help to manage any overstaffing in terms of budget. Helen Strutt will join us before the end of term to provide a two week handover from Hazel Lambert. A maternity leave for a Finance Assistant will be needed shortly. Alex Sankey and Hazel Lambert are retiring, after 27 and 12 years' service, respectively, whilst Judith Fisher is leaving for a secondment to China. Ms Tao will be joining us as part of the Chinese Exchange and will work in school as a language assistant for six months of the year; she will then be replaced by another Chinese member of staff. <p>The governors congratulated Mrs Haddrell on her success in balancing the staffing issues she has been faced with.</p>	
11.	<p><u>Policies for review</u> Mrs Glover advised that the monitoring and evaluation form for the policies being reviewed had been sent out to the relevant members of staff; she would forward any feedback received.</p> <ul style="list-style-type: none"> Confidential Reporting (Whistle Blowing): approved for three years. To FGB. Grievance Procedure for Staff: it was agreed that 4.6 on page 3 should read ten working days. With this amendment, the policy was approved for one year. To FGB. Lettings: with minor amendments, approved for one term, with a review in November following the move to the new premises. To FGB. Governors highlighted the need for a benchmarking exercise with regard to other facilities in the area. Pay: approved for one year. It was agreed that this policy should be reviewed by the Co-ordinating Committee in future, as a financial policy. To FGB. Terms of Reference: approved for one term. To FGB. Staff Absence /Maternity: still under review. To be brought back to next meeting. 	<p>Clerk</p> <p>FGB</p> <p>FGB</p> <p>FGB</p> <p>FGB</p> <p>FGB</p> <p>FGB</p>
12.	<p><u>AOB</u> a) Mr James questioned copyright issues around the copying of old video</p>	

	<p>tapes on to DVD. Mrs Haddrell agreed to confirm the situation and Mrs Glover advised that two members of staff were attending a copyright seminar in July, and clarification of this matter would be sought.</p> <p>b) This was Mr Wearn's last committee meeting and Mr Campbell thanked him for his time and commitment over the past 12 years.</p>	<p>CIH</p>
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The meeting closed at 8.15pm.

Date of next meeting: **to be confirmed.**

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

Signed Date

Chairman

Distribution: All Governors/Staff rooms/website