GREENHILL PRIMARY SCHOOL RESOURCES COMMITTEE

Minutes of the meeting held in school on **Thursday 5 February 2026 at 9.30am**

PRESENT John Lambert (Chair) Matt Dawson (Headteacher)
Emma Bullock

IN ATTENDANCE: Pam Foreman (Clerk – Governor Support Service) (virtual)
Alison Richards (School Business Manager (SBM))

The meeting was held online

1.00	**APOLOGIES AND MEMBERSHIP MATTERS** Apologies were received and accepted from Jake Hanwell. All other Committee members were present.	**ACTION**
2.00	**DECLARATION OF INTERESTS** There were no new declarations of interest.	
3.00	**MINUTES OF THE LAST MEETING** **Resolved:** That the minutes of the meeting held **Thursday 6 November 2025** were agreed as a correct record and the Chair was authorised to sign them.	
4.00	**REVIEW ACTIONS AND MATTERS ARISING**	
4.01	**Audit of Unofficial Funds (minute 6.00):** Action closed; See 5.11.	
4.02	**PE and Sports Premium (minute 7.03):** Action closed; The PE, and sports premium report had been shared with governors and discussed at 8.05.	
4.03	**Pupil premium (minute 7.04):** Action closed; The report had been shared with governors. see item 12.00	
4.04	**Governor monitoring-Health and Safety** (minute 12.02): Action outstanding; The Health and Safety governor would complete a monitoring visit on 9 February 2026, and a visit report would be shared at the next meeting.	**Headteacher**
4.05	**Fire Risk Safety Assessment (minute 12.06):** Action closed; The fire safety risk assessment is due however had not yet taken place due to personnel retiring in the Local Authority. Headteachers have been informed that the Local authority are working on the backlog. The school are using the previous Fire Risk Safety Assessment to ensure they are compliant and there are no issues to report. See 10.04 for action.	
5.00	**BUDGET MONITORING INCLUDING PUPIL NUMBERS**	
5.01	The following documents had been circulated to governors prior to the meeting: • Report to Resources Committee Spring 26 • Benchmark Spending 2024-2025 • Schools chosen for benchmarking - running costs categories • Schools chosen for benchmarking -Premises • School Fund Audit Statement 2024-25	

5.02 The school explained that governors had already seen benchmarking data and governors noted that the school was mid table, so no specific concerns raised.

5.03 The school reported that the estimated carry forward figure stands at a surplus of £10 (therefore no deficit action plan required) and explained the reasons for this were:

1. Increase in supply agency costs
2. Additional high needs funding received

5.04 Pupil Numbers were shared and a plan for PAN (pupil admission number) was in place which governors were already aware of (Year 3 and 4 had mixed classes and Year 1 and 2 would also have mixed class in the next academic year). The school said they would continue to ensure the right level of staffing was in place to ensure quality of teaching and learning as well as for the safety of pupils and staff.

Staffing

5.05 The school reported that a Teaching Assistant (TA) for Nursery was appointed at the beginning of this term. Recruitment of two Key Stage 2 TAs had not been successful after three advertising cycles. Effective members of supply staff have taken on these roles. Due to behaviour challenges, school have employed two supply TAs (one of which was to provide support for a child who had returned from Meadow, and this was working well). The supply costs were not significant and there had been many TAs in school for some time who were working well with pupils.

5.06 The school would consider staffing in September once pupil numbers were confirmed.

Nursery

5.07 The school was looking to increase capacity in Nursery and had applied for grant funding from the Department for Education (DfE) and were awaiting a response. Once approved the school expected the refurbishment to be completed in August

5.08 Governors asked how many nursery places there were. The school explained that some took 30 hours and some had only 15 hours (there were 78 places available if all had 15 hours).

Meeting with Local Authority (LA) Finance Officer

5.09 The Committee Chair was not able to attend the meeting with the LA Finance Officer. The School Business Manager reported that the new Finance Officer was reactive and answered any questions quickly. The mid-year review would take place shortly.

5.10 Savings were expected due to reduction of classes in Key Stage 1. There were staff returning from maternity leave however other contacts had been on a temporary basis in case there needed to be staff reductions.

Audit of unofficial funds

5.11 The audit of unofficial funds had been completed and shared with governors. The Friends of Greenhill (Parent group) had worked hard to

put a calendar of events in place and raised a good amount which would be used for the benefit of the children (such as trips and Year 6 hoodies and books). The school was very appreciative of the work of the Parent group

5.12 The school said that Year 6 pupils had continued with the Virgin Money 'make £5 grow' and made things to sell for a profit.

5.13 There was £5,000 in the unofficial funds from Virgin Money, and this would be transferred to the main school budget. The school purchased a drone which will be used on school grounds for geography lessons and also to produce publicity video for the website. A 3D printer had also been purchased.

5.14 The school highlighted the issues with the implementation of the LA Dynamics Finance System which continues to impact the timeliness of income processing and the application of purchasing card transactions. In addition, the absence of segregated budgets and coding is an issue. Other issues were when parent pay moneys goes into the LA, (for example tax free childcare), the school is having to track to ensure they receive the income.

6.00 APPROVE THE SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

6.01 The following documents had been circulated to governors prior to the meeting:

- Schools financial value standard (SFVS) checklist guidance - GOV.UK
- Schools financial value standard SFVS checklist 2025 to2026

6.02 The School Business Manager and Chair had reviewed the SFVS, and it was circulated to governors prior to the meeting and updates were highlighted.

6.03 **Resolved:**
The agreed version was signed by the Chair and would be shared with the Full Governing Board.

7.00 HEADTEACHERS MID-YEAR

The Headteacher mid-year appraisal was scheduled to take place on 9 March 2026.

8.00 STAFFING UPDATE, INCLUDING PERFORMANCE MANAGEMENT AND WELLBEING

8.01 Sonya Robertshaw, Wellbeing Governor visited school on 12 January 2026 to find out more about wellbeing support for staff and pupils and a report was circulated to governors prior to the meeting. The Headteacher signposted the full wellbeing offer included in the report and highlighted:

- All staff have the ability to accrue lieu time by running an after-school club, after school event or residential.
- Support staff are given lieu time for attending training sessions that are not in contracted hours
- CPD for teachers in Spring 1 2026 on how to safely use AI to help enhance learning and reduce staff workload.
- All staff are included in briefing on Friday (adjusted start times and finish times), and all staff are welcome to contribute.

- Senior leaders (+TLR (Teaching and Learning Responsibility)) have at least two half days of management time in addition to their PPA (Planning, Preparation, and Assessment).

8.02 Governors asked what impact staff briefing sessions were having. The Headteacher explained it was having a positive impact on staff morale. It provided a networking opportunity and time for all staff to get together.

8.03 The Headteacher shared 'The Big Plan' with governors which was a calendar of yearly events that would be used every year so that staff are aware and able to plan effectively. Governors noted they would also be able to use this to schedule their monitoring visits and the Headteacher would add these to the calendar. **Headteacher**

8.04 Staffing structure was discussed at 5.04 and 5.05.

PE and Sports

8.05 John Lambert came into school on the 11 December 2025 to look at Physical education (PE) and sports premium funding. The governor had asked about the sustainability of the curriculum. The Headteacher explained:

- Funding is used to support additional swimming lessons in year 5 and 6 to help children who are not at the required level.
- The Headteacher reported that balance bike training was taking place and pupils and in Year 2 it was hoped that pupils could progress to peddle bikes.

8.06 Governors understood that currently staffing was stable however were aware that this may change if additional resource was required to meet children's needs. The Headteacher explained the challenges with behaviour but also highlighted that 100% behaviour was rewarded.

8.07 The Headteacher reported that where suspensions were necessary for high tariff and violent behaviour, the Chair of Governors was kept informed. The school also explained they did support pupils with regulation.

8.08 Governors acknowledged the time school took to support pupils behaviour, were aware that the previous Year 6 cohort had challenging behaviours and asked about the new cohort. The Headteacher said the school did record all behaviour issues and data was analysed to establish trends. From Nursery to Year 5 there were seven children with under 90% behaviour, this was doubled in Year 6, and school do all they can to support these children with rewards in place for improvement made.

9.00 POLICIES FOR APPROVAL

Resolved:

9.01 The following policies had been circulated prior to the meeting to governors for review and were approved:

- Data protection / GDPR policy
- RPA Cyber Response Plan
- Freedom of information policy
- Whistleblowing policy

- Work and families policy for school-based staff
- Maternity Adoption and Family Leave Policy for School Based Staff
- Pupil Premium
- Charging and Remissions
- Health and Safety
- Records Management Policy
- Surveillance and CCTV Policy

9.02 The Behaviour Policy was being reviewed and will be shared with staff, and parents and brought to the Full Governing Board for approval. **FGB**

10.00 HEALTH AND SAFETY AND PREMISES

Premises Update

10.01 The following work would take place during the February half term:

- The Site Supervisor is continuing work on the redecoration plan.
- Bi-annual service of the sprinkler system and fire alarm.
- Window cleaning 19 February 2026 (external)
- Several automatic toilet flushes being replaced with manual.
- Replacement pump – boiler house
- New blinds in Magpie Room
- There are a number of classroom heaters that are not working, the Site Supervisor will be exploring different options to resolve this as well as the heating in the small hall.

10.02 The Health and Safety governor, S Robertshaw, would accompany the school when the annual inspection of premises takes place.

10.03 **Accidents / Incidents**

Since the last meeting, there have been no pupil accident reports. Two staff accident/injury reports have been submitted to the local authority and one assault/violent incident.

10.04 **Fire Safety Risk Assessment**

The Fire Safety Risk Assessment was discussed at 4.05 and would be discussed at the next meeting. **Agenda**

11.00 RISK MANAGEMENT

Governors were assured that risks, including the threat of cyber security, are being identified, assessed, and sensibly managed, including those that are linked to strategic priorities. The Risk Register had been shared with governors prior to the meeting.

12.00 ANY OTHER URGENT BUSINESS

Pupil Premium

12.01 The Pupil Premium governor monitoring visit took place on 11 November 2025 to discuss Pupil Premium tracking, data collection dates, and interventions. A report had been shared with governors prior to the meeting.

12.02 The governor reported he had seen a system that monitors the cost and impact of all interventions. and recognised the hard worked school had done to ensure that systems are up and running and they should be commended for this.

12.03 The governor will arrange for a further visit to meet staff and pupils to see some qualitative evidence. **J Lambert**

13.00 DATE AND TIME OF NEXT MEETING

The next meeting was scheduled for Thursday 7 May 2025 at 9.30am This would be rearranged if required to take place after the meeting with the Local Authority Finance Office and to coincide with timescales for approval of the budget.

The meeting closed at 11.23 am

Signed (Chair):
Date: