

NEWTON POPPLEFORD PRIMARY SCHOOL

Governing Body

Draft Minutes

Meeting of the Resources Committee – Part 1 Minutes					
Date: 21.01.16		Time: 5:00 pm		Location: School	
Attendees	Initials		Attendees	Initials	
Matthew Barrett	MB	Parent	Bob Tubbs	BT	Associate
Maria Pinney	MP	Co opted	Stuart Vaughan	SV	Head
John Slade	JS	Co opted	Carmen Winterburn	CW	Staff
Apologies	Initials		Apologies	Initials	
Antony Cox	AC	Parent	Chris Hewitt	CH	Co opted
In Attendance	Initials		In Attendance	Initials	
Amanda Murrell	AM	Clerk			

Ref	Action	Owner
3.4	SV is still to circulate the staff induction pack. (Action from previous minutes)	SV
3.4	SV will send AM the Pay policy agreed at the last FGB, with the school's details added.	SV
3.9	SV will let JS know when Vicki Slattery will be working on the budget so that he can become familiar with the new system.	SV
3.14	<i>Intimate Care Policy</i> : SV and Amanda Thomas will look at the policy as soon as possible.	SV/AT
3.15	AM to send BT the Capability Policy.	AM
3.15	AM to send CW the Complaints Procedure.	
3.15	AM to send JS the Redundancy Policy, the Employee Code of Conduct and the Recruitment and Selection Policy.	
3.15	SV to send AC the Health and Safety Policy.	

Ref	Agenda Item	Owner
3.1	Apologies for absence: These were received from AC and CH and were sanctioned by governors. MB had notified the Clerk that he would be late.	JS
3.2	Declaration of business interests relating to the agenda: None.	JS
3.3	Minutes of last meeting on 19th November 2015: These were agreed to be a true record and signed by the Chair.	JS
3.4	<p>Review action points / Matters arising from the meeting on 19th November 2015 :</p> <p>2.4 SV reported that NPS had failed to inform the school that it needed to raise an order for the removal of possible asbestos material from the school grounds. It was subsequently removed over the Christmas holiday. JS asked if any asbestos was found. SV said that they found the remains of an old shed, but no report had been received yet to indicate anything else.</p> <p>2.4 The induction pack had not yet been circulated.</p>	JS

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	<p>2.5 SV circulated copies of the Pupil Premium and Sports Funding reports to governors. (Copies of which are filed with these minutes.) CW said the use of the Sports Funding was particularly effective.</p> <p>SV said that there were 36 pupils in receipt of Pupil Premium in 2014-15. SV said that the report will be worded differently for publication on the website, to prevent the identification of pupils.</p> <p>2.11 action completed.</p> <p>2.12 The First Aid policy had been sent to AM.</p> <p>2.12 Managing Disclosure Information policy: AM had asked the Safeguarding Team for advice. <i>(They had subsequently replied to say that all the managing allegations information is now contained in Part 4 of Keeping Children Safe in Education.)</i></p> <p>2.12 See below for policies relating to maternity.</p> <p>2.12 Governors noted that there are four HR policies that have recently been updated. AM will put them on the next Resources agenda. Redundancy is one of these policies.</p> <p>2.12 SV will send AM the Pay policy agreed at the last FGB, with the school's details added.</p> <p>AM reminded governors of the three core functions of governing bodies and the emphasis on maintaining a strategic, rather than an operational, role.</p>	
3.5	<p>Staffing update</p> <p>The Reading Champion had resigned to pursue a career in teaching. SV wished him well. Interviews for the vacant post would take place the following week.</p> <p>There had been three applicants for the post in pre-school and interviews were scheduled for the following week.</p> <p>Two members of support staff were on long term sick leave. SV was looking at ways to relieve the pressure on other staff as the result of these absences.</p>	SV
3.6	<p>Review of pupil numbers:</p> <p>Whole school roll: 179 Reception class 28 Year 1: 28 Year 2: 28 Year 3: 25 Year 4: 23 Year 5: 28 Year 6: 19</p> <p>SV said that a successful open morning had been held for the Reception class last term, but the school would not know until April how many have applied. SV said</p>	SV

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	that the September 2016 intake is likely to be higher than the number of children leaving Year 6 in July.	
3.7	<p>Monitor Budget: SV said that he wished to leave the forecast premises underspend until the new school had been built.</p> <p>Governors noted that the pre-school was forecast to overspend. JS asked if the budget included the new member of staff to be recruited. SV said it did not. Pupil numbers are increasing, but the pre-school cannot take more children if they are unable to recruit staff. BT asked if numbers peaked in July. SV said that staff have contracts with a minimum number of hours each year and extra hours are added on during the year, as required.</p> <p>JS asked why the amount spent on supply had gone up. SV said that this was due to releasing staff to deliver in- house staff development and releasing members of the Senior Leadership Team. CW said this approach to continuing professional development was very positive.</p> <p>Catering: School meal income and food costs had yet to be determined since it was the first year of operation, but it was likely that the catering service will make a profit. SV said that providing meals for two other schools had been beneficial. Energy costs had not been included and SV suggested that this should be monitored in future. Even if the kitchen breaks even, this would be more positive than the loss in previous years.</p> <p>BT asked about feedback regarding food. SV and AT are to meet with parents to discuss this in the summer term.</p> <p>JS asked if it had been census day. SV said that 79 out of 86 universal free school meals had been taken.</p> <p>JS asked if the carry forward would be more than last year. SV thought that it would be similar and that the final figure may still vary. Governors noted that the ICT budget was overspent, as previously discussed.</p>	SV
3.8	<p>Virement: Governors noted that SV had transferred £500 from Pupil Premium to pay for educational visits (such as to Escot) for those in receipt of Pupil Premium.</p>	SV
3.9	<p>School Financial Value Statement (SFVS) / Financial Benchmarking: SV had updated the information on the SFVS form. Governors noted that the asset register was in the process of being updated. It was being transferred from paper to an electronic version. It will be completed in the summer term.</p> <p>JS signed the SFVS form.</p> <p>MP asked if the school had an internal control handbook. SV confirmed that it had. Governors noted that there was no compulsion to explain governors' financial competencies to parents.</p> <p><i>Benchmarking:</i> Governors chose to compare the school with others with of similar size, characteristics, number of Free School Meals and geographic location.</p>	SV

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	<p>Governors were satisfied with the schools spending when benchmarked against the school's statistical neighbours.</p> <p>Governors noted that the school's average KS2 points score was one from the top of the range. BT asked how attainment would be shown this year and SV acknowledged that the system would change.</p> <p>JS asked if the new software for the budget monitor was produced by the same company as before. SV said it was not. SV will let JS know when Vicki Slattery will be working on the budget so that he can become familiar with the new system.</p>	
3.10	<p>Audit: The school audit will take place on 10th and 11th February. JS will be available for the second day. VS, SV and AM have met and identified a few items to action.</p>	SV
3.11	<p>Review of Accident Book: (A copy is filed with these minutes)</p> <p>BT asked why there had been an apparent decrease in accidents. SV said it was due to the change in break time arrangements.</p> <p>No specific issues were identified.</p>	SV
3.12	<p>School Gates:</p> <p>Julia Bramble (FGB Chair) had asked the Resources committee to form a working party to look at the safety of the gate. JS had asked governors for their views. JS said that governors wished to ensure that the school was addressing the issue of safety. SV said that he would be sharing the information and ideas gathered from governors with the Senior Leadership Team.</p> <p>SV felt that the school's arrangements were similar to many other local schools. SV felt that the incident was very isolated. The school will review things and minimise any risks as far as possible. Staff will look at the most appropriate action to take. SV said that there is always a member of staff available in the playground at the beginning of the school day. MP said that as long as the school was considering all options, governors could satisfy themselves that their duty was done.</p>	JS
3.14	<p>Policies for review:</p> <p><i>Shared Parental Leave Policy (April 15)</i> <i>Parental Leave Policy (April 15)</i> <i>Maternity Policy (April 15)</i> <i>Adoption Policy (April 15)</i></p> <p>BT said that staff needed to be informed that these policies had been updated. Governors agreed to adopt the model policies.</p> <p><i>Disciplinary Policy</i> (to be recommended to the FGB): This was reviewed by JS. This was a model policy, previously adopted in 2014. Governors elected to delegate initial hearings to the Head teacher.</p> <p>Governors agreed to recommend the policy to the FGB.</p> <p><i>Domestic Violence Policy:</i> This was reviewed by BT. It is a model policy. Staff need to be aware of the policy. Training is recommended to deal with issues of domestic violence. SV confirmed that he had completed the training. If an issue occurs there was subsequent training available.</p>	JS

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	<p>Governors agreed to adopt the policy</p> <p><i>Grievance Policy</i> (to be recommended to the FGB): This was reviewed by MB.</p> <p>Governors agreed to recommend the policy to the FGB.</p> <p><i>Intimate Care Policy</i>: This was left until after the registration of the pre-school. Governors noted that the pre -school had now amended the policy. SV and AT will look at the policy as soon as possible.</p> <p><i>Maintenance of Personnel Records Policy</i>: This was reviewed by JS. There were no amendments. SV said that it is kept securely. JS asked SV to confirm that staff know what information is held on file. SV confirmed that they did.</p> <p><i>Managing Sickness Absence Policy</i>: This was reviewed by AC. AC had said that it was necessary to make it clear when the policy had been reviewed. AM said that this would be done. Governors agreed that any initial hearing be delegated to the Head and then subsequently, to the Hearings Committee.</p> <p><i>Safety from Violence and Aggression Policy</i>: This was reviewed by CW. CW said that it was a model policy, dated 2013. It was a corporate policy, not school specific.</p> <p>CW wished to make governors aware that staff had faced more verbal aggression in recent years. BT asked if there is any action governors can take. Governors have sent letters and banned some individuals from the playground in the past. BT thought that engaging with parents may help the situation in general. BT felt that some parents wished for more involvement. CW suggested that the school held an open evening. AM said that governor meeting minutes are to go on the website. MB said signposting may be needed to show where parents can find out more.</p>	
3.15	<p>Policies for review at next meeting:</p> <p><i>Capability Policy</i> - to be reviewed by BT – AM will check with HR for an up to date policy and let BT know.</p> <p><i>Data Protection Policy</i> - to be reviewed by MP.</p> <p><i>No Smoking Policy</i> - to be reviewed by MB.</p> <p><i>Complaints Procedure</i>- to be reviewed by CW – AM will send the policy to CW. Staff and governors are to receive training on this on 1st March, at 3.30pm.</p> <p><i>Redundancy Policy</i> - to be reviewed by JS.</p> <p><i>Employee Code of Conduct</i>- to be reviewed by JS</p> <p><i>Recruitment and Selection Policy</i> - to be reviewed by JS. AM will send the policy to JS.</p> <p><i>Health and Safety Policy</i> – This is an updated version. AM had sent it to SV to update. It will then be passed to AC to review.</p>	JS
3.16	<p>Review action points on Health and Safety report, including sun protection and receive update from SV on agreed actions outstanding:</p> <p>SV reported that the staff induction pack was in hand.</p> <p>SV had taken advice regarding the provision of sun cream and said it was not recommended.</p> <p>JS reported that AC had said that if governors disagreed with the provision of sun cream, AC would not pursue the matter further. JS said that it was operational matter and therefore for the school to decide.</p>	AC

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3.17	Chair's Business: SV said that the school had recently been informed that new contractors were to undertake building the new school. Elliott's had now engaged. They are a modular builder, so construction will be partly off site, so there will be less disruption. Access is being negotiated. Client engagement meetings should begin in two weeks. JS asked if the number of classes would be the same. SV said that he thought there would be 8 classes, but details were not yet known.	JS
3.18	Date of next meeting: Thursday 3rd March 2016 <i>The meeting ended at 6.30pm</i>	JS