

NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BODY

RESOURCES COMMITTEE MEETING

held at Newton Popleford Primary School

9th May 2019 at 5.30pm

Present:

Stuart Vaughan, John Slade (Chair), Chris Hewitt, Nicola Spencer Godfrey, Simon Finch, Stuart Ireland, Jo Cox (Temporary Clerk)

Ref	Agenda item	Action to be taken
1	Apologies for Absence – Governors sanctioned apologies from Maria Pinney.	
2	Notice – received	
3	Declaration of Business Interests relating to the agenda – None	
4	Minutes of the last meeting on 7th March 2019 – The minutes were agreed to be a true and accurate record of the previous meeting and were signed by the Chair.	
5	Matters arising from the meeting on 7th March 2019 – 5. SV confirmed that the SFVS matrix has been sent to Governors for completion. 5. Review of Complaints Procedure by SV and SI carried forward. SI to email SV with suggested dates for meeting.	SI
6	Review and breakfast and after school club are meeting the needs of pupils and parents – SV confirmed that Breakfast Club is still well attended. Twilight now finishes at 5pm following recent change approved by this committee. 1 parent wrote to Chair of Governors to express unhappiness about the change of timings. JB responded and nothing further has been heard from these parents on the matter. SV confirmed the school will continue to review demand for an after school provision until 6pm and would consider changing back if there was sufficient demand.	
7	Budget 2019-2020 - SV explained this item is on the agenda following the last FGB meeting as carry forward projections are looking very bleak. Resources committee were actioned by FGB to look at options to improve the outlook. SV updated that having taken advice from HR decision had been made to reduce TA hours from 89 to 50 per week. HR advice was to end all TA temporary contracts and readvertise the reduced hours roles. Letters were prepared & ready to send when the Reception 2019 admissions were confirmed which includes 2 children with funded EHCPs meaning the school will still require 5 TAs in September, although some will still need a reduction in hours. SV confirmed all affected staff have been	

	<p>informed and have confirmed which of the available roles they are interested in so now for SLT to look at and allocate.</p> <p>General discussion held regarding budget and potential savings.</p> <p>SF recommended that SV / Admin hassle the energy companies for bills for the new building as this hinders budget progress having no idea what energy costs are. SV confirmed this is already being done on a regular basis and will continue until bills are received.</p> <p>SV confirmed SLT will look at staffing structure to see if any savings could be found there.</p> <p>ACTION: All Gobs to consider methods of cost savings. To be added to the agenda as an ongoing item to keep looking at budget and cost savings.</p>	<p>RESOURCES COMMITTEE</p>
<p>8</p>	<p>Staffing - including contracts - SV advised that of the teachers there are 2 on temporary contracts, one of which has been since September 2016 and he wondered if they should now be made a permanent member of staff. SF asked about the pros and cons of doing so. SV confirmed the only negative would be if redundancies became necessary. No changes to pension costs or T&Cs of employment. All Governors present were in agreement of supporting SVs decision to make this staff member permanent.</p> <p>The other temporary contract has only been in place since September 2018 so will remain temporary for the time being</p>	
<p>9</p>	<p>Confirm admission numbers for September 2019 - SV advised there are currently 22 to start Reception in September.</p> <p>Other in year movements known about currently are: Reception 1 in and 1 out Y6 1 out to a specialist behavioural school. Y5 1 in with a start date tbc Y3 1 in starting after May half term. Currently there is a waiting list for Y3 only. CH enquired what the pupil numbers are likely to be for October census - SV estimates 190.</p> <p>SV feels marketing will be needed for next year's Reception intake process, for example an open day in November. Discussion held regarding official school opening in June and agreement made to advertise locally highlighting places available in some year groups (Sidmouth Herald?) in the hope this may attract more potential in year admissions. ACTION SV</p>	<p>SV</p>
<p>10</p>	<p>Review production kitchen and internal catering service - SI enquired if it is still going well catering for other schools? SV confirmed yes. The Headteacher of one of the schools recently retired so the school is currently being run by a MAT so possibility something may change there.</p>	

	<p>SF - is there the capacity to take on catering for more schools? SV felt the kitchen staff might struggle due to space in the new kitchen.</p> <p>CH - are we covering our costs? SV confirmed a loss has been made this year hence the recent meal price increase. Still a loss, albeit a smaller one. CH commented that it doesn't sound good news that kitchen is operating at a loss. SF agreed and suggested this is one area to focus on in budget discussions. SI enquired what the break even point is? ACTION: SV agreed to do analysis to establish break even figures.</p> <p>SV confirmed Govs will need to look at increases in meal costs again in September for NPPS pupils but also for charge to other schools as meals currently charged at £1.70.</p> <p>CH - have we considered offering a cold/packed lunch option? ACTION: SV to discuss with Sally</p>	<p>SV</p> <p>SV</p>
<p>11</p>	<p>Building Update - SV confirmed most issues on his previous list have now been resolved.</p> <p>The fix to the broken toilet only lasted 1 day so has been reported again. Issues with heating should have been fixed but with the current mild weather the heating is off so unable to confirm if working ok.</p> <p>Access Control - DfE have now agreed to pay to this entry system to the retained classroom used for Breakfast Club and Twilight. However there is now an ongoing saga with poor communication between the 2 contracted companies involved with installation which is causing delays.</p> <p>Confirmation received today that playground markings will be paid for.</p> <p>JS queried the security for KS1 with the Access Control system for Twilight - is there any visual contact for the staff to know who is being let in? SV confirmed staff in Breakfast Club and Twilight can see out the window. Preschool staff will use the system for 12pm pickups but they know who they are expecting.</p> <p>CH queried the positioning of the 2 lampposts in the middle of the playground and will there be any soft protection for the children put around them? SV confirmed he has asked for this and is awaiting response. Mr Long has contacts with local rugby clubs and is enquiring if any of them have old rugby post protection pads they could donate.</p> <p>CH also queried what is happening regarding the pipe cover trip hazards on the field. SV confirmed the PTFA are ordering some round seats to be positioned there. No one has run in to them as yet.</p> <p>Overall outstanding issues with build are lessening. Will be snagging checks at 12 months for cracks in plaster etc.</p>	

12	<p>Update to Privacy Notices and addition of Governor Privacy Notice (as per audit report) - SV advised that the existing staff and pupil Privacy Notices have been updated by DfE and additional information has been added to the final page.</p> <p>It was identified in the audit that a Governors Privacy Notice is now required. SV has produced based on the DfE template document. Paper copies were distributed to Governors present and all confirmed happy to approve the document.</p>	DECISION
13	<p>Governor's Training update and feedback – MP, JS and SV have now attended the recent Safer Recruitment training.</p> <p>JS highlighted that there is a Governors Finance Training Day scheduled for September that he has found very beneficial in the past. JS intending to attend again for an update and recommended that a further Resources committee member also attends.</p>	
14	<p>Policies for Review:</p> <p>No Smoking Policy - SV confirmed that this is no longer a statutory policy due to no smoking legislation. All Governors present agreed to remove policy.</p> <p>Discussion held and agreed no smoking signage required for the building and site. ACTION: SV to implement</p> <p>SV confirmed that it is in the Staff contracts that they are not allowed to smoke on site.</p> <p>Agreement made that it needs to be included in future Lettings agreement forms that the site is no smoking.</p> <p>Business Continuity – SV confirmed that he has not yet finished this policy hence is has been unavailable for review. C/F to next meeting</p> <p>DBS Disclosure & Barring Service - NSG confirmed standard policy and no updates required other than to add in the NPPS decision from recent FGB meeting that the Governing Body agreed all staff will be rechecked every 4 years.</p> <p>Lettings - discussion held regarding Lettings of the new site and agreement made to have Lettings as an agenda item at the next meeting to include the review of the policy. Actions in preparation for the next meeting:</p> <ol style="list-style-type: none"> 1. SV to check existing Buildings & Contents Insurance cover allows for Lettings 2. SV to ask Admin Team to enquire about the school holding a blanket Public Liability Insurance policy to cover hirers <p>Lettings policy needs amending to include mention that school is a non smoking site. Also policy to be updatede to confirm that the hirer 'must have' Liability Insurance rather than 'should have' as currently stated.</p>	<p>SV</p> <p>SF</p> <p>RESOURCES AGENDA</p> <p>SV</p> <p>SV</p>

	<p>Travel Plan - JS confirmed he has looked at rewording the Travel Plan and it will need reviewing but questions the need for a Travel Plan at all now. There are not a lot of things that can be done by the school to alter the way children travel to school.</p> <p>There seems to be nothing the Highways Agency are willing or able to do except confirmation has been received that they will move the pavement barrier from the old preschool entrance to outside the new main school entrance (at some point in this financial year). They will also move the zigzag road markings but this may take up to 2 years as a traffic order is needed and they only produce 1 each year will all items required.</p> <p>ACTION: JS to chase up the movement of the pavement barrier highlighting the safety of the children.</p> <p>ACTION: Add to FGB agenda to approve no longer having a school travel plan.</p> <p>GDPR - SI unable to access policy to review. SV to send to SI and ensure system access is working.</p>	<p>JS</p> <p>FGB DECISION REQUIRED</p> <p>SV/SI</p>
15	<p>Policies due for review at the next meeting:</p> <ul style="list-style-type: none"> • Business Continuity and Emergency Plan • GDPR • Budget Monitoring • Finance • Flexible Working • Health, Safety & Wellbeing (DCC & School) 	<p>SF</p> <p>SI</p> <p>NSG</p> <p>SF</p> <p>SF</p> <p>JS</p>
16.	Date of next meeting – Thursday 20 th June 2019 at 5.30pm	

Meeting closed at 7.25pm