

NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD RESOURCES COMMITTEE MEETING

held at Newton Poppleford Primary School on Thursday 3rd May 2018 at 5:30pm

Present: **John Slade (chair)** **Simon Finch** **Maria Pinney**
 Stuart Ireland **Stuart Vaughan**

In attendance: Natalie Mann (Clerk)

Quorum: Quorate

Ref	Agenda Item	Action to be Taken
1	Apologies for absence – Governors sanctioned apologies from Matthew Barratt and Chris Hewitt.	
2	Notice – Received	
3	Declaration of business interests relating to the agenda – SV declared a business interest in item agenda 7.	
4	Minutes of last meeting on 7th March 2018 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by JS.	
5	<p>Matters arising from the meeting on 7th March 2018 - School Build – quote for the additional tarmac area has been received and will now be moving forward. This will be funded from the DFC the school receives. SV circulated email to governors from EFSA regarding the access arrangements for the new school build. SV will be reviewing his notes from previous meetings and return to the EFSA with a response. SV has received a plan of the school and playground from September 2018. SV will be clarifying if the field is going to be available for use in September as playground space is limited. SLT and SV will be reviewing play times and start of the day structure from September once confirmation has been received. SV advised after May half-term some of the current playground will be reduced in size due to Elliots having to relocate their site office. <i>MP asked at what stage do pre-school move across to the new building?</i> At the same time as we will be moving into the building. SV described the plan for Elliots with regards to the demolition of the existing school building. <i>MP asked are we still on target for taking over the building?</i> Yes the 16th August has been agreed. The current gate worker will be leaving tomorrow and school will be ensuring a DBS will be in place with the new worker. SV is hoping to arrange a viewing from governors of the new school building before the next FGB meeting in May.</p> <p>SV circulated current up to date accident records and reported there is a slight reduction from the previous term discussed at last resources meeting.</p> <p>SV reported a fire drill will take place after half term and checked against the emergency plan.</p>	
6	<p>Review breakfast and after school club are meeting the needs of pupils & parents - SV reported that both breakfast and after school clubs have healthy numbers attending and a slight increase following Easter break. Between 5-6pm there tends to be less numbers. These clubs are continuing to make a profit at year end. SV has not had any parents reporting any further needs for their children, and pupils are enjoying both clubs. SV has not</p>	

	completed a survey with parents; this will be considered next year.	2019 - SV
7	<p>Budget 2018-2019 update - Following FGB a process was discussed with regards to staff and redundancies, however this was based on a carry forward that was inaccurate. The carry forward has now been confirmed as £42,000 and this has resulted in the redundancy processes not having to be implicated. No redundancies will be made and temporary contracts will not be ended prior to their existing end date. <i>SF asked after completing the beginning of this process for redundancies and reviewing of the current staff structure, is there anything you will be taking forward?</i> SV has looked at the roles of all the staff and the SLT have considered changing some of the structure within HLTA roles to allow for them to support when supply cover is required. This will reduce our supply outgoing costs by approx. £5000 for the forthcoming year. SV will be reviewing the current finance support service we receive, Vicki Slattery and SV will be completing the process with the budget monitors and budget plan next year and buy in less hours of support from the financial support service at Babcock.</p> <p>SV talked governors through budget documents circulated prior to meeting. CFR report includes pre-school budget whereas the budget plan separates pre-school from the main school budget.</p> <p>Budget plan includes the extension of the 5 temporary teaching assistant contracts until 31st March 2019. SV advised the governors that the extension of these contracts will help to cover the structure of the playtimes in September 2018. <i>SF asked how do you justify the capital funding?</i> DFE allocate funding between each school and there is no influence from the school as to how much DFC monies will be received.</p> <p>SV advised this budget is based on October census 2017, as we currently has 191 pupils, if we are over 191 in September we will be applying for growth funding grant due to the increase of over 10 pupils, this figure has not been included in the current budget plan.</p> <p>SV will be considering a budget monitor for each resources meeting for the finance year 2018-19 to allow governors to monitor the budget twice a term.</p> <p>AGREED: JS proposed, SF seconded and all governors approved the 5 year budget plan, budget monitor and CFR report.</p> <p>SV advised there are some items (that will not be relocating to the new school building) in the existing school that staff would like to considering purchasing rather than them being disposed of. <i>SV asked how do governors consider how staff can purchase these items and how a value for these items can be allocated?</i> SF suggested a wish list being put in the staff room and some governors will work together to identify a cost for these items and staff can then consider if they wish to purchase. SF suggested we consider a disclaimer as part of the purchasing, ownership and removal process for staff to sign when purchasing any items.</p> <p>SV has registered the school on an auction site to allow the school to bid on items that we require for the new school. SV will ensure the price is comparative with other items in the open market. Considering the need for purchase of items for the new school in the near future, Petty Cash has been increased to support these purchases.</p>	
8	<p>Confirm admission numbers for September 2018 – Currently 30 pupils have been confirmed, however 1 pupil will no longer attending, and 1 pupil is under consideration to be deferred for a year following recommendation from external agencies. 15 places have been allocated from out of area.</p>	

9	<p>Review production kitchen and internal catering service – Charges have increased for the production kitchen meal for Otterton and Drake’s schools. Currently the production kitchen is working well and the Raleigh Federation have reported they are pleased with the service. Currently discussions are taking place with Bartletts, EFSA, and kitchen staff around the layout of the new kitchen in the new school build to ensure the kitchen is fit for the purpose of a production kitchen. SV will update governors further with which issues can and cannot be resolved. <i>SF asked is there any other support that can be offered from governors?</i> SV will circulate plans for the kitchen layout to SF to have a look over. MP suggested contacting a commercial kitchen company who may be able to offer other solutions for storage, and organisation of the space. SV will follow up.</p>	SV SV SV
10	<p>Analyse use and impact of additional funding (PP, Sports, SEN) – SV has circulated documents with relation to the PE funding prior to meeting. <i>SF asked are the figures allocated in this plan supportive of the PE funding regulations of use?</i> SV advised the PE funding is allocated to help support staff CDP, and whole school activities to include daily mile, wake up and shake up. The new build will offer opportunities for whole school activities to be more successful. SEN and Pupil Premium to be discussed at next meeting.</p>	SV
11	<p>Review Accessibility Plan – To be deferred to the spring term 2019 when this can be reassessed with the new build changes. With regards to the current accessibility plan this has been amended to support a current student with visual impairment.</p>	
12	<p>Governors training update and feedback – SF has completed the level 2 safeguarding course online, certificated handed to SV for safeguarding records.</p>	
13	<p>Policies for review: DBS Disclosure and Barring Service – SF reviewed model policy and asked questions via email prior to meeting. SV reported if roles change new DBS checks are completed. Updates are no longer completed regularly following OFSTED criticising schools for wasting their money on completing regular updates. School continues to ask all staff, volunteers and governors to complete annual personal statements to confirm no changes have taken place since DBS along with disqualification by association statements. SF reported that the policy does not state an update is required regularly to ensure the safety of the children and staff within the school. <i>SF asked is there a feedback option to the DCC with regards to the requirement for an update to be completed regularly?</i> NM to contact governors’ services and raise the questions as to why there is now no requirement for the DBS checks to be updated regularly. Lettings – CH has reviewed and circulated comments prior to meeting. In the long term the new school will be considered as lettings option for local community and a comparison with other local venues will need to be completed to ensure letting costs are within line with these venues. This should be considered for review in Spring term 2019. Managing sickness absence – deferred till summer term meeting</p>	NM Spring 2019 June 2018
	<p>Policies due for review at next meeting: Budget Monitoring Finance Health, Safety & Wellbeing (DCC & School)</p>	SF SI MP

The meeting closed at 7:00pm

