

NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD RESOURCES COMMITTEE MEETING

held at Newton Poppleford Primary School on 19th January 2017
5.30pm

Present: **John Slade** **Stuart Vaughan** **Simon Finch**
 Stuart Ireland **Chris Hewitt** **Maria Pinney**

In attendance: Natalie Mann (Clerk)

Ref	Agenda Item	Action to be Taken
1	Apologies for absence – Matthew Barratt	
2	Notice – Received	
3	Declaration of business interests relating to the agenda – None	
4	Minutes of last meeting on 17th November 2016 – The minutes were signed as a true and accurate record.	
5	Matters arising from the meeting on 17th November 2016 – SV reported he has begun discussions with kitchen staff on long service days. Also the utility charges discussion is still ongoing. Governors asked if there had been any feedback from the increase in charges for the breakfast and twilight club, SV stated that the number of children attending has not changed and that he has not received any comments from parents.	
6	Approve costing for the SDP – Deferred to the next meeting as SV has been unable to meet with SLT due to sickness	
7	Staffing update – SV reported there are no staffing changes since the previous meeting.	
8	Review of pupil numbers - R:21 Y1:30 Y2:29 Y3:29 Y4:29 Y5:23 Y6:29 One new admission due to start next term taking the whole school total to 191. SV reported there has been no confirmation of admissions for next year reception children but currently the proposed admissions are 24 but this will include parents 2 nd and 3 rd choices. SF asked if this is an average reception admissions number? SV said yes and classes tend to increase with in-year admissions as they go up through the school. SF asked is there a programme to help boost class sizes? SV reported in the village there is normally 16 to 18 admissions and the remaining children come for out of catchment area, an open day is held at the school in November to help promote to the outside areas. MP asked if has there been any leavers? 2 children have left at present. Governors discussed changes with other local schools, CH asked if this will impact on intake and interest in the Newton Poppleford School? SV advised interest could increase but currently some classes are at pan.	
9	SFVS / Financial Benchmarking – SV described what the School Financial Value Standard is to the new governors SF and SI, SV	

Resources committee meeting dated 19.01.17

Signed
Dated

	<p>will update and populate this form, once complete SV will send to NM to circulate to governors to review at FGB.</p> <p>SV talked governors through bench marking data using the comparison against schools with similar pupil numbers, the same category town/rural and located in the south west. CH asked is the premise maintenance cost low due to the proposed new build? SV said that only the required essential maintenance is being carried out on the existing building as the new build is proposed to start in the next year. SF asked if running costs have been estimated for the new build? Assumptions would be that the new build will save on energy but this can only be confirmed once the school has transferred into the new build. SF asked who negotiates insurance as results were showing as a high spend? SV advised that he does. SF asked do we spend the entire budget? SV said we try to keep a carry forward as a contingency and this year this will be built in to help towards furnishing the new building. Other service spends are quite high and these are service we buy into. CH asked why are our service cost high in comparison to other schools? SV advised we continue to buy in to the services that we have used successfully over the years and review them when we are not happy with the service and possibly approach other providers for a better service and cost.</p> <p>Governors acknowledge that pupil numbers are affected by the housing market and when there is movement in the market, people move into the area. Budget will be based on 185 pupils for this next year following the autumn census. Government requires the governors to support to set a 3 year budget.</p> <p>SV reported to governors that the new national funding formula will possibly result in the school losing funding of £3000 of the budget set.</p>	SV/NM
10	<p>Link Governor and training update – NM to book MP on training for level 3 safeguarding for 8/9th February 2017.</p>	NM
11	<p>Travel Plan update – Governors have received a summary of the responses to the travel questionnaire. 60% of the questionnaires were sent to parents living in Newton Poppleford. Some responses were not already aware of the existing parking options available. Devon travel plan has suggested using The Canon as park and stride once the weather improves. Suggestion from SI for a board a the front gate to raise awareness of parking location for parents. CH asked do The Canon have any concerns over parents using their care park? Discussions have taken place with The Canon, they are happy for parents to use the car park at pick up and drop off only. CH reported the advantage to The Canon is children do not have to cross the main road. JS will continue to look at updating the travel plan following the questionnaire response. Governors in agreement. SF asked have there been discussions for the future of drop off / pick up with the new build? SV reported the DFA are clear it's about rebuilding the school and not the access to the school. The school will separately have to consider the options for pick up and drop off during the school build and after. Currently discussions are taking place to locate a parcel of land which could be a potential resolution. MP asked if there had been any developments about the pinch point outside the school? SV reported no movement at present, the entrance will be moved to a difference position once the new build is completed, and this could increase the number of people crossing. SI asked if crossing guards are available? There are very few left and they are now required to be funded by the school. CH asked is there a working party for the travel plan? Currently the resources committee are responsible for the travel plan, when required a working party should be formed. JS will draft the travel plan and circulate within the committee. Governors in agreement.</p>	JS

12	<p>Policies for Review:</p> <p>Budget Monitoring Policy – JS has reviewed this policy and circulate his review notes. JS reminded SV that that monitoring reports are to be issued within 7 days of committee meeting.</p> <p>Domestic Violence Policy – MP has reviewed this policy, NM to check if this is the most up to date policy. MP asked if anything is displayed discreetly for staff and child around domestic violence, SV reported we raise staff awareness around this issue.</p> <p>Safety from Violence and Aggression Policy – MP reviewed this policy, a model policy but unsure if current up to date as previously reviewed in 2014. NM to check with DCC if they to review this policy in the near future. Governors in agreement to adopt this policy.</p> <p>Secondment Policy – MB circulated his review notes to governors before committee meeting. This is a model policy and MB reported the policy to be satisfactory.</p> <p>Social Media Participation Policy – MB circulated review notes prior to meeting, a model policy, once adopted page one to be completed with adopted date. NM to check with DCC if this policy is due to be reviewed as current policy dated 2011. Governors in agreement to adopt this policy.</p> <p>AGREED: All governors in agreement with the above policies to be ratified.</p> <p>Following policies to be ratified at FGB meeting on 2.2.17.</p> <p>Disciplinary Policy (to be recommended to the FGB) – CH reviewed, this is a model policy and section 32 will need to be completed once policy is ratified at FGB.</p> <p>Governor Expenses Policy – SI reviewed this policy, Rates for mileage to be added to policy and to be ratified at FGB meeting.</p> <p>Maternity Policy – SI reviewed this policy and asked do we have the policies in place that this refers to? SV and NM confirmed policies are in place. New model policy and to be ratified at FGB.</p> <p>Managing Sickness Absence Policy - JS reviewed this policy, model policy and delegations to be entered into the policy and to be ratified at FGB.</p> <p>Staff Consultation Policy – CH reviewed this policy, new model policy and CH reported the policy to be satisfactory. Policy to be ratified at FGB.</p>	<p>NM</p> <p>NM</p> <p>NM</p>
13	<p>Policies due for review at next meeting:</p> <p>Asbestos Management Business Continuity Plan Capability Policy and Procedure Emergency Management Plan Redundancy Whistleblowing</p>	<p>MP MB CH SI SF JS</p>
14	<p>Additional to the agenda - Currently the school build plans are unlikely to be approved, SV has discussed with a parish councillor and possibly within the next week a modified plan should be put forward to EDDC for the March meeting.</p>	

The meeting closed at 7.07pm