

NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BODY

RESOURCES COMMITTEE MEETING

held at Newton Poppleford Primary School

4th July 2019 at 5.30pm

Present:

Stuart Vaughan, John Slade (Chair), Maria Pinney, Nicola Spencer Godfrey, Jo Cox (Temporary Clerk)

Ref	Agenda Item	Action to be taken
1	Apologies for Absence – Governors sanctioned apologies from Chris Hewitt, Stuart Ireland and Simon Finch due to work commitments.	
2	Notice – received	
3	Declaration of business interests relating to the agenda – None	
4	Minutes of the last meeting on 9th May 2019 – The minutes were agreed to be a true and accurate record of the previous meeting and were signed by the Chair.	
5	<p>Matters arising from the meeting on 9th May 2019 –</p> <p>5. Review of Complaints procedure by SV and SI carried forward again</p> <p>9. Report was in the Sidmouth Herald of the official school opening however, unfortunately the Herald editors didn't include mention of places available at the school.</p> <p>10. Analysis of kitchen costs/expenses for break even figure carried forward.</p> <p>SV confirmed he has spoken to Sally who is willing to consider offering a packed lunch option and they will be looking into options to offer.</p> <p>14. No Smoking signs have been ordered for the site</p> <p>14. Lettings – SV confirmed that the school buildings and contents insurance does allow for lettings. The school admin team are currently investigating the costs of providing a blanket Public Liability Insurance policy</p> <p>14. Travel Plan – JS has chased again regarding the repositioning of the pavement barrier</p>	<p>SI/SV</p> <p>SV</p>
6	<p>Budget / Cost Savings – SV distributed several documents to Governors ahead of the meeting to review. Highlights are:</p> <p>The budget has been updated to include additional income and staffing costs due to the incoming children with EHCP needs and funding. Also included are the c£15K Government payment towards the employer's pension contributions and £2515 towards teachers payrises.</p> <p>The Budget Monitor document shows that the carried forward figure has decreased from £6300 to £3800.</p>	

Resources committee meeting 04.07.19

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<p>JS queried the difference in income figures from £838779 on the budget monitor compared to £947000 on the budget. SV confirmed this is due to the codings used on the 2 systems and is mostly due to the different codes for school meals and twilight income.</p> <p>SV advised that utility bills have now been received and all are correct except for the old building water meter. There will be some income from Elliotts due to the amounts used by them whilst on site. SV has calculated their electric, gas and water usage and will be billing them for £12645.</p> <p>Capital Fund will have approx. £30k left once the outdoor classroom has been paid for. SV asked the Governors to approve spend from this for:</p> <ol style="list-style-type: none"> 1. Grounds Maintenance equipment. Quotes have been obtained in the region of £4800 p.a. for annual grounds maintenance contract. SV proposed purchase of ride on lawnmower, strimmer and chainsaw and to pay Adrian occasionally for extra hours to cut the grass etc. SV and other staff are willing to volunteer their time to cut grass. MP enquired about insurance? SV confirmed Adrian would be covered due to the wording in his contract and anyone else would be insured if volunteering. MP also raised concern about SV work life balance – SV confirmed he is quite happy to do it. MP stated she felt this should be reviewed after a short period so there is the option for SV to ask to change this arrangement. MP thanked SV for the offer of his time. 2. Purchase of 35 Chromebooks at £215 each so total spend of approx. £7700 <p>JS proposed approval of the Capital Fund spending discussed. This was seconded by MP and all Governors present voted in favour.</p> <p>Preschool Budget is currently making a loss. SV has investigated fees charged locally by other preschools and is proposing an increase in our charges. Kelly and Mel confirmed to SV that fees have not been increased since 2006. SV proposed increase to £4.50ph for 2 year olds and £4.25ph for 3 years plus to be implemented from September. Numbers of children registered for preschool are looking healthy for September and an additional member of staff is starting which will allow for an increase of hours that can be offered to parents.</p> <p>SV advised that he intends to issue a letter to all parents in September to ask for a donation to the school to boost the budget income and will also be approaching local businesses to offer an advertising facility on the school site or online on the website.</p>	<p>DECISION</p>
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7	Lettings – discussion carried forward to the next meeting in CH absence and pending his review of the Lettings Policy	RESOURCES AGENDA																		
8	Review School Fund Account – SV confirmed that the school fund has been audited and looks healthy.																			
9	Approve the write off of any recoverable debts and disposal of surplus/damaged equipment – SV proposed the write off of 5 Chromebooks that have broken screens etc. They are all over 3 years old and cost £100 each. MP proposed approval of the write off. This was seconded by JS and all Governors present voted in favour.	DECISION																		
10	<p>Review pupil numbers – SV advised of some children leaving and starting at the school in September and numbers are expected to be:</p> <table border="1"> <thead> <tr> <th>CURRENTLY</th> <th>SEPTEMBER EXPECTED</th> </tr> </thead> <tbody> <tr> <td>R – 30</td> <td>R – 22</td> </tr> <tr> <td>Y1 – 23</td> <td>Y1 – 29</td> </tr> <tr> <td>Y2 – 30</td> <td>Y2 – 25</td> </tr> <tr> <td>Y3 – 30</td> <td>Y3 – 30</td> </tr> <tr> <td>Y4 – 28</td> <td>Y4 – 30</td> </tr> <tr> <td>Y5 – 28</td> <td>Y5 - 30</td> </tr> <tr> <td>Y6 - 28</td> <td>Y6 - 30</td> </tr> <tr> <td>TOTAL = 197</td> <td>TOTAL = 196</td> </tr> </tbody> </table>	CURRENTLY	SEPTEMBER EXPECTED	R – 30	R – 22	Y1 – 23	Y1 – 29	Y2 – 30	Y2 – 25	Y3 – 30	Y3 – 30	Y4 – 28	Y4 – 30	Y5 – 28	Y5 - 30	Y6 - 28	Y6 - 30	TOTAL = 197	TOTAL = 196	
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11	<p>Review of the accident book for Spring Term – SV distributed a paper copy of accident numbers for Spring Terms and Summer Terms in 2017, 2018 and 2019. Summer 2019 figures are to date as there are still a couple of weeks left of the current term.</p> <p>SV highlighted that the reports show the 2019 figures are back in line with the 2017 numbers before the building work. The one RIDDOR accident was a fall in PE which resulted in a knee requiring gluing at the hospital.</p>																			
12	Staffing Update – SV advised no major updates to staffing. A few adjustments being made in TA hours due to the incoming children with EHCP needs.																			
13	<p>School Build Update –</p> <ul style="list-style-type: none"> - Date still to be confirmed for the playground markings to be painted - Following the recent Lightning Protection inspection, it was discovered that the copper rods have been buried in tarmac and so unable to be tested, 1 is too low and so unable to be tested. SV is chasing a copy of the inspection sign off prior to the building handover but has not received 																			

	<p>it yet. The issues have apparently been rectified and we are awaiting a retest for confirmation.</p> <ul style="list-style-type: none"> - School gates are not secure when locked and the suggested padlock solution is not effective as the eyelets do not line up – SV awaiting an update. - Awaiting secure line fencing to be installed. - Leaks in ceiling on upper floor and through drains in plant room have been repaired. Awaiting heavy rain to occur again to see if the repairs have resolved the issue. - Lamp posts in the playground – SV has challenged the positioning and asked for alternatives. In the meantime, Mark Long has obtained some rugby club post protector pads which will be in place for September. 	
14	Health and Safety Update – Health & Safety site walkaround to be added to the agenda for the first resources meeting in September.	RESOURCES AGENDA
15	Propose dates for committee meetings 2019-2020 – SV distributed paper copies of proposed dates to Governors. Dates to be discussed and agreed with FGB at the next FGB meeting.	FGB AGENDA
16	Governors training update and feedback – JS confirmed he will attend the next Governors Finance training in September. NSG aware she still needs to attend New Governors Induction but has been unable to make any of the dates yet.	
17	<p>Policies for review –</p> <p>Business Continuity and Emergency Plan Carried forward to the next meeting in SF absence</p> <p>GDPR Carried forward to the next meeting in SI absence</p> <p>Budget Monitoring NSG checked that the budget is monitored monthly as stated in the policy? SV confirmed that he and Vicki Slattery do this monthly and also Vicki meeting with the Finance Officer every half term to review. No changes required to policy.</p> <p>Finance Carried forward to the next meeting in SF absence</p> <p>Flexible Working Carried forward to the next meeting in SF absence</p> <p>Health, Safety & Wellbeing JS reviewed and highlighted a few areas where the policy needs</p>	<p>SF</p> <p>SI</p> <p>SF</p> <p>SF</p>

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	<p>updating – names of Risk Assessments to be included with RA number to make more understandable for the reader, reference to accident book to be updated, references to Asbestos to be removed as no Asbestos now on site, first aiders list to be updated, Legionella testing company name to be updated as no longer done by eplus.</p> <p>No HSE poster in the new staff room – ACTION: SV to locate old poster or order new one.</p> <p>Reference to public liability insurance for lettings may need updating following Lettings discussions at next Resources meeting.</p>	SV
18	<p>Policies to review at the next meeting</p> <p>Business Continuity and Emergency Plan</p> <p>GDPR</p> <p>Finance</p> <p>Flexible Working</p> <p>Lettings</p> <p>Complaints</p> <p>Pay</p> <p>Procurement</p> <p>Safeguarding and Child Protection</p> <p>Charging and Remissions</p> <p>Grievance</p> <p>Teachers Appraisal</p>	<p>SF</p> <p>SI</p> <p>SF</p> <p>SF</p> <p>CH</p> <p>SI</p> <p>JS</p> <p>NSG</p> <p>MP</p> <p>NSG</p> <p>JS</p> <p>JS</p>

Meeting closed at 7.15pm

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