

NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD RESOURCES COMMITTEE MEETING

held at Newton Poppleford Primary School on Thursday 18th January 2018 at
5:30pm

Present: **John Slade (Chair)** **Maria Pinney** **Matthew Barratt**
 Chris Hewitt **Simon Finch** **Stuart Vaughan**

In attendance: Natalie Mann (Clerk)

Quorum: Quorate

Meeting commenced at 17:37pm

Ref	Agenda Item	Action to be Taken
1	Apologies for absence – No apologies received from Stuart Ireland at meeting, apologies received after meeting.	
2	Notice – Received	
3	Declaration of business interests relating to the agenda – None	
4	Minutes of last meeting on 16th November 2017 – The minutes were agreed as a true and accurate record of the previous meeting and signed by JS.	
5	<p>Matters arising from the meeting on 16th November 2017 – Specimen signature list as part of the finance policy is currently being updated. SV reported there isn't a straight forward answer to the maximum numbers in pre-school as it is complicated by staffing ratios for different ages of children, but essentially the maximum is 24, although this would be reduced if there were more than two or three 2 year olds, which is often the case, with staffing ratios having to be higher with 2 year olds the maximum is often closer to 20. Positively more children have been joining pre-schools register since our discussion, along with regular enquiries for places.</p> <p>Additional item added by the Chair, JS. Health and Safety update - SV circulated updated Asbestos Management Plan and result of the recent tree survey prior to meeting for governors' information. Maria Pinney have has reviewed Asbestos Management Plan prior to meeting. Governors acknowledged there are no actions to complete. <i>SF asked is there anything in place to advise staff and visitors where the location of asbestos is within the school?</i> Yes there is a register which is circulated to staff and contractors are shown when carrying out works within the school.</p>	
6	<p>Review and discuss benchmarking findings – SV talked governors through bench marking information via smart board. Governors were shown information and graphs relating to expenditure over 2016/17 and the past 5 years. This information was compared with other schools meeting the same criteria. On average Newton Poppleford School's expenditure sits in the middle of this set of data. Staff, Suppliers and Services expenditure are average. The data shows there is a high expenditure under category Community and this is due to the effect of having a preschool. Specialist Facilities expenditure is also higher than average due to the cost of a managed move for a pupil in 2017. Premises expenditure is low in comparison to other schools. Breakdown of all these expenditure areas where shown to governors. <i>SF asked how do you</i></p>	

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Signed
Dated

	<p><i>think the expenditure under category of insurance is trending?</i> Our staff insurance is higher and we tend not to spend on agency staff. Support staff cost have increased in the last year. Premises breakdown shows our staff costs are average for this set of data, no data is shown under category of cleaning and caretaking as we employ our staff rather than sub contract. Improvements and maintenance is low as expenditure has been reduced over the past year as we prepare for the new school build.</p> <p>Occupation break down shows energy expenditure is low, water is higher than average due to the south west's supplier, rents and rates are average, insurances are higher than most, <i>SF asked why would insurances be higher than other schools?</i> It will depend on what schools choose to insure and our de-delegation cost are set by DCC which have an impact on this figure. Catering expenditure is also high as we are a production kitchen.</p> <p>Suppliers and services breakdown shows high data result in administration costs due to what is coded to this area (includes photocopying, broadband etc), however our educational costs are lower due to where we code our expenditure. These two areas average out to sit in line with other schools in the data.</p> <p>Income is average; sources of funding are from Devon, production kitchen and preschool. SV talked governors through carry forward and workforce graphs.</p> <p><i>SF asked are other schools not running their own kitchen?</i> SV advised most schools outsource their kitchen production.</p> <p>SF clarified why we have a large amount of support staff full time equivalents, SV advised this is due to increase in SEN support staff required to support individual pupils. SV reported to governors the change in SEN funding at present.</p> <p><i>JS asked because we employ a high number of support staff does this have a positive of negative impact on our budget?</i> SV advised it has a benefit and gives us some flexibility at time by having a high number of support staff, but not aware it has a large impact on the budget but will have some impact.</p>	
7	<p>Review brought in services and recommend SLA within delegated limits – Waiting for many services to confirm their annual subscriptions at present. SCOMIS renewal has been received and virtual technician service has been stopped and anti-virus licences have been reduced by half. <i>CH asked do you feel the renewal cost for SCOMIS are reasonable?</i> SV responded to say it is difficult to compare as these are the main service suppliers used by schools across the southwest, SV reported the service is good and prompt. SV will share information on further services once they are received.</p>	
8	<p>Agree Schools Financial Value Standards Document (SFVS) – SFVS was circulated to governors prior to meeting, this will be finalised once governors have completed the skills matrix. <i>SF asked as the staffing structure was completed in 2015, will this be reviewed again in the near future?</i> SV advised we will have to review again alongside the budget in future years. <i>SF asked will DCC ask for more detail relating to the Asset Management Plan in regards to the new build?</i> SV advised not as much detailed is required for this document. <i>SF asked is the inventory stored remotely?</i> Yes there is a paper copy and a backup held on main server. AGREED: SF proposed, JS seconded and all governors in agreement with SFVS for 2018-19 and for this to be submitted to DCC once chair of governors and chair of resources have completed the matrix.</p>	
9	<p>Approve costing for SDP – SV to circulate for review at next committee meeting.</p>	SV
10	<p>Review staff training requirements and agree costs – SV to circulate for review at next committee meeting.</p>	SV

11	<p>Monitor progress towards actions identified in financial audit –</p> <p>SV circulated the previous financial audit to governors prior to meeting and advised all actions have now been met. Finance policy has been updated in accordance with actions required and approved at FGB. SV advised catering suppliers has been reviewed and some suppliers have been changed following this, this is now an on-going process to assess costs and service received from our catering suppliers. Business Continuity plan has been updated following recommendation in audit. VAT element of purchases on the school debit card are now being completed by Vicki Slattery. Inventory is also complete. Staff complete risk assessments for trips and inform SV who then approves the risk assessment if suitable. EVOLVE is used when trips meet the criteria required. Costing for school trips prior to taking place now happens.</p>	
12	<p>Request for Absence (staff member) –</p> <p>Governors discussed the 2 submitted staff unpaid absence requests in line with the staff absence policy and considered the impact on the operation of the school and the impact on the pupils. SV advised 1:1 group interventions would not take place during one of the absence requests as parent consultations would be taking place this week, Supply cover would be required to cover 1 teacher day during one leave request.</p> <p>CH asked committee members if they felt leave without paid requests are increasing? Over the past 3 years there has been three request made to governors. CH and MB reported governors must be mindful about what precedence is set when approving leave requests and to consider all leave requests on an individual basis. JS proposed the requests for unpaid leave absence on the grounds they do not have a material impact on the pupils for the length of time they are away, and not seen to set a precedence for all future requests, SF seconded, Governors voted: JS and SF in favour, MP against, CH and MB voted to abstain. 2 agreed. Absence requests approved following a majority vote. SF recommended ensuring the formal response is clear to why these requests have been approved.</p> <p>Review Staff Leave and Absence Policy –</p> <p>SV reported to governors’ review of the current policy against the new DCC policy and where the policy has been updated. Governors discussed policy updates and agreed to take forward previously agreed terms:</p> <ul style="list-style-type: none"> • Teachers and support staff to have the first day paid when they have to take time off due to their child being unwell • Staff will be paid for one occasion when they are required to take a day’s leave to take their child to a university interview • Staff attending a graduation day which will also be paid <p>Governors discussed options and impact on staff and agreed to approve above terms and incorporate into the new staff leave and absence policy. JS proposed, MB seconded and all governors voted in agreement.</p>	
13	<p>Travel Plan update –</p> <p>A meeting took place yesterday with representatives from Police, Highways, Parish Council and our local County Councillor to discuss the current safety issues with the road to the front of the school. A suggestion has been made by the Devon County representative that a walking bus would be viable and considered to be a safer option moving forward. Looking into the pavement at turner close, police suggestion for double yellows in and around the Turner Close junctions and enforcing the parking regulations by issuing tickets, this could be a useful deterrent for parents who park in illegal locations. As an outcome of this meeting it has been agreed that a temporary barrier will be erected in the next few weeks at the school gate entrance to improve the safety and in the meantime it has been agreed water filled plastic barriers will be erected by the middle of next week, until the temporary barrier arrived and is installed. Communications are taking place with the build design company to check if there is any provision for a barrier in the final plans for the new build entrance.</p>	

14	<p>Governors training update and feedback – Governors will complete the SFVS and governors will review at next meeting. NM to book SF on level 2 safeguarding training SV reported back following request for a costly DBS disclosure for SF from Canada and recent conversation with Debbie Clapshaw it was agreed that the cost to fund this request from Canada for a clearance was unreasonable and for the school to not go head and process this request on the basis that both DBS clearances have been received from the UK and Australia, and that as governor the time spent with children is limited and rarely unsupervised.</p>	
15	<p>Policies for Review: Governor Expenses – SF reviewed, recommended some minor updates to the dates within the policy and recommended ratifying. AGREED: SF proposed, JS seconded and all governors voted in agreement for the governors expenses policy to be ratified with amended dates. Domestic Violence – SV reported there is no requirement to hold a domestic violence policy in school or for staff to attend any training updates. There is awareness with the staff already. JS proposed and all governors in agreement to remove policy. Staff Disciplinary – MP reviewed and circulated amendments prior to meeting. Policy to be reviewed at FGB for ratifying. First aid – SI to review and report back to committee at next meeting.</p>	FGB
16	<p>Policies due for review at next meeting: Business Continuity and Emergency Plan Capability Policy and Procedure Redundancy Whistleblowing Managing sickness absence</p>	JS MB SF MP MB

The meeting closed at 6:50pm