

NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BODY

RESOURCES COMMITTEE MEETING

held at Newton Poppleford Primary School

8th November 2018 at 5.30pm

Present:

John Slade (Chair) Chris Hewitt Stuart Vaughan

Maria Pinney Stuart Ireland Simon Finch Jo Cox (Temporary Clerk)

| Ref | Agenda Item | Action to be taken |
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| 1. | Apologies for absence – None | |
| 2. | Notice – received | |
| 3. | Declaration of business interests relating to the agenda – None | |
| 4. | Minutes of last meeting on 20th September 2018 – 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 20th September 2018 -</p> <p>5. DBS Checks. SV has spoken to Headteachers at a number of other schools to find out their approach to the rechecking of DBS checks. SV said the majority are still not doing update checks and there is no official guidance on the requirement to do so leaving it to the decision of the Governing Body. SF commented that if it were not for monetary constraints he would recommend a check being carried out every 3 years as it feels like a lack of duty of care not to do so. SI agreed stating that if checks are not done and something was to happen it would not reflect well on the Governing Body. Agreement was made to start rechecking.</p> <p>Discussion then held regarding how regular the checks should be and the best approach to take with regard to carrying out the checks to not have a sudden negative impact on the budget.</p> <p>ACTION: SV to check the Single Central Record before the next FGB meeting to get a schedule of dates of when last checks were carried out to enable an informed decision to be made at FGB of when rechecks should be done to ensure not all are done at once.</p> <p>ACTION: JC to add to FGB agenda.</p> <p>6. Review of accident book. SV updated that in the first 38 days of being in the new building there have been 36 incidents recorded in the accident book. SV advised that this is less than in the old building for the same period but still higher than before the building work started. SV is hoping that once the building work is complete that all will return to normal.</p> <p>7. Pupil numbers and implications. SV confirmed he has notified DCC of the change in pupil numbers and is awaiting a response.</p> <p>11. Caretaking and Cleaning hours. Item to be carried forward. SV is meeting with Adrian Ableson on 10.11.18 to discuss. ACTION C/F.</p> | <p>DECISION</p> <p>SV</p> <p>JC</p> <p>SV</p> |

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| 6. | <p>Staffing Update – SV confirmed that there have been no major changes to report.</p> <p>1 child in Year 2 is having an operation shortly to have a plate put in their hip and will require a wheelchair for the rest of the term on returning to school. SV advised there will be budget implications to this as the child will require additional support to assist in moving around the school and toileting etc.</p> <p>In addition SV advised that 1 pupil may be returning to the school into Year 6 and if this happens may require a 2:1 staff ratio rather than just a 1:1. SV is attending a meeting on Monday to discuss additional funding to support this.</p> | |
| 7. | <p>Review of Pupil Numbers – SV advised that there are currently 201 pupils in school, however, 6 are known to be leaving with all of them due to moving out of the area.</p> <p>This year’s Census was done when there were 198 pupils on roll which is 17 more than last year.</p> <p>SV advised that he has also been showing round lots of prospective parents for Reception 2019 intake with the majority of those being from outside of the catchment area.</p> | |
| 8. | <p>Monitor Budget – SV advised that the Auditors have been in contact to book a visit for 7 & 8 February 2019.</p> <p>SV had circulated the budget monitor document ahead of the meeting and highlighted that the deficit has been reduced from £30K to £15K since the last time the Resources Committee looked at the budget.</p> <p>No energy or water bills have been received yet for the new building so there are lots of assumptions in the budget for these items currently.</p> <p>SV confirmed that the Preschool budget looks healthy - in part due to no utilities costs being included as now sharing the same building as the school. MP queried why they need a separate budget now - SV confirmed that as it is a Governor Led preschool that DCC require it to have a separate budget. SF asked if there could be a benefit to the school in allocating a charge to the preschool for utilities but SV confirmed it would just be taking from one pot to put in another so maybe more effort than it was worth.</p> <p>SV updated that quotes have been requested for the Preschool outside area.</p> | |
| 9. | <p>School Build Update – SV updated Governors on a few areas:</p> <ul style="list-style-type: none"> • Fixed furniture/shelving. The company contracted to carry this out were in during half term and the work is incomplete with insufficient shelves being fitted i.e. 3 instead of 4 or none at all. • Pane of cracked glass in Fire Door in the hall still needs fixing. The crack had initially been reported as the school being to blame which was not correct and it has now been accepted that | |

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| | Education advises that Staff need to confirm they have read Part 1 whereas Governors now need to confirm they have read Part 2 and Annex A. ACTION: SV to circulate to all Governors asking that they read ahead of the next FGB meeting. JC to prepare confirmation sheet for signing at FGB meeting. | SV/JC |
| 12. | Link Governor and Training Update – Discussion held regarding new online training courses that will be available from Exeter Consortium once SV has finalised the sign up process. SV read through the list of courses that will be available. MP confirmed she would do Safer Recruitment and SI volunteered to do the Health & Safety module. | |
| 13 | <p>Freedom of Information Carried Forward to next meeting. ACTION SF</p> <p>Maternity Policy MP reviewed and confirmed standard DCC policy. No comments as all fine.</p> <p>Acceptable Behaviour (staff) SI reviewed and confirmed again a standard model document. ACTION: SI to fill in the blanks to personalise to NPPS.</p> <p><i>SF left the meeting at this point 6.45pm</i></p> <p>Pay Policy JS reviewed and advised policy needs personalising to NPPS ACTION: JS to send policy to JC to update.</p> <p>JS confirmed he has compared to last year’s policy and the only change within the document in the pay scales. Pay rises have been applied for staff as set out in the policy under Option 1.</p> <p>CH sought confirmation that it has been approved by the Governing Body and minuted that NPPS would select Option 1 regarding pay rises. MP and SV confirmed that this was discussed in FGB last year. All present agreed today that as the school have adopted Option 1 that this should be annotated on the front cover of the policy. ACTION: JC to include when adding NPPS personalised details to policy.</p> <p>JS proposed the recommendation to FBG to adopt the policy. SI seconded the motion and all present voted in favour. ACTION: To be added to FGB agenda.</p> | <p>SF</p> <p>SI</p> <p>JS</p> <p>JC</p> <p>FGB AGENDA</p> |
| 14 | <p>Policies for Review at Next Meeting: Freedom of Information Policy Recruitment Selection Managing Sickness Absence Governor Expenses Disciplinary Employee Code of Conduct Social Media (&GDPR) Parental Leave</p> | <p>SF</p> <p>SF</p> <p>SF</p> <p>SF</p> <p>SI</p> <p>JS</p> <p>SI</p> <p>MP</p> |

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| | Maternity Adoption Staff Consultation (personnel issues) | MP MP CH |
| 15 | Date of next meeting: 24th January 2019 | |

The meeting closed at 7.05pm