

**NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD
RESOURCES COMMITTEE MEETING**

held at Newton Poppleford Primary School on Wednesday 7th March 2018 at 5:30pm

Present: John Slade (Chair)
Simon Finch

Stuart Ireland
Stuart Vaughan

Maria Pinney
Chris Hewitt (5:48pm)

In attendance: Natalie Mann (Clerk)

Quorum: Quorate

Ref	Agenda Item	Action to be Taken
1	Apologies for absence – Governors sanctioned apologies from Matthew Barratt.	
2	Notice – Received	
3	Declaration of business interests relating to the agenda – None	
4	Minutes of last meeting on 18TH January 2018 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by JS.	
5	Matters arising from the meeting on 18th January 2018 – Most annual service costs have been received and will be included into the budget and reviewed at next committee meeting or FGB.	
6	Monitor Budget – SF clarified terminology used within the budget monitor that was circulated prior to meeting. <i>SF asked do we have to justify the variance for sports funding? Is there any requirement to make sure we have clarified how the surplus is going to be spent?</i> SV replied yes this has to be on the website and will be clarified at next committee meeting once the budget has been determined. <i>SF asked why there is an over spend within the overtime line for Teaching Assistants?</i> SV reported that there have been additional teaching assistant support requirements to support individual children this year. <i>SF asked is there a reason for over spend in refuse cost centre?</i> SV clarified this over spend is due to under budgeting at the beginning of the budget year. Currently there is an overall additional spend of £10,000 for 2017/18, however a reduction of £7,000 in School Budget Share and Pupil Premium following exclusion of 2 pupils has contributed to this.	
7	Make Budget recommendations for next financial year to FGB – Postponed and budget is hoped to be reviewed at FGB, Finance officer will be meeting with Vicki Slattery and SV on Wednesday 14 th March 2018.	
8	Approve costing for SDP – SV circulated a summary of the costings from the SDP. Governors reviewed these costs. Meeting has taken place today with regards to the new school build, at this meeting it was identified the equipment and building works that the school is liable to fund. A new projector has been identified as a need in the new school hall, Elliots have received a quote from Town and Country who are completing the electrical work within the new build.	

	<p>This quote recommends a project with a cost of approx. £3200, SV has looked at this model on the web and has identified there could be a saving of approx. £900. SV has emailed Elliots to question the comparison of figures. SV will inform governors when communication is received back.</p> <p>A larger tarmac area has been requested to allow the same tarmac area across the back of the school building (87sqm), this cost has come back at approx. £5200. MP agreed to ascertain if the quote for the tarmac area was reasonable.</p> <p>Access control cost has not been received yet.</p> <p>SV has requested the minutes from the previous meetings as requested by governors at FGB. At present SV has not received any minutes, SV intends to look at his notes from the meeting and communicate with the EFSA based on his notes.</p> <p>Governors suggested SV to find comparison quotes to ensure the costs proposed by Elliots are in line with other external providers. <i>SV asked how do we approve the quotes when we receive them?</i> SF offered to help with sourcing quotes.</p> <p>SLT and SV will be working on the list of requirements for the furniture over the next term. <i>SF asked do we know if the school build is currently on budget?</i> SV is unsure of the budget as the school are not the client, all additional expenditure has to go through an approval process before authorisation is given.</p> <p>IT package is being sourced and the figures have only been estimated at present.</p> <p>GDPR action plan will be circulated to all governors, but these costs have been estimated at present. SV has contact Devon for further advice on employing a Data Protection Officer.</p> <p><i>SF asked how do these cost compare to prior years?</i> SV responded that Literacy and GDPR are additional to previous years.</p> <p><i>CH asked are these costs affordable?</i> At present the budget will be worked on next week and to be determined following next week's meeting.</p> <p>AGREED: JS proposed, SI seconded and all governors agreed to approve the costs in the SDP for 2018-2019 if there is affordability in the budget.</p>	MP SV SV
9	<p>Review staff training requirements and agree costs –</p> <p>Training costs circulated as part of the summary for SDP costing, Training has been booked and training proposed for the year is costed at approx. £3900 and SLT release time and supply cost is approx. £7500.</p>	
10	<p>Review projected admission numbers against budget plan –</p> <p>SV reported at present there is not confirmation on the numbers, 26 first choices have been received following the parents application closure. We hope to have this confirmation before the budget meeting next Wednesday.</p> <p>Currently 26 in year 6 at present however only 21 on autumn 2017 census which is what 2018/19 funding will be based on, leaving us with a potential increase of +5 pupils for next year's funding.</p>	
11	<p>Analyse use and impact of additional funding (PP, Sports, SEN) –</p> <p>To be reviewed at next FGB/resources meeting.</p>	
12	<p>Monitor staff absence -</p> <p>SV circulated summary to date of staff absence and reported no members of staff have persistent absence at present. SV reported that the teaching staff figure is within the same range as previous years. Teaching assistant staff absence is higher due to 2 members of staff being in hospital for a long period of time.</p> <p>Kitchen is higher than previous year due to one member of staff being in hospital following</p>	

	<p>an operation. JS asked do you think the teaching assistant absence has increased as we are employing more? SV advised potentially this may be linked but mainly reflected by the absence of 2 members of staff who were hospitalised. All absences have been for genuine illness. <i>CH asked has there been an impact in any of these absence periods?</i> SV reported not with teachers as these absences have been covered. When teaching assistants have been absent we have managed but situations have not been perfect, impact is minimal and being monitored. <i>CH asked is there anything you would do differently?</i> SV reported no.</p>	
13	<p>Health and Safety Update – SV has asked Elliots to replace the fence in the playground and is waiting for a response. SV is monitoring the building works continuously with consideration of Health and Safety. SV has asked for plans for location of fences, and playground that will be accessible from September to help identify the beginning and end of the day and management of break times. Susan House (EFSA) has confirmed that Elliots have had permission to put the temporary barrier up at the front gate. SV is booked on the Education Visits Coordinator termly update. <i>CH asked has there been any health and safety issues during the build?</i> SV has been monitoring and nothing has been raised at present.</p>	
14	<p>Review of the accident book for Autumn Term – SV circulated report from accident book for this term. SV reported that playground accidents are still high and this is due to the reduced playground space and visibility around the corners of the playground. The corner where most accidents occur cannot be increased in size to offer more playground space due to Elliots needed the turning area on the other side of the fencing. More members of staff are out on the playground to monitor the areas of concern and reminding children to not run in certain areas. <i>CH asked why has lesson time accidents increased from 0 to 3?</i> SV advised these are due PE now taking place on the tarmac area and not on the field or in the hall, these are grazed knees from falling on the tarmac. <i>MP asked was the after school accident in twilight?</i> SV advised yes. <i>SF asked is there anything we could do to try and continue to reduce the accidents that are taking place?</i> SV advised that having less space is the issue, SV will identify if there is any other procedures we can put in place including a consultation with the children for their ideas. <i>CH asked when do you expect these issues to be resolved?</i> SV would like to hope once we move into the new school building, however until SV has received the plans for September to identify which areas will be accessible for the school and identify where the break times will take place this cannot be guaranteed . To be reviewed at next resources meeting.</p>	Resources
15	<p>Governors training update and feedback – SF is currently completing the Level 2 safeguarding online course.</p>	
16	<p>Policies for review: Business Continuity (BCP) and Emergency Plan (EP) – JS reviewed and reported back to governors his review notes, BCP - JS requested this to be updated once moved in to the new school building and continued to be reviewed and amended throughout the school build. SV to make amendments recommended by JS. Capability Policy and Procedure – MB reviewed policy and recommended to committee latest DCC update. Redundancy – SF reviewed and recommended policy to committee. SF reported to governors the responsibility of the governing board.</p>	SV

	<p>Whistleblowing – MP reviewed and recommended policy to committee.</p> <p>AGREED: JS proposed, MP Seconded and all governors agreed to ratify the above policies following review by individual governors.</p> <p>First Aid – SI reviewed and reported back his review notes and recommendations for changes to the policy. Monthly checks are completed on the first aid box to check the first aid box contents and use by dates. SI recommended some new language terms to be changed throughout the document that was approved by the governors. Changes to be made by NM and SV and to be ratified at FGB.</p> <p>Managing sickness absence – to be postponed to next meeting</p>	
17	<p>Policies due for review at next meeting:</p> <p>DBS Disclosure and Barring Service</p> <p>Lettings</p> <p>Travel Plan – to be postponed for the new school build</p> <p>Data Protection – to be postponed to when GDPR is effective. A new model policy will be developed as part of the new GDPR regulations.</p> <p>Managing sickness absence</p>	SF CH MB

The meeting closed at 6:57pm