

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

held at Newton Poppleford Primary School on Thursday 23rd January 2020 at
5:30pm

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

In attendance: Natalie Mann (Clerk)

Quorum: Quorate

Ref	Agenda Item	Action to be Taken
1	Apologies for absence – None	
2	Notice – Received	
3	Declaration of business interests relating to the agenda – None	
4	Minutes of last meeting on 7th November 2019 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by the chair JS.	
5	<p>Matters arising from the meeting on 7th November 2019 –</p> <p>SI and SV to meet concerning the complaints procedure.</p> <p>SV circulated breakdown of school meal costs as requested at previous meeting. <i>SF asked who supplies the products?</i> SV advised there are currently 2 suppliers. <i>SF asked if tenders have been completed to ensure the best value is being sourced?</i> SV will consult the kitchen staff and Vicki Slattery for more information on when the last tenders were completed. <i>SI asked is the school catering deficit created from the other cost such as equipment and utilities?</i> SV advised the figures are challenging as we charge our dining centres £1.90 and DCC free school meals figure is different from UFSM. Meal charges to parents’ were increased in April, <i>JS asked did this effect take up of school meals?</i> SV felt it hadn’t had an impact on numbers, but will compare data from prior and after cost increase. JS suggested identifying the costs for next budget monitor before considering a decision to increase meal charges this April.</p> <p>Public liability insurance is still being pursued.</p> <p>Fair access criteria document has been circulated to governors.</p> <p>Lightening protection system alterations have been completed. Still waiting for confirmation on when the phone line will be connected in the lift. Continuing to follow the procedures and processes put in place to safeguard this. Markings on the playground are still waiting to be agreed by the DFE, SV has reported the crack on the bridge back to the builders and currently waiting for a response.</p> <p>SV is in the process of sending utilities costs breakdown back for reimbursement.</p>	<p>SI/SV</p> <p>SV</p>
6	<p>Review and discuss benchmarking findings –</p> <p>SV talked governors through bench marking findings via smart board. School comparisons set to similar size schools, similar SEN and FSM.</p> <p><i>SF asked how do we feel about the figures we are seeing?</i> SV reported nervous. <i>SF asked will the figures from this play a part in the budget setting and are we expecting to be better off with regards to income?</i> National funding formula (NFF) is estimated as an addition income of around £30,000 and we are expecting approx. £12,000 back for the utility costs during the build. DCC have recently sent out schools’ consultation on taking 5% of the NFF</p>	

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Signed
Dated

	<p>allocation to put into provide SEN support for schools that require it. This would take approx. £7,000 out of our £30,000 expected from NFF.</p> <p>Auxiliary staff is high as the school has their own in-house catering and cleaning staff. Staffing is high in comparison to the other schools compared too. <i>SF asked what is the difference between the extremes at the bottom and top of the figures on the charts displayed?</i> SV advised it tends to be the support staff that increases our FTE as for teaching staff we are very much in the middle of the graph. SV has spoken with local schools and the staff ratios vary locally. <i>SF asked what would be the impact of reducing the support staff?</i> This would impact on the children with EHCPs and their interventions and support in the classrooms. Governors will consider this concern when next budget setting in the next resources meeting. <i>SI asked will the increase in national wage impact rates of pay for staff?</i> SV advised yes. SV advised in September the salary for NQT's will raise by approx. £3,000. Further information will be available at budget setting.</p>	
7	<p>Identify Year-End carry forward and plan for use / recovery – To be postponed to the next meeting.</p>	Resources Committee
8	<p>Agree New Schools Financial Value Standards Document – SFVS has new format, this has been partially completed by Ross Allan at DCC. One figure is incorrect and SV has followed this up. Vicki Slattery and SV will complete the remainder of the document for review at the next resources committee. SV highlighted the major change is that the new recommendation is governors monitor the budget 6 times a year. The decision on this will need to be made at the next meeting.</p>	VS/SV
9	<p>Monitor progress towards actions identified in financial audit – SV talked governors through actions from the financial audit:</p> <ul style="list-style-type: none"> • School website has now been updated with correct governor information and registered business interests' forms were all completed at September's FGB Agenda. • Tender for printer provider will be completed once the contract comes to an end • Food suppliers are reviewed on a regular basis to check value for money and no formalised contracts have been set to date as we have had issues in the past when we have been required to change suppliers at short notice • SV has calculated the cost of school meals and circulated to governors; this will be completed on a regular basis going forward • School Emergency Plan has now been completed • Freedom of information document has been updated and loaded to the website • Complaints procedure is to be discussed with SI before next committee meeting • Absent forms are being completed in line with the school policy • Inventory should be reviewed periodically, and has now been printed off and signed in a paper format as requested by the audit • Data Protection Policy has been uploaded to the website and Privacy Notice for governors has been completed. 	
10	<p>Review staff training requirements and agree costs – SDP is in the development phase with staff, until finalised costs of staff training will not be identified. Agenda item to be postponed to next meeting. Isaac Thomas has handed in his resignation. Vicki Slattery has handed in her resignation and will be leaving us at Easter. Advert for VS post has been published and is closing Monday 27th Jan. Post has been advertised as full time and across 3 pay scales depending on the experience and knowledge of the candidate. SV hopes to be able to have a cross over period for shadowing and training to take place before VS leaves. Currently 8 applications have been received.</p>	Resources Committee

11	<p>Governors training update and feedback – Currently no training completed, Babcock training dates have been circulated to governors prior to meeting. SV to source governors safeguarding certificates from the July training.</p>	
12	<p>Policies for review: Safety from Violence & Aggression – NM contacted DCC health and safety team and confirmed this policy is no longer required and has been incorporated into the DCC Health and Safety Policy that the school has already adopted. Governors agreed to remove the policy from the school’s policy library.</p> <p>Managing Sickness Absence – Reviewed by CH, comments circulated prior to meeting. <i>CH asked is the itrent system used in school as it references in the policy?</i> SV advised yes this is a new DCC payroll system used by staff and management. Currently we are unable to log in as management due to GDPR issue so all the claims are being authorised by DCC and we are unable to authorise in house. Staff log sickness absences themselves. CH proposed we continue with the proposed delegation, Governors agreed.</p> <p>Governors Expenses – Reviewed by MP prior to meeting, SV confirmed the figures are correct for the car mileage allowances.</p> <p>Disciplinary – Reviewed by JS, reported it is a DCC policy updated by DCC, JS recommended to committee</p> <p>Secondment – Reviewed by SF, reported it is a DCC model policy updated in 2017, SF recommended to committee</p> <p>Asbestos Management – Due to the new school build this policy is no longer required and governors agreed to remove from the schools’ policy library and review cycle.</p> <p>AGREED: SF proposed, SI seconded and all governors in favour of the above policies to be ratified and asbestos management / Safety from Violence and Aggression to be removed from the policy library. SV abstained from this vote.</p>	
13	<p>Policies due for review at next meeting: Capability Policy and Procedure Whistleblowing Redundancy</p>	SI SF CH
<p>PART II meeting went into part II at 6:19pm and returned to PART I at 6:31pm</p>		

The meeting closed at 6:50pm