

Newton Poppleford Primary School
Governing Body

Draft minutes until signed

Meeting of the Resources Committee – Part 1 Minutes					
Date: 12.05.16		Time: 5:00 pm		Location: School	
Attendees	Initials		Attendees	Initials	
Ben McGowan	BM	Parent	Stuart Vaughan	SV	Head
Maria Pinney	MP	Co opted	Carmen Winterburn	CW	Staff
John Slade	JS	Co opted			
Apologies	Initials		Apologies	Initials	
Matthew Barrett	MB	Parent	Bob Tubbs	BT	Parent
Chris Hewitt	CH	Co opted			
In Attendance	Initials		In Attendance	Initials	
Amanda Murrell	AM	Clerk			

Ref	Actions from the meeting on 12 th May 2016	Owner
5.9	SV will send JS the latest version of the Travel Plan.	SV
5.10	The Accident book will be reviewed at the next meeting.	SV

Ref	Agenda Item	Owner
5.1	<p>Apologies for absence: These were received from MB and CH. They were sanctioned by governors. Apologies were received after the meeting from BT.</p> <p>Governors were informed that Antony Cox had resigned as Parent governor with immediate effect and Jane Fletcher was resigning as a Co –opted governor from the end of term. Both had cited time commitments as their reason for leaving.</p>	JS
5.2	Declaration of business interests relating to the agenda: None	JS
5.3	Minutes of last meeting on 3rd March 2016: These were agreed to be a true record and signed by the Chair.	JS
5.4	<p>Review action points / Matters arising from the meeting on 3rd March 2016: All action points had been completed with the exception of 4.9 (the Intimate Care policy is to be reviewed by the Teaching and Learning committee).</p> <p>Since AC has resigned, the Health and Safety policy will need to be reviewed by another governor.</p> <p>AM reported that she had reviewed the governors’ skills audit. There were no specific skills gaps at present, but this would need to be reviewed again following the recent governor resignations. BM asked if the skills audit would be updated. AM said that it should be updated annually.</p>	JS
5.5	<p>Staffing update: SV reported that two members of teaching staff were leaving at the end of term and that the school was in the process of recruiting two new teachers. The closing date for applications was 13/05/16, when shortlisting would take place. The interviews were planned for the week before half term. JB will attend the interviews.</p> <p>SV said that a new member of the Senior Leadership Team had been recruited from</p>	SV

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	<p>the staff.</p> <p>The Sports HLTA was also leaving at the end of term.</p> <p>A temporary Teaching Assistant has recently been employed. The contract will need to be extended to cover current need. A further Teaching Assistant is to be appointed.</p> <p>SV said that he would need to look at the staffing structure after the teaching appointments have been made and a SENCo will need to be appointed.</p>	
5.6	<p>Review of pupil numbers: Reception – 29 (30 after half term) Year 1 – 28 Year 2 – 29 Year 3 – 26 (27 after half term) Year 4 – 22 Year 5 – 25 Year 6 – 19</p> <p>SV said that 20 children were due to start in Reception in September with 2 further possible applicants and 2 email enquiries. SV said that more children would be starting the school in September than leaving in July and that numbers usually increased during the year. The budget had been set on the basis of 20 children in the Reception class.</p>	SV
5.7	<p>Monitor Budget: SV reported a carry forward of £33,685.</p> <p>JS asked to what the £6,000 income from lettings referred. SV said that this related to the pre-school, but had been left in.</p> <p>JS asked why supply costs had increased. SV said that this was not due to absence, but to the release of SLT staff to deliver training and for management time.</p> <p>BM noted that the carry forward had increased from the previous year. SV said that some of the surplus had been used for supply cover, as above.</p> <p>SV said that the £2,200 profit from school meals was largely due to the contract supplying other schools. The kitchen staff were happy to have the extra hours. BM asked what would happen if Universal Infant Free School Meals stopped. SV said that numbers would reduce and the situation would need to be reviewed, however the meals were very popular. Prices would remain the same in September and community meals were being considered.</p> <p>The pre-school budget showed a profit of £3600. SV said that he would be setting the budget with Vicki Slattery for the coming year. The numbers due to start in September were good and more than in previous years.</p> <p>Governors asked how the capital budget of £8,000 would be used. SV said that some of this would be used for ICT equipment.</p> <p>Governors reviewed the proposed CFR report. JS proposed that the report be</p>	SV

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	adopted and CW seconded the proposal. All governors agreed.	
5.8	<p>Budget for 2016-17: This included a projection until 2021. SV said that the projection was based on existing staff. SV said that the increase in National Insurance contributions had increased costs by £1,000 per teacher. The minimum wage would also increase costs for some staff until 2021. SV said that the projection was based on an intake of 20 children each year and the predicted school census data. Changes to funding arrangements and their impact were unknown.</p> <p>JS asked on what the Dining Centre Inc figure was based. SV said that it was based on income from other schools, Free School Meals and Universal Infant Free School Meals.</p> <p>BM proposed that the budget for 2016/17 be agreed and JS seconded the proposal. All governors agreed.</p>	SV
5.9	<p>Policies for review: <i>Lettings Policy</i> – to be reviewed by CH at the next meeting.</p> <p><i>Travel Plan</i> – JS has reviewed the 2010 and 2013 versions. SV will send JS the latest version of the Travel Plan.</p> <p><i>Complaints</i> – CW had reviewed the current guidance from Governor Support and most elements were already in place. CW highlighted the role of governors and points to consider when sitting on the panel. JS suggested that this be added to E Schools.</p> <p>Governors decided that a case should be heard by the Hearings panel within 20 days, rather than 15. JS said that the Chair of the Appeals panel should notify those involved of the timescale of the decision.</p>	JS
5.10	Review of Accident Book: SV said that there had been no significant accidents relating to the school premises. This item will be carried forward.	SV
5.11	Governor Training: None to report.	JS
5.12	<p>Policies for review at next meeting: <i>Finance Policy</i> to be reviewed by BM. The review will take into account the item raised by the Auditor regarding gifts and hospitality (see page 3 of previous minutes).</p> <p><i>Health, Safety and Welfare (DCC & School)</i> - AM advised (and subsequently confirmed) that only the School policy was necessary – to be reviewed by MP.</p>	JS
5.13	Update on new school building: MP thanked SV for the work carried out to prepare for the consultation that was cancelled. SV reported that due to issues with the topography of the site, the project had been delayed. A site meeting had been held to discuss how construction traffic would access the site. It is likely that tree preservation orders will be placed on some trees. The plans will need to be redrawn. The building may be built in a different position. This may result in mobile classrooms being used whilst construction takes place. SV hoped to hear further information about the project in four weeks' time.	SV
5.14	<p>Chair's Business: SV reported that there had been a temporary increase in the amount held in Petty Cash – from £500 to £1,000. This was in order to buy food for the school residential visit.</p> <p>The Finance Officer has advised against having a School Fund. Governors agreed</p>	JS

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	that it was necessary for e.g. private donations. The Finance Officer has also advised that the school should not sell tickets to school concerts. In view of the need to manage the number of people attending each event, the school will need to formulate a token system.	
15	Date of next meeting: Thursday 30^h June 2016 To include item: To receive audited accounts of the School Fund.	JS