

NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD RESOURCES COMMITTEE MEETING

held at Newton Poppleford Primary School Thursday 29th June 2017
at 5.30pm

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

In attendance: Natalie Mann (Clerk)

Ref	Agenda Item	Action to be Taken
1	Apologies for absence – Governors sanctioned apologies from Chris Hewitt	
2	Notice – Received	
3	Declaration of business interests relating to the agenda – None	
4	Minutes of last meeting on 4th May 2017 - The minutes were agreed and signed as a true and accurate record of the previous meeting.	
5	Matters arising from the meeting on 4th May 2017 – None	
6	<p>Monitor Budget – Budget monitor has been circulated to governors prior to meeting along with a revised budget plan. JS came in last week to meet with Vicki Slattery and finance officer. JS has requested for the budget monitor to be in this current format for governors to analysis as easy as possible. VS will in future highlight cells that have significant interest. Previously set budget for this year has been revised now we have received accurate figures for certain income cost centres. Forecast carry forward for this year has now reduced. JS talked governors through layout of the budget monitor and how the figures are calculated. <i>SF asked why the high needs income has reduced?</i> SV advised this is because 2 children are no longer at the school that had additional funding, however a new admission to the school has additional funding and there is potential that applications for additional funding will be made for 2 current children within the school. <i>SF asked will the new build help increase additional income?</i> There may be potential for letting the hall or the kitchen for different uses, but lettings also incur costs of employing staff to come and open the site and potentially be onsite while the letting takes place.</p> <p>SV has received an email from Devon Financial Services regarding why we have a large carry forward and asking for an explanation. SV will reply this week to advise that in year three we carry a deficit carry forward and we have the future build expenses to consider. Governors reviewed revised budget plan and discussed the changes to the year end figures across the next 3 to 5 years. <i>SF asked is this based on current nursery and school numbers?</i> Yes, budget only includes the current children and the expected number of children due to start in September 2017. SV advised budget plan has changed, partly due to the increase in pensions for NJC staff and changes to staff. Governors identified the staffing costs will need to be reviewed in year two of the budget in view to reducing this expenditure to match 80% of the full budget</p> <p>. AGREED: JS proposed, SF seconded and all governors in agreement to the revised budget plan.</p>	
7	Review Pupil Numbers – Y6:28 Y5:23 Y4:28 Y3:28 Y2:28 Y1:29 R:21. Currently 25 admissions	

	for Reception in September 2017. From September we have 1 admission for Y1 and Y2, 2 admissions for Y4. A child is leaving from Y4 for a scholarship. <i>SF asked who sets the pan number for classes? SV advised that the governors have set the pan for the classes.</i>	
8	Review School Fund Account – Accounts circulated to governors prior to committee meeting. School fund is used for sports and volunteers expenditure. Governors identified that the account has very little income and expenditure from this account. SV suggested that possibility for fund raising in the future to help increase the school fund. All governors satisfied with School Fund Accounts for 2016/2017.	
9	School Build Update – SV has had a meeting with EFS and Elliots, at this meeting they were talking about the new school build starting in the summer holidays and the contract will be signed. However SV has had no correspondence since this meeting, SV currently chasing to find out more information. <i>MP asked please can we check that the correct questions are asked in regards to the external cladding for the new build and that the materials are safe in light of recent events? SV will ensure this question is asked.</i>	SV
10	Propose dates for committee meetings 2017-18 – SV circulated proposed dates to governors and asked for them to review before next FGB.	Committee
11	Link Governor and training update – SF has requested training for safeguarding, NM will book SF on this course. Any further training required governors are asked to contact NM to request to be booked on. Better Governor webinar taking place on Tuesday 4 th July for any governors that would like to take part.	NM
12	Travel Plan update – JS has no further update for governors, and has been unable to meet with SF since last committee meeting. JS has received email from new clerk at Parish Council to ask for an update on travel plan. JS advised he is still waiting to hear from the neighbourhood plan questionnaire results. JS advised we have a new county councilor and suggested a meeting should be arranged with all parties to move the travel plan forward. <i>MB asked have tried to contact the land registry to find out who owns the piece of land we are looking to develop into a pick up and drop off zone? JS advised we haven't. MB will look further into this. SI asked have the highways agreed for that location to be used a drop and pick area would be sensible idea? SV advised at a previous meeting under 12months ago it was agreed by highways that this would be a good location with minor alterations needed to the Glebelands junction. The school is leading a park and stride for drop off and pick up in a 2 weeks' time and this will then be reviewed with the travel plan in mind.</i>	MB
13	Staff Update - Advertised internally for SENCO position, which has now been filled with a job share with Mrs Coogan and Mrs Tollerfield. Received resignation for TA in Year 5 class, and we are currently advertising for TA posts we have vacant following previous resignations, closing date for these is this Friday. These new appointments will be on temporary contracts.	
14	Review of accident book – SV circulated accident report for 2016/17. SV explained that the assaults on staff is high for this term, however these children have now left the school and the anticipation is that this will reduce back to zero. <i>SI asked when are you required to complete a RIDDOR? SV advised whenever a child attends hospital we report to RIDDOR.</i>	
15	Policies for Review: Budget monitoring – SF reviewed and asked is the budget reviewed termly by governors as the policy suggests? SV confirmed it is. Finance – SV confirmed the 1998 act is still current. Petty cash limit needs to be amended to	

	<p>£500 following previous agreement with governors. New governor induction – SF reviewed and suggested ensuring there is a responsible person for completing the checklist to ensure the items within the checklist are completed when a new governor joins. Suggestion for potentially chairs of committees or chair of governors to take this role on.</p> <p>AGREED: SI proposed, SF seconded and all governors in agreement for the above policies to be ratified.</p> <p>Staff leave and absence - JS reviewed bespoke policy alongside the model policy from DCC and reported there is some differences between the two policies. SV advised that there has been additional information added to the bespoke policy we hold. SV also added that the new DCC model update reflects that teaching staff and non-teaching staff have different guidelines around taking time off due to their child’s sickness. SV will review the 2 policies alongside each other and report back to next committee.</p>	
16	<p>Policies due for review at next meeting: (autumn term) Charging and Remissions Grievance (model) Pay (model) Procurement (model) Teachers Appraisal (model)</p>	<p>MP SI MB SF JS</p>

The meeting closed at 6:46pm