

**NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD  
RESOURCES COMMITTEE MEETING**  
held at Newton Poppleford Primary School  
20<sup>th</sup> October 2016 6.15pm

**Present:**

John Slade  
Maria Pinney

Matthew Barrett

Stuart Vaughan

**In attendance:** Natalie Mann (Clerk)

<b>Agenda Item – Part I</b>	<b>Action to be taken</b>
<b>1. Apologies</b> – Chris Hewitt	
<b>2. Notice</b> – Noticed Received	
<b>3. Declarations of Interest or Changes to Declarations of Interest</b> – SV declares interest in matter to be raised during agenda item 17.	
<b>4. Quorum</b> – Quorate Governors agreed quorate is to include HT, to be added to Terms of Reference by NM	NM
<b>5. Review and Agree Terms of Reference &amp; Agree Link Governors</b> – Governors reviewed current Terms of Reference, Pay Policy to be added to list of documentation for personnel lead, transfer last section of delegation under premises relating to reviewing school meals / vending machines to move to Health and Safety Lead. Meeting date duplication to be changed to November from October. <i>JS asked MB if he is happy to continue as Health and Safety Lead, MB agreed.</i>	
<b>6. Adopt or recommend to FGB according to level of delegation</b> – All governors agreed for current level of delegation to remain the same.	
<b>7. Minutes from Meeting 30<sup>th</sup> June 2016 (see attached)</b> All governors agreed and minutes signed by Chair.	
<b>8. Matters arising from the Minutes</b> Minute 6.11 – MP is booked on Inter Agency Training.	

Resources Minutes 20.10.16

Signed .....

Dated .....

<p><b>9. Review administration of School Fund</b> This agenda item was covered in previous meeting, please refer to minutes dated 30.06.16</p>	
<p><b>10. Agree limits of financial delegation and virements</b> <i>JS asked if previous governors had agreed to change previous virement? SV advised FGB have approved increase in petty cash limit however this is not detailed in the finance policy. SV detailed current financial delegation stated in the finance policy. All governors agreed to current financial delegation and virements.</i></p>	
<p><b>11. Monitor and review impact of staff trends for previous academic year</b> SV advised governors of changes to staff in previous academic year:- kitchen staff had an increase hours due to taking on the preparation of school meals for other local schools, this is currently working well. JS explained he had be advised of current issue around member of kitchen support who has been previously unable to take additional long service days, SV agreed to look at a strategy for the future to ensure that staff members are able to take these days and if unable to if there is any reference to these being paid back to staff members. Additional TA has been employed for early years, this was previously driven by the number of pupils, has been useful for existing staff. Slightly increase to two TA contracts for additional time to work with phonic and maths. SV advised a new academic change for this year is that a current preschool leader is employed for 2.5 days as HLTA at school, which is working well.</p>	
<p><b>12. Review Pupil Numbers</b> Currently number: R 21, YR1 30, YR2 28, YR3 29, YR4 27, YR5 22, YR6 28 total 185 on census date. Immediately after half term 3 additional admissions have been accepted. SV has been showing new possible admissions for Reception for September 2017. <i>JS asked about preschool numbers? SV said most sessions are currently full.</i></p>	
<p><b>13. Review current status of Travel Plan and plan forward</b> JS has looked at current information we have, there is currently travel to school policy and travel vision document. JS advised he felt there may not be a need for a travel policy, Governors agreed this should be reflected as a travel plan rather than policy. JS advised he has been able to source a suggested travel plan, and questionnaire. JS drafted out a suggested questionnaire that could go to parents and staff, and shared with Governors. JS recommended anonymous responses, asked</p>	

<p>governors if it would be useful to ask for child's age on the questionnaire. MB agreed that question 7, 8 that some answers would be reflected due to the age of some children. MB suggested asking for school year. All governors agreed for questionnaire to go out on Wednesday 2<sup>nd</sup> November to parents. JS to send final to SV to be circulated. MP said interested to know if some parents are going to work and dropping children on their way and could a question reflect this. SV said some parents may feel it is not safe for their child/children to walk to school and we need to be able to capture this in questionnaire. SV suggested in future plans to gather information about a walking bus, and to gather views on this from parents. AT has developed a survey to complete with children, and contacted Andrew Priest at DCC for advice on travel plan and walking bus. Currently waiting for a response. JM has a group of year 6 pupils that have written a small notice for cars that are parking inappropriately. It is intended to complete this after half term and then use them. This is should all be timely to send parent and staff questionnaire out and gather all information together. <i>JS asked if a particular local route is lit when dark?</i> MP advised not. SV advised that in the travel plan these are details we need to request that paths are maintain and lit. MP mentioned about previous talks from Clinton Devon Estates about a suitable foot path at King Alfred Way but unsure on the progress of this. JS advised governors need to take these concerns back to the relevant departments. MB suggested making contact of Mr Hughes head of highways as suggestion to move forward. MP has had previous contact with bin collection company around concerns relating to collection conflicting with morning drop off and has observed that the collection time has seems to have changed to a more appropriate time. All governors agreed with questionnaire. <i>MP asked where will travel plan go once completed?</i> JS advised copy will go to parish council, but current consultations with Parish Council, Devon County Council, Police and Highways are taking place throughout the travel plan development. <i>MP asked when next consultation will be?</i> JS advised there is no date currently and current actions are being completed, following the completion of these a consultation will be arranged. SV suggestion for travel plan to be a regular agenda item for each resources meeting. All governors agreed. SV advised he has some data from a travel to school consultation in 2013, SV to forward to JS for comparison with new data to be collected.</p>	<p>JS</p> <p>SV</p>
<p><b>14. Review Policies previous allocated -</b>  <b>Pay Policy (JS) –</b>  Policy has been ratified at FGB in September meeting  <b>Teachers Appraisal (BT) –</b>  BT was to review, BT has moved committees – reallocated to MP</p>	

<p><b>15. Allocate Policies to link governors</b></p> <p><b>Acceptable Behaviour Policy - MP</b>  <b>Charging and Remissions Policy – MB</b>  <b>Complaints Policy – JS</b>  <b>Flexible Working Policy – CH</b>  <b>Grievance Policy – CH</b>  <b>Maintenance of Personal Records Policy – MB</b> review if policy is needed  <b>Mobile Phone Use Policy – MB</b>  <b>Safeguarding Policy – MP</b>  <b>Shared Parental Leave Policy – JS</b>  <b>Teachers Appraisal Policy – MP</b>  <b>Procurement Policy- JS</b></p> <p>All governors to review and send report of policies back to NM for 8<sup>th</sup> November 2016</p>	<p>All governors</p>
<p><b>16. Provisional book date for HT performance management</b></p> <p>Meeting booked for 23<sup>rd</sup> November, SV advised all appropriate governors are available. NM advised FGB chair should not sit on HT performance committee following guidance from Babcock, NM to email JB as currently JB sits on the committee, for next FGB agenda to allocate to another governor.</p>	
<p><b>17. Chairs Actions</b></p> <p>SV request for governors to agree to purchase of a further 30 chrome books at cost of £3000, each reconditioned chrome book costing £100. All governors agreed to purchase.</p> <p>SV asked for an item for next agenda to review charges and rates of pay for Twilight and Breakfast club. SV to review other local provider charges before next meeting. All governors agreed.</p>	<p>SV</p>
<p><b>Next Meeting Date 17<sup>th</sup> November 2016</b></p>	

The meeting closed at 7.25pm