

# NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD RESOURCES COMMITTEE MEETING

held at Newton Poppleford Primary School on Thursday 7<sup>th</sup> November 2019 at  
5:30pm

**Present:** John Slade, Stuart Vaughan, Stuart Ireland (remotely), Maria Pinney, Chris Hewitt, Simon Finch

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

**Quorum:** Quorate

Ref	Agenda Item	Action to be Taken
1	<b>Apologies for absence</b> – None	
2	<b>Notice</b> – Received	
3	<b>Declaration of business interests relating to the agenda</b> – None	
4	<b>Minutes of last meeting on 26<sup>th</sup> September 2019</b> – The minutes were agreed as a true and accurate record of the previous meeting and signed by JS. SV clarified agenda item 8 for governors who did not attend.	
5	<p><b>Matters arising from the meeting on 26<sup>th</sup> September 2019</b> –</p> <p>SV and SI to meet regards complaints procedure</p> <p>Health and Safety poster is now displayed in the staff room</p> <p>Analysis kitchen costs/expenses break down to be carried forward</p> <p>Public Liability Insurance is being worked on by the admin team, SV to report cost back to committee.</p> <p>SV to circulate Fairer Access Criteria to governors</p>	<p>SI/SV</p> <p>SV</p> <p>SV</p> <p>SV</p>
6	<p><b>Health and Safety update</b> –</p> <p>SV reported: Vicky Slattery contacted Devon Maintenance Partnership with regards to the maintenance of the new school lift, VS was advised this was not covered under the NPS contract we hold. Following this we organised for a private company to complete annual maintenance check on the lift at cost of £600. No errors were reported. The week following we received contact from contractor at the NPS scheme asking to book in annual scheduled maintenance check for lift. Following their visit they highlighted various issues not reported previously. These include: Signage missing from the entrance to the lift, tension to be adjusted on the lift rope, chain to be added to the inspection pit ladder, and that the internal emergency lift call is out of order.</p> <p>SV updated governors on the details to why the lift emergency call button is not connected and that he is in communication with the builders (Elliot's) and ESFA to establish why this was not installed correctly when we took over the building. Processes and procedures have been put into place during the period that the emergency call button is out of order. SV has requested works to be completed by 26<sup>th</sup> November at the latest, along with negotiations with NPS to recoup the costs outlaid to organise for private company to inspect due to false information being given.</p> <p>SV advised he is continuing to pursue the works required to the lightening protection system and reimbursement for the utilities from builders during the school build. Dave Penn has requested copies of all bills relating to this period. 3 out of 5 lightening pits are still</p>	SV

	<p>insufficiently clear and require attention ASAP. SV will forward images of the lightening pits to Dave Penn.</p> <p>JS advised there is a crack in one of the planks on the bridge, SV will report back in his next email communication.</p>	SV
7	<p><b>Monitor Budget –</b></p> <p>Governors received budget monitor prior to the meeting, JS highlighted the school meals costs show deficit of £8000 against the income. SV will calculate actual cost per meal and report back at next committee meeting.</p> <p>SV reported we had 100% uptake on meals in Key Stage 1 on October census day.</p> <p>Additional higher needs income covers part of the new teaching assistant staff. Increases in the budget share reflect the increase in staff pensions and pay award grant from the government.</p> <p>When budget was set we predicted carry forward of £2000, we are now predicting £6800 deficit, this doesn't include the £12000 reimbursement for the utilities as detailed in item 6. <i>SF identified that the carry forward has significantly reduced over the past year and asked what are we looking at going forward?</i> SV advised the national funding formula should support us moving forward adding around £30000 additional income to our budget. The outcome will be subject to government funding for the pay awards and pensions</p>	SV
8	<p><b>Pre-School budget and agree transfers from Pre-school budget to school budget –</b></p> <p>Budget circulated prior to meeting. SV highlighted that the preschool carry forward will double this year. SV is recommending that £2000 transfer from the pre-school budget to the school budget for utilities. This amount is based on the bills from previous location with inflation added. In future we should be considering the TLR payment for the teacher overseeing pre-school. <i>JS asked how much was TLR payment?</i> £2667. Governors agreed this should be considered now.</p> <p><i>SI asked do we just transfer money between budgets or have to invoice the preschool for payment?</i> SV responded that both budgets are held within the school and can be moved across without need for invoicing.</p> <p>Preschool numbers are good and SV is currently showing parents round from wider areas. Currently pre-school has 30 children that would move into reception if they all choose to come. Pre-school has a waiting list and we are at maximum numbers for every session. This should have a positive impact on transition to reception.</p> <p><b>AGREED:</b> Governors proposed a transfer of costs for TLR and Utilities of £4667 from the pre-school budget to school budget for one year and to be reviewed at the next budget setting. JS proposed, SF seconded and all governors vote in favour.</p>	
9	<p><b>Review Asset Management Plan –</b> Identify any building maintenance or improvement needs SV has nothing to report. At the next budget setting, consideration for the maintenance budget to include caretaking hours. Currently there is a caretaking and cleaning contract running, SV will evaluate the costs of increasing contracted hours for budget setting.</p> <p>Building meets at the needs of the disability discrimination act. <i>SF asked why did reduce the maintenance budget and how has this impacted?</i> Due to the move in the new school build we expected the maintenance cost to reduce however due to issues relating to the new build we have currently over spent by £2013.</p> <p><i>MP asked when the playground marking were expected to be completed?</i> SV advised this falls to the DFE and SV is still waiting response for when and if this will be included in the build costs.</p> <p><i>SF asked do we follow concept of support from the community to help with any maintenance?</i> For some areas of the maintenance we are able to use community support and do so where possible.</p>	SV

10	<p><b>Lettings –</b> Nothing to report at present, SV and CH to reported back at next meeting</p>	
11	<p><b>Petty Cash Holding –</b> During the school build and move governors agreed a temporary increase to the petty cash holding from £1000 to £2000. Admin Team have requested this to continue and this helps to support balancing the petty cash on a monthly basis. <i>SF asked is there a segregation of duty?</i> SV replied yes. <i>CH asked for clarification to how this amount is held and used on the account?</i> SV advised there are two debit cards for the school limited to £500 and then remaining amount allows for cheques and reimbursements to be made to members of staff who may make purchases on behalf of the school. <i>SF asked have the majority of purchase been made for the new school building and will purchase begin to reduce now?</i> SV reported they are likely to.</p> <p><b>AGREED:</b> Governors proposed to continue with the petty cash holding increase to £2000 until the finance policy is next reviewed. JS proposed and SF seconded, all governors voted in favour.</p>	
12	<p><b>Review of the accident book for summer term –</b> SV circulated document detailing number of incidents from the accident book. MP highlighted the 6 during lesson time incidents. SV explained 4 had occurred during PE, 1 in the classroom and 1 in the school toilets. Governors reported they were pleased to see assaults on staff have now returned to 0. <i>CH asked are the reports relating to particular children?</i> SV responded the vast majority accidents are bumped heads or grazed knees, tend to be during break or lunch times. SF acknowledged accidents have now reduced significantly now the playground is larger and with different break times.</p>	
13	<p><b>Governors training update and feedback –</b> No training taken place</p>	
14	<p><b>Policies for Review:</b> GDPR policies Reviewed by SI: Social media – recommended Breach and escalation policy – recommended Privacy notice School Workforce – recommended Privacy notice Pupils – agreed suggested amendments and recommended Retention policy – <i>SF asked does someone have ownership of record keeping?</i> SV advised there is a process in place and we aware of what we need to destroy and when, this works well with the new archive cupboard. - recommended IT policy – SV to check item 10.1.4 and amend if necessary – recommended</p> <p>7:15pm SI left the meeting</p> <p>Shared Parental Leave – Recommended following review by MP Freedom of information – recommended with agreed amendments review completed by JS Mobile phone use – recommended with agreed amendments review completed by JS Maternity and Adoption – Recommended following review completed by MP Flexible Working – DCC policy, <i>SF asked do we have coverage for the summer period for checking emails?</i> SV advised he does check his email. Recommended following review by SF Charging and Remissions – recommended Finance Policy – policy should be referenced to the manual. SV reported it is a DCC manual. SF suggested reviewing the manual – recommended</p> <p><b>AGREED:</b> JS proposed and SF seconded above polices to be ratified, all governors in agreement.</p>	

	<p>Late Collection Policy – <i>JS asked is there a serious issue to why you wish to enforce this new policy?</i> Yes there is reoccurring issues and feel it is now necessary to introduce a policy at this time and formalise current procedures. SV to cross reference against JS policy and governors to review at FGB.</p> <p>Pay Policy – received late October, JS has reviewed and happy to recommend forward to FGB. JS suggested policy to be circulated to all governors prior to FGB and SF agreed to review too.</p> <p>Acceptable Behaviour (staff) – review completed by JS and recommended to FGB for approval.</p>	<p>FGB</p> <p>FGB</p> <p>FGB</p>
<b>15</b>	<p><b>Policies due for review at next meeting:</b></p> <p>Safety from Violence &amp; Aggression</p> <p>Managing Sickness Absence</p> <p>Governors Expenses</p> <p>Disciplinary</p> <p>Secondment</p>	<p>SI</p> <p>CH</p> <p>MP</p> <p>JS</p> <p>SF</p>

The meeting closed at 736pm

DRAFT until signed