

NEWTON POPPLEFORD PRIMARY SCHOOL

Governing Body

Draft Minutes

Meeting of the Resources Committee – Part 1 Minutes					
Date: 19.11.15		Time: 6:45pm		Location: School	
Attendees	Initials		Attendees	Initials	
Matthew Barrett	MB	Parent	Bob Tubbs	BT	Associate
Antony Cox	AC	Parent	Stuart Vaughan	SV	Head
John Slade	JS	Co opted	Carmen Winterburn	CW	Staff
Apologies	Initials		Apologies	Initials	
Ben McGowan	BM	Parent (term expired)	Chris Hewitt	CH	Co opted
Maria Pinney	MP	Co opted			
In Attendance	Initials		In Attendance	Initials	
Amanda Murrell	AM	Clerk			

Ref	Action	Owner
2.4	SV is chasing up the removal of asbestos.	SV
2.4	SV is still to circulate the staff induction pack.	SV
2.5	SV said that he would bring the Pupil Premium and Sports funding reports to the next meeting.	SV
2.11	JS said he would send AM information from the course to be circulated with the FGB agenda.	JS / AM
2.12	<i>First Aid Policy:</i> SV will send the policy to AM . It will be changed to read 'Final' and the red amendments printed in black.	SV / AM
2.12	Managing Disclosure Information policy: AM will check if the school has this policy	AM
2.12	<i>Maternity Policy and Adoption Support Policy:</i> AM will ask HROne to clarify the situation.	AM
2.12	<i>Redundancy:</i> AM will make it clear on the front cover the date the policy was reviewed since the version date on the policy is 2011.	AM
2.12	SV will send AM the Pay Policy and AM will remove the bold type. The policy will be recommended to the FGB for approval.	AM

Ref	Agenda	Owner
2.1	Apologies: CH , BM and MP . Apologies were accepted.	JS
2.2	Declaration of Pecuniary Interests: None relating to items on the agenda.	JS
2.3	Minutes of last meeting on 15th October 2015: 1.6 One child to join Year 2, not 1. 1.7 BM name to be added to the Terms of Reference.	JS
2.4	Matters arising from the meeting on 15th October 2015: SV thanked MB for arranging repairs to the school's gate. SV is chasing up the removal of asbestos.	JS

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	SV is still to circulate the staff induction pack.	
2.5	<p>Terms of Reference: These are the new model Terms of Reference from Babcock. The committee has lead governors, but the policies are delegated to the committee. It was noted that MB is now a parent governor and has voting rights.</p> <p>JS said he thought that the reference to school meal provision should be part of Health and Safety. Governors agreed.</p> <p>AC asked for clarification of financial benchmarking. SV said that it was something that the Resources committee would monitor in a future meeting.</p> <p>AC asked what form the reports on Pupil Premium and Sports funding etc. would take. SV said that he would bring the reports to the next meeting.</p> <p>AC asked for clarification about governors' responsibilities regarding staff recruitment. SV said that the delegated responsibility for recruitment was set out in the Recruitment and Selection policy.</p> <p>Governors agreed that, as Safeguarding governor, MP should check the Single Central Record. BT said that governors needed to know to whom they should report allegations regarding the Head. Governors could report allegations to either to Julia Bramble or MP.</p> <p>The committee agreed the Terms of Reference (to be ratified by the FGB).</p>	JS
2.6	<p>Staffing Update: SV reported that a Teaching Assistant had been appointed in October to work in the Reception class. A 1:1 Teaching Assistant had been appointed to work in Year 3, with a contract until December, due to funding.</p> <p>One member of staff had handed in their notice, to finish in December. This was due to family re-location.</p> <p>SV said a post in the pre-school had been re-advertised. This was currently being covered by a temporary arrangement with other staff, however 12 hours cover still needed as another member of staff had recently resigned. SV said that he may have to use an agency to find cover.</p> <p>AC asked if there was a reason for the shortage of staff. SV said it was a Devon wide issue. AC suggested approaching training agencies, but SV said that the school was looking for Level 3, experienced staff. SV assured governors that the shortage of staff would be covered and that it would not affect the school. MB said he would ask Exeter College regarding supply staff agencies.</p>	SV
2.7	<p>Review of Pupil Numbers: SV reported: Reception 27 pupils, Year One 29, Year Two 28, Year Three 25, Year Four 22, Year Five 29 and Year Six 19. On 30th November one child will join Reception and another will join Year Two. Two further children are due to join the school, one in Year Two and one in Year Four.</p>	SV

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	<p>SV said that pupil numbers were stable although the school may need more capacity in the future. AC asked if the school could be compelled to take children if classes were full. SV said that the school could not exceed its Pupil Admission Number (PAN) except if the child was a Child in Care or the child had a Statement of educational need.</p> <p>SV said that the number of children due to start in Reception in September 2016 was not yet known. The recent open morning had been a success with many families visiting, several from outside the school's catchment area.</p>	
2.8	<p>Monitor Budget:</p> <p>SV said that the school's Finance Officer had produced the report, which was circulated to governors. (A copy has been filed with these minutes.)</p> <p>Governors noted that £6,000 expected income had been removed from the budget since this was the notional amount that the school had expected to receive in rent from the pre-school. Since the pre-school was now part of the school, rent was not payable.</p> <p>JS identified that the School Fund Commission was likely to be related to money received from Tesco's as commission <u>on uniform sales or</u> for school photo sales that could not be paid into the School Fund account.</p> <p>Funds received for Pupil Premium and the High Needs Block were more than forecast.</p> <p>SV said that more children were using the Twilight club than had been forecast.</p> <p>An under spend on the Staff Development budget was due to more training taking place in house.</p> <p>At present the Supply cost centre is showing a big overspend, but SV thought that this cost area would not be overspent by the end of the year. Staff are being released to deliver training. In addition, supply over for Continuing Professional Development and supply cover for illness are shown together for the first time.</p> <p>Governors noted that the caretaker was carrying out some maintenance tasks.</p> <p>An additional Teaching Assistant had been employed due to an increase in income and additional Meal Time Assistants have been employed due to increasing numbers taking school meals. There have also been some additional Admin hours.</p> <p>A revised forecast for Teaching Staff is due to changes in Teachers' pay.</p> <p>SV said that the Science and ICT budget had been overspent since some expenditure planned for 2016-17 had been brought forward. Tablets and some software packages, such as CPOMS and The Key, have been purchased.</p> <p>The income from Educational Visits was made up of parental contributions. Governors noted that there were however some bills outstanding.</p> <p>The over spend in Local Authority services was due to HR services purchased.</p>	SV

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	<p>The spending on utilities has increased more than was forecast.</p> <p>Grounds maintenance spending included hedge cutting and the removal of asbestos.</p> <p>School meals should generate a small profit of £2,000. Governors wished to thank catering staff for their work in providing meals for the new contracts with other schools.</p> <p>SV said the original forecast carry forward was £45,000. AC queried the variance of £39,505. SV said that this was likely to change. AC confirmed that the forecast carry forward was greater than last year.</p> <p><i>Preschool:</i> SV said that expenditure may increase by the same amount already spent. Staffing costs have also increased. Income included the amount paid by the Government as well as fees paid by parents. SV forecast an end of year loss of £3,000. Governors felt that this was not unexpected in the first year.</p>	
2.9	<p>CPD Report SV said that further training would take place regarding the Government's Prevent strategy. This would follow on from SV's training session for staff in September.</p> <p>Some IT training, maths, phonics and literacy training is to take place for support staff. A trainer is to deliver SpaG (Spelling and Grammar) training. Key Stage 1 staff are to receive assessment training. The Sports HLTA is delivering sports CPD.</p> <p>SV said that most outside training is provided by Babcock. The school accesses their maths and literacy update courses, but were looking at other options, such as working with other schools. The school already worked with other schools, e.g. to moderate work.</p> <p>BT asked if governors needed to be more aware of Prevent duties since it was an HMI focus. Governors recognised that it was part of the school's Safeguarding duties. CW said that CPOMS helped to build up a picture of possible Safeguarding issues.</p>	SV
2.10	<p>Review of Accident Book: The accident book is usually looked at once a term and was reviewed at the last meeting.</p>	SV
2.11	<p>Governor Training Reports: JS said that he had attended a Governor Update course. Brad Murray had given a presentation on the new Ofsted arrangements and also covered the new statutory guidelines and regulations concerning publishing governor information on the web site. JS said that Babcock had introduced the Better Governor web site.</p> <p>JS had produced a report <u>of the course</u> which he would post on E-Schools to share the information. JS said he would send AM information from the course to be circulated with the FGB agenda <u>and to be posted on E-Schools.</u></p> <p>AC said that he wished to attend the Health and Safety course being run by HROne, to be held on 2/2/16. AC will book this himself.</p>	JS
2.12	<p>Policies for Review: <i>First Aid Policy (brought forward from last meeting)</i> Paper copies were circulated to governor. SV will send the policy to AM. It will be</p>	JS

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changed to read 'Final' and the red amendments printed in black. This policy was agreed and adopted by governors.

Sun Protection Statement (brought forward from last meeting)

SV had consulted with staff regarding this policy. **AC** said he wanted staff to lead by example by wearing sun hats. **SV** said that staff wished to delete this line. **SV** said that whilst parents would be advised to provide hats with good coverage of the face, ears and neck, staff did not think this should be mandatory as it would compel some parents to buy new hats. **SV** said that parents were ultimately responsible for such matters, although **AC** disagreed. The statement was agreed by governors. It will form part of the Health and Safety policy. All governors will be made aware of it.

Acceptable Behaviour Policy

CW said that the policy applied to staff, governors, volunteers and contractors working in school. **SV** said that all contractors are given a copy. Governors recognised that this would be very important with the forthcoming building programme.

SV confirmed that unacceptable customer behaviour outside school was covered by another policy. **BT** said that the school's duty of care extended beyond work. Governors noted that the school subscribed to the HROne helpline.

This is a model policy. Governors agreed to adopt the policy.

Freedom of Information Policy

MB said that this was a model policy. Governors agreed to adopt the policy.

Governors' Expenses Policy

AC said that this was a model policy. It includes a rate of 20p per mile for travel by cycle. Governors noted that a new form to claim expenses is available on the Babcock Governor Support web site. Governors agreed to adopt the policy.

Disclosure and Barring Service Policy

MP had sent a message to say that the policy referred to the Managing Disclosure Information policy. This policy was not on E Schools. **AM** will check if the school has this policy. **SV** said that DBS checks are not repeated, but staffs are asked to complete a form to confirm that they have no relevant convictions and that they do not live with anyone with relevant convictions. Governors will be asked to sign this form at the FGB meeting.

SV confirmed that PO7 forms are issued when staff are appointed. **SV** confirmed that volunteers who have regular contact with children have DBS checks.

Governors agreed to adopt the model policy.

Maternity Policy and Adoption Support Policy

BT said that there were three pieces of legislation relating to this: parental leave, adoption leave and shared parental leave and pay. **BT** said that a secondary carer could take 50 weeks parental leave, transferred from the primary carer (usually the mother). **BT** had consulted the Direct Gov. web site and thought that a policy was

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	<p>missing. BT suggested a summary of the legislation. AM will ask HROne to clarify the situation.</p> <p>Governors agreed to adopt the model policy.</p> <p><i>Redundancy</i> AM will make it clear on the front cover the date the policy was reviewed since the version date on the policy is 2011. SV confirmed that governors agree the school staffing structure and the budget. AC asked when the committee discussed the staffing structure. SV said that this took place as and when changes to the staffing structure were proposed.</p> <p>Governors agreed to adopt the model policy.</p> <p><i>Pay Policy (to be recommended to the FGB)</i> SV had copied across the school's inserts from the previous policy. The original wording in section 3.1 (relating to the Head teacher's pay range) remained unchanged. JS confirmed that this was minuted at the Pay Committee.</p> <p>SV will send AM the policy and AM will remove the bold type. The policy will be recommended to the FGB for approval.</p> <p>SV said that he was still waiting for Norse to provide the training records relating to the catering staff.</p> <p>SV said that the preschool's policies would be reviewed once registration was complete. This review should take place by the end of January. Governors noted that many school policies will apply to the preschool with some amendments to reflect the needs of the preschool.</p>	
2.13	<p>Policies for Review at Next Meeting: Disciplinary Policy (to be recommended to the FGB): To be reviewed by JS. Domestic Violence Policy: To be reviewed by BT Grievance Policy (to be recommended to the FGB): To be reviewed by MB Intimate Care Policy: This will be left until after the registration of the preschool as it will need to be amended. Maintenance of Personnel Records Policy: To be reviewed by JS Managing Sickness Absence Policy: To be reviewed by AC Safety from Violence and Aggression Policy: To be reviewed by CW</p>	JS
2.14	<p>Date of next meeting: Thursday 21st January 2016 at the earlier time of 5.00 pm or 5.30pm TBC <i>The meeting closed at 8.55</i></p>	JS