

# NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD RESOURCES COMMITTEE MEETING

held at Newton Poppleford Primary School on Thursday 20<sup>th</sup> September 2018 at  
5:30pm

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

**In attendance:**  
**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 28<sup>th</sup> June 2018</b> – The Minutes were agreed to be a true and accurate record of the previous meeting  |                    |
| 5   | <p><b>Matters arising from the meeting on 28<sup>th</sup> June 2018</b><br/>A trailer was provided by a parent and the six burner stove and combi-oven were transported to the auction house and subsequently sold. Arrangements have been made to sell off some of the old hall floor.<br/>SV has not been able to follow up SEN &amp; Pupil Premium, but will for the next meeting.<br/>SV has been unable to check with other schools re: DBS updates, but hopes to do so before the next meeting.<br/>DCC have now agreed to pay the £7K for the alterations to the kitchen. SV was thanked for his persistence in this matter.</p> | SV<br>SV           |
| 6   | <p><b>Review of the accident book for Spring and Summer Term 2018</b><br/>Although there were more accidents in 2018 than previous years, there were fewer in the Summer Term than the Spring Term. The main reason of the increase this year was the lack of space available in the playground and its configuration. Staggered lunch times have helped and SV will check current situation. The accident requiring RIDDOR was in a hole in the ground in Far Field, which has subsequently been filled in. All the assaults on staff were by one child.</p>   | SV                 |
| 7   | <p><b>Review pupil numbers and implications</b><br/>Pupil numbers as at 20/9/18 – R30; Y1-23; Y2-29; Y3-29; Y4-29; Y5-28; Y6-30 = 198. After half-term there will be an extra child in Y1 (24) and two in Y5 (30) making a total of 201. As the increase in numbers over those used for the current year’s budget is over 10, SV will apply for additional funding.</p>   | SV                 |
| 8   | <p><b>Prepare and Submit response for Devon Funding Consultation</b><br/>Consultation is not yet open and no information has been received to date.</p>   |                    |
| 9   | <p><b>Review Pay Policy for recommendation to FGB (awaiting policy from DCC)</b><br/>Pay Policy has not yet been received. JS will review when received.</p>  | JS                 |
| 10  | <p><b>Agree Financial delegation and Virements</b><br/>These were agreed at the last meeting when the policy was reviewed.</p>  |                    |
| 11  | <p><b>Discuss caretaking and cleaning hours</b><br/>The new school building means that the caretaking and cleaning hours need to be reviewed. For example, there are now to long corridors, a larger hall and classrooms, more windows</p>  |                    |

Resources committee meeting

Signed .....  
Dated .....



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|--|--|---|
|  | <p>Teachers Appraisal – CH had reviewed. DCC policy which had been agreed with Unions. On page 1 we will need to state when we adopted it and when we reviewed it CH said policy states- “It is the responsibility of the Governing Body and the Headteacher to ensure that all teachers, including the Headteacher, are aware of this policy (through the school’s internal communication systems)” and asked “is this available to all teachers and is it adhered to for appraisals?” SV advised that it was. CH also asked if the relevant Governing Body committee(s) involved in appraisals are familiar with this policy? SV advised they were. CH found Section A.5 confusing with its references to Committee and Chair of Governors in parenthesis but SV explained the concept to the satisfaction of those present. <b>Proposed SI/seconded SF All agreed</b></p> | <p>NM</p>                                 |
|  | <p><b>Policies due for review at next meeting:</b><br/>         Freedom of Information<br/>         Maternity and Adoption Support<br/>         Acceptable Behaviour (staff)</p>   | <p>SF<br/>         MP<br/>         SI</p> |

The meeting closed at 7.05pm