

# NEWTON POPPLEFORD PRIMARY SCHOOL

## Governing Body

### Draft Minutes

Meeting of the Resources Committee – Part 1 Minutes					
<b>Date:</b> 15.10.15		<b>Time:</b> 6:45pm		<b>Location:</b> School	
Attendees	Initials		Attendees	Initials	
Matthew Barrett	MB	Associate	Bob Tubbs	BT	Associate
Antony Cox	AC	Parent	Stuart Vaughan	SV	Head
Maria Pinney	MP	Co opted	Carmen Winterburn	CW	Staff
John Slade	JS	Co opted			
Apologies	Initials		Apologies	Initials	
Ben McGowan	BM	Parent	Chris Hewitt	CH	Co opted
In Attendance	Initials		In Attendance	Initials	
Amanda Murrell	AM	Clerk			

Ref	Action	Owner
1.4	<b>SV</b> to liaise with MB regarding gate repair.	SV
1.4	<b>SV</b> to check that the asbestos has been collected.	SV
1.9	<b>SV</b> will send <b>AM</b> the Pay Policy; <b>AM</b> will add the school's details, circulate it and post it on the VLE.	SV / AM
1.13	<b>AM</b> will forward details of Babcock DLP courses to Governors.	AM
1.14	<b>SV</b> will present a Continuing Professional Development report to Governors.	SV
1.14	<b>SV</b> will include training needs in his next Head teacher's report.	SV
1.14	<b>SV</b> to look into classroom observation protocol, for the next meeting.	SV
1.14	<b>SV</b> will circulate the staff induction pack to Governors.	SV
1.14	<b>AM</b> will circulate the Health and Safety report to all Governors.	AM
1.15	Governors' Expenses: <b>AM</b> to check mileage and let <b>AC</b> know.	AM
1.15	Maternity Policy and Adoption Support Policy 2014: <b>AM</b> to post up to date policies on VLE.	AM

Ref	Agenda	Owner
1.1	<b>Apologies:</b> <b>CH</b> and <b>BM</b> . Apologies were accepted.	JS
1.2	<b>Declaration of Pecuniary Interests:</b> None relating to items on the agenda.	JS
1.3	<b>Review of previous minutes and matters arising:</b> The minutes of the last meeting on 26 <sup>th</sup> June 2015 were agreed to be true record and signed by the Chair. There were no matters arising.	JS
1.4	<b>Buildings:</b> Regarding plans to rebuild the school, <b>SV</b> said that there would be no further developments until after the November design engagement meeting.  <b>AC</b> asked about the outstanding repair work to the school gate. <b>SV</b> replied that he was still looking for a blacksmith to carry out the repair work. <b>MB</b> suggested a blacksmith who could undertake the work and offered to contact him.  <b>BT</b> asked if the school building could still function for another year if the building	JS

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	<p>work did not take place. <b>SV</b> said that the school would be able to function for one year, but some maintenance to the windows would be necessary if the delay was longer.</p> <p><b>MP</b> asked if the asbestos had been collected from the school grounds. <b>SV</b> to check.</p>									
1.5	<p><b>Staffing:</b>  <b>SV</b> reported the resignations of a support staff member in the Reception class and a further support staff member elsewhere in the school.</p> <p>A child has joined Year 3 and has funding for additional support. There is also a pupil in the Reception class with funding for additional support.</p> <p>Two support staff posts have been advertised.</p> <p><b>AC</b> asked if the school was compelled to employ a member of staff. <b>SV</b> said that the school did not need to employ a member of staff, but could use the funding in other ways to support a child.</p>	SV								
1.6	<p><b>Review Pupil Numbers:</b>  27 children are in the Reception class. New pupils have joined the school as follows:  Two in Year 1, one in Year 2, two in Year 3, one in Year 5 and one in Year 6.  One family, with three children, has left.  There are currently 180 pupils on roll.  Class sizes are as follows:  Reception – 27  Year 1 – 30  Year 2 – 28  Year3 – 25  Year 4 – 22  Year 5 – 29  Year 6 – 19</p> <p>Two children are to join the school shortly, one in Year 1 and one in Year 4  Governors noted that pupil numbers had increased since the last census. <b>SV</b> said that the Budget had been set for fewer children.</p>	SV								
1.7	<p><b>Terms of Reference:</b>  Governors noted that the Terms of Reference required updating. <b>JS</b> proposed that the Babcock model Terms of Reference be adopted. Membership as follows:  Antony Cox  Matthew Barrett (Associate)  Maria Pinney  John Slade  Bob Tubbs (Associate)  Stuart Vaughan  Carmen Winterburn</p> <p><b>Lead Governors:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Finance</td> <td>John Slade</td> </tr> <tr> <td>Personnel</td> <td>Chris Hewitt</td> </tr> <tr> <td>Premises</td> <td>Maria Pinney</td> </tr> <tr> <td>Health and Safety</td> <td>Antony Cox</td> </tr> </table>	Finance	John Slade	Personnel	Chris Hewitt	Premises	Maria Pinney	Health and Safety	Antony Cox	JS
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	<p><b>MP</b> is the Safeguarding Governor.</p> <p>Governors will look at the model Babcock Terms of Reference and personalise it at the next meeting.</p>	
1.8	<p><b>Monitor Budget:</b> The Budget Monitor will be reviewed at the next meeting. <b>SV</b> will prepare it as the Finance Officer will not be visiting until after the meeting.</p>	JS
1.9	<p><b>Pay Policy:</b> Governors noted that details of any changes were described on the last page. There were no significant changes. <b>SV</b> said changes referred to the salary increase of 1%. <b>SV</b> will compare the new and old document. <b>SV</b> will send <b>AM</b> the policy; <b>AM</b> will add the school's details, circulate it and post it on the VLE.</p>	JS
1.10	<p><b>Kitchen update:</b> <b>SV</b> reported that the school now provided meals for two other schools. <b>SV</b> had agreed an increase in staff hours to cope with the increased workload. However, this had proved insufficient. Initial problems had now been sorted out regarding work load with a small addition of staff hours. <b>SV</b> said that the service was still cost effective. Dinner numbers had been good: an average of 90 – 100 plus per day. Newton Poppleford's take up of school dinners has also increased slightly. On Friday 24<sup>th</sup> October New Poppleford has an inset day, but other schools not. Packed lunches will be provided that day.</p> <p>Governors noted that the washing machine had broken down. <b>AC</b> said that if building work does not progress quickly then Governors may have to consider funding maintenance.</p> <p>Positive feedback has been received from customer schools. Further evaluation will be possible after April, when the school has been running the service for a complete year.</p>	SV
1.11	<p><b>School Fund Audit:</b> Governors noted that this report had been received at the last meeting.</p>	JS
1.12	<p><b>Review of Accident Book:</b> (This report will be posted on the VLE) <b>SV</b> said that there were no significant changes from the last report.</p> <p>There had been two injuries relating to Tag Rugby 2. Also, a child had an accident whilst jumping down steps and suffered concussion. The child's parent took the child to hospital for treatment.</p>	SV
1.13	<p><b>Governor Training:</b> <b>BT</b> had attended a Safeguarding for Governors course. <b>BT</b> said that the role of Governors in Safeguarding was a strategic one. Good Safeguarding procedures were part of the culture of a school. Professional discussions between staff were important since situations could be avoided if there was good communication between professionals. <b>SV</b> felt the school was good at communicating. <b>SV</b> said communication between agencies could however be problematic.</p> <p><b>BT</b> said that the course had emphasised the need for staff training to keep up to date with new threats e.g. 'sexting' and grooming. <b>SV</b> said that child sexual exploitation and Prevent were the main focuses of Ofsted.</p> <p><b>SV</b> confirmed that the school's Safeguarding Policy included staff and volunteers. <b>BT</b></p>	JS

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	<p>said that schools need to assess the level of training necessary for volunteers. <b>SV</b> said that volunteers who spent a significant time in school received safeguarding training. <b>SV</b> delivers half an hour training for other volunteers.</p> <p><b>JS</b> said he would like to attend the Governors update course.</p> <p><b>AM</b> will forward details of Babcock DLP courses to Governors.</p>	
1.14	<p><b>Review of Policies:</b>  <i>Pay Policy</i> (see above)</p> <p><i>Recruitment of Staff Policy:</i> This is a Babcock DLP model policy. It was adopted by Governors in 2010, but was updated by Babcock DLP in 2013.</p> <p><i>Teachers' Appraisal:</i> This is the Babcock DLP model policy (2013). <b>SV</b> will present a Continuing Professional Development report to Governors at a future meeting.</p> <p>Governors asked how training needs were identified. <b>SV</b> said that this was part of the Appraisal process, but that needs could be identified at any time. For example, support staff requested training on the spelling and grammar curriculum (SPAG) and <b>CW</b> has organised training in response to this request. Training events such as this would be reported in the Head teacher's report.</p> <p><b>SV</b> said that some training was delivered in house. <b>BT</b> said if no training was available, this would need to be reported. <b>SV</b> will include training needs in his next Head teacher's report.</p> <p>Governors asked if the Capability Policy had been invoked in the last year. <b>SV</b> said that it had not.</p> <p>Governors noted that the appraisal cycle runs from 1<sup>st</sup> September to 31<sup>st</sup> August. However <b>SV's</b> appraisal was in December. Why was this? <b>SV</b> said that the meeting date was subject to the availability of the School Improvement Partner.</p> <p>Governors asked if there was an agreed classroom observation protocol. <b>SV</b> said that it had not been reviewed recently. This will be reviewed at the next meeting and in the meantime <b>SV</b> will look into it.</p> <p><i>First Aid Policy:</i> <b>SV</b> will consult with staff next week and the policy will be adopted at the next Resources committee meeting.</p> <p><i>Sun Protection Statement:</i> <b>SV</b> said that the Senior Leadership Team had looked at the policy and made some amendments. <b>AC</b> asked to see both policies to review the changes that had been made.</p> <p><i>Health and Safety report:</i> <b>AC</b> presented the report to Governors and highlighted the actions identified at the end of the report. (A copy of the report will be posted on the VLE). The following was noted by Governors:</p> <p>1. Staff induction pack: <b>SV</b> reported that this had been circulated to staff. <b>SV</b> will circulate the staff induction pack to Governors.</p>	JS

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	<p>2. Transfer of role: <b>AC</b> to action this by Summer 2016.</p> <p>3. Risk assessments and training records for catering staff: <b>SV</b> is to meet with catering staff. Training records have been requested from Norse.</p> <p>4. Review of policies and risk assessments for Pre-school: This will take place by the end of term. <b>SV</b>'s DBS check is in the process of being sorted out, since the original documents had been lost.</p> <p>5. Cancer Research guidelines: <b>SV</b> said that this was to be shared with staff.</p> <p>6. Sun Protection statement: <b>SV</b> said that this would be presented at a staff meeting</p> <p>7. Hat bank and sun cream application: <b>SV</b> said that hats are to be bought for each class. <b>SV</b> queried whether the school should supply sun cream and how it would be managed. <b>JS</b> said that there may be allergy issues. <b>AC</b> said that it was recommended by Cancer Research as good practice and therefore the school should work out a way to bring it about. <b>AC</b> wished Governors to be mindful of the advice. <b>BT</b> noted that covering up was the most important measure to prevent sun damage to skin.</p> <p>8. First aid: (See above)</p> <p><b>AM</b> will circulate report to all Governors.</p> <p>Governors expressed their appreciation to <b>AC</b> for this piece of work. <b>AC</b> suggested that Governor reports could be posted on the VLE. Reports will be sent to <b>SV</b> for approval and then <b>AM</b> will post them in the Governor Reports folder.</p> <p>Governors noted that meeting dated were on the VLE calendar.</p>	
1.15	<p><b>Policies for Review at Next Meeting:</b></p> <p>Acceptable Behaviour: <b>CW</b> to review.</p> <p>Freedom of Information: <b>MB</b> to review.</p> <p>Governors' Expenses: <b>AC</b> to review. (<b>AM</b> to check mileage and let <b>AC</b> know.)</p> <p>Disclosure and Barring Service Policy: <b>MP</b> to review.</p> <p>Maternity Policy and Adoption Support Policy (2014): <b>BT</b> to review. (<b>AM</b> to post up to date policies on VLE.)</p> <p>Redundancy Policy (2011): <b>AC</b> to review.</p>	JS
1.16	<p><b>Date of Next Meeting: Thursday 19<sup>th</sup> November 2015, 6.45pm.</b></p> <p>The meeting closed at 8.15</p>	JS