

NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD RESOURCES COMMITTEE MEETING

held at Newton Poppleford Primary School on 23rd February 2017
at 5.30pm

Present: **John Slade** **Maria Pinney** **Stuart Vaughan**
 Simon Finch **Stuart Ireland** **Matthew Barrett**

In attendance: Natalie Mann (Clerk)

Ref	Agenda Item	Action to be Taken
1	Apologies for absence – Chris Hewitt	
2	Notice - Received	
3	Declaration of business interests relating to the agenda - None	
4	Minutes of last meeting on 19th January 2017 - The minutes were agreed and signed as a true and accurate record of the previous meeting.	
5	Matters arising from the meeting on 19th January 2017 – MP safeguarding level 3 training is booked for 8 th and 9 th March. NM reported back to governors that policies highlighted in previous meeting are current and the most up to date versions after receiving confirmation from DCC. SV updated governors that the current SEN budgets will be reduced by 20% for 2017-18 and a further 20% in 2018-19. This reduction will form part of the new national funding formula.	
6	Approve costing of the SDP – SV shared around paper copies of the SDP to governors and an additional sheet with headlines of forecast expenditure linked with SDP. SV explained where areas of the SDP these expenditures will be funded from. JS asked are figures include as part of the current budget governors are reviewing? SV advised that they are not and will be included in the new budget for this next financial year which will be put forward to governors at next FGB meeting. SF asked do we have the funds to account for these expenditures? SV said he would anticipate we do and this can be review at next FGB meeting by governors. SV identified that the SLT will need to consider the costing of certain areas of the budget for future years to ensure there is not a deficit budget in the years to come. Future planning will reflect that the school is nearly at capacity and the new apprenticeship levy will possibly have a negative effect on the budget. SF asked will the new build save some money? Yes, we would hope that in the future this will have a reduction on utilities expenditure. SF asked to what level will the LA furnish the building? SV advised they will move current furniture we have but will expect us to fund any new furniture or equipment we require. SDP AGREED: All governors agreed costing of the SDP.	
7	Review Pupil Numbers – R:21 Y1:30 Y2:29 Y3:28 Y4:29 Y5:23 Y6:29 5 in year leavers and 1 in year admission since the previous committee meeting. Currently a Y1 child has applied for a place at another school, awaiting confirmation for this allocation. Y1 currently have a waiting list, this place is likely to be filled immediately. Reception intake for September 2017 is anticipated between 23-26 pupils.	
8	Staffing Update – 2 Teaching Assistants have handed in their resignations. One TA will not be replaced as the child they support is currently going through a managed move and 2 nd TA position has been advertised today. One member of support staff has been off for nearly 3 months, currently there is no anticipated return date due to health implications. A child currently receiving 1:1 support is leaving, SV is looking at the opportunity for redeployment for the 1:1 TA once the child	SV

	leaves.	
9	<p>Budget Monitor – Governors asked questions on the Budget monitor. SV explained the difference in negative balances and positive balances throughout the report. JS asked why the forecast in November differs from the current budget monitor? In November there was an estimation that a higher income would have been received than has been. JS asked if additional spending for TA support is through extra funding for individual children? Yes some children are in receipt of element 3 funding, however this funding is going to be cut. Utilities are currently showing overspend, SV advised once the current issues with the utilities is resolved this should reduce by around £4000. JS asked why the meals income is so high? Figures relate to income from the dining centres we serve and the in house meal income. SV explained to governors how the carry forward balance is reflected in the monitor. Currently the carry forward sits at around £30000. Capital income will reduce with the purchase of IT hardware as part of the SDP. Pre-school budget will be completed at year end and will come to committee once completed. JS asked when will the budget be set for next year? SV and Vicki Slattery are currently working on this and hope to have a proposed budget before next FGB in March.</p>	SV/VS
10	<p>Review of accident book – SV circulated table reflecting the current accident book figures to governors. Governors noticed an increase in assaults on staff, SV advised this is being dealt with and staff have received safe holding techniques training. These assaults have been carried out by 2 individuals. MP asked has these individuals' attitudes improved over this half of the spring term? SV advised there has been an improvement since the beginning of this term for one individual and currently staff are looking into trigger points and ways in which to monitor and manage these triggers, the other individual is currently part of a managed move.</p>	
11	<p>School Build Update – SV advised governors that the Parish Council met on Monday and are now supporting the amended plans, Elliotts turned up this week and would be looking at starting in the summer holidays and using this time to set the site up. Elliotts advised that they are unaware of any provision for larger outside play space for the winter months once the build commences and during the build, if this is not going to be provided, then there may need to be considerations for alterations to lunch times and for PE lessons, discussions in regards to PE lessons have already begun. 2 comments have been made via the EDDC planning portal in regards to the planning proposal.</p>	
12	<p>Link Governor visits and training update – MP has Safeguarding level 3 booked for 8th and 9th March. SF is booked on the Introduction for New Governors training for the 18th March. JS advised governors there is finance training in May if anyone is interested in attending.</p>	
13	<p>Travel Plan update – JS has been unable to progress further with travel plan since previous meeting and will prepare travel plan for next committee meeting in May. Traffic lights at the main road crossing have been changed from a pelican to a puffin crossing. JS explained to governors the difference between the two different crossings.</p>	JS
14	<p>Policies due for review: Asbestos Management – MP reviewed and reported this is a model policy from DCC, MP and SV to review asbestos register before next committee meeting in May. MP recommended policy to be ratified. Capability Policy and Procedure – CH reviewed and circulated review notes to governors before meeting, Governors agreed for policy to be ratified. Redundancy – SF reviewed and reported this is a DCC model policy. SF reported back to governors that redundancy must comply with the notification procedures of the Local Authority and the policy recommends governing body to determine an Appeals committee. This committee is already in place. The Chair of Governors also has a responsibility for attend the consultation meetings (or substitute governor) and to consider responses to consultation meetings (or delegated committee). SF recommended policy to be ratified.</p>	MP/SV

	<p>Whistleblowing – JS reviewed reported DCC model policy. Policy needs to have adopted date and review dates need to be added. NM to complete. JS recommended policy to be ratified</p> <p>AGREED: SI proposed and SF seconded and all governors agreed</p> <p>Business Continuity Plan – SV is reviewing this document with SLT, review to be moved to next committee meeting</p> <p>Emergency Management Plan - SV is reviewing this document with SLT, review to be moved to next committee meeting</p>	<p>NM</p> <p>MB</p> <p>SI</p>
15	<p>Policies due for review at next meeting:</p> <p>DBS disclosure</p> <p>Data Protection (change from t and I review)</p> <p>Lettings</p> <p>Emergency Management Plan</p> <p>Business Continuity Plan</p>	<p>CH</p> <p>SF</p> <p>MP</p> <p>SI</p> <p>MB</p>
	Date of Next Meeting: Thursday 4 th May 2017	

The meeting closed at 6:44pm