

NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD RESOURCES COMMITTEE MEETING

held at Newton Poppleford Primary School on Thursday 16th November 2017
at 5:30pm

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

In attendance: Natalie Mann (Clerk)

Quorum: Quorate

Ref	Agenda Item	Action to be Taken
1	Apologies for absence – None	
2	Notice – Received	
3	Declaration of business interests relating to the agenda – None	
4	Minutes of last meeting on 12th October 2017 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by JS.	
5	Matters arising from the meeting on 12th October 2017 – SV has circulated information to governors relating to GDPR, SV and Admin, Vicki Slattery, are booked on training during the spring term. The introduction of the GDPR legislation may have an impact on how governors handle data, including future communications. We must be compliant by May 2018.	
6	Agree Financial delegation and Virements – Governors received information relating to financial delegation and virement within the finance policy prior to meeting and governors have reviewed. SV has no recommendations to change any of these delegations and virements at present. SV and Vicki Slattery will be updating the specimen signatures list in due course. AGREED: SF proposed, JS seconded and all governors in agreement with current financial delegation and virements.	SV/VS
7	Staffing Update – Currently waiting to receive formal resignation from one member of staff who is relocating. This staff member is currently waiting for confirmation on completion of their house purchase. <i>CH asked how will this affect recruitment?</i> SV intends to fill this position temporarily during the spring and summer term and complete recruitment during this time to fill the post permanently from September 2018.	
8	Review of Pupil Numbers – SV circulated document to governors during meeting and reported that the expected admissions have now joined the school following half term. SV have shown perspective parents of reception admissions for 2018 around the school over the previous few weeks, further appointments have been made for other perspective parents.	
9	Review of the accident book for summer term – SV circulated report from accident book from Summer Term 2017. SV reported to governors that the autumn first half term has seen an increase in accidents, specifically around lunchtimes. The lack of space on the playground	

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Signed
Dated

	<p>due to the school build may be a contributing factor to the increase. Precautions have been taken to help reduce the number of accidents where possible, additional staff on the playground along with a quiet area. <i>CH asked is there a place within the playground in particular that these accidents are taking place?</i> Not specifically, however some are located by the school build dividing boards where children bump of each other and into the boards. <i>CH asked are the assaults on staff continuing?</i> SV reported these assaults were recorded prior to two permanent exclusions and reported there has been none since these children have left.</p>	
<p>10</p>	<p>Monitor Budget – SV circulated to governors prior to meeting. JS reported that the budget shows overspend in some areas, notation has been added to explain why. There has been a reduction in SEN funding due to the permanent exclusion of 2 children. School meals have had a reduction in uptake which has an effect on the budgeted income. These two changes have had an effect on the final carry forward figure for next year. <i>MP asked is there a specific reason why the uptake has been reduced?</i> No specific reason, can be identified. This is the first year we have had a significant drop compared to other years. Governors discussed the cost implication for parents of children moving from year 2 to year 3. Governors reflected that this will have an onset on further years if we continue to get a reduced intake. <i>SF asked should we consider marketing our meals later in the year?</i> Governors agreed to action this later in the year if numbers have not increased. An increase spend within our MTA budget line is due to additional Mealtime assistants to help monitor playground to help reduce accidents during the school build phase. Due to the way in which Devon will divide the budget to schools over the next 2 years this will have a negative impact on our funding. SV has submitted his views forward to the consultation, but is unsure on what impact this will have. Work will be progressed around the budget for 2018-19 during the next term and will be presented to governors in a future meeting for recommendation. We may need to consider staffing structure in the future.</p> <p>Pre-school budget circulated prior to meeting, this budget has been set on the basis there will be no increase in numbers over the next year, we hope this then results in a more accurate budget to work with. Currently we would require a few additional admissions to break even. <i>CH asked what are the current numbers in pre-school?</i> 26 however these children do different days and hours across the week. <i>CH asked what is the maximum number we can hold?</i> SV will check and let the committee know. <i>CH asked will the maximum number change following the new school build?</i> No our maximum numbers will remain the same due to staff / children ratios and size of the pre-school area. <i>SF asked what was the outcome on the pre-school budget for last year?</i> Pre-school set a surplus carry forward.</p> <p><i>SF asked does the new school build involve any sustainability within?</i> Not a present, however in the build report it reported that should we include some sustainability like solar panels into our new school, it would have a positive impact on the future costings. Further investigation would need to take place, however the cost would be responsibility of the school or funded from an external source. MB mentioned contacting Gill Wyatt from Exeter Community Energy for advice, SF will contact and report back.</p> <p>Capital funds will be considered for IT and other items within the new school build.</p>	<p>SV</p> <p>SF</p> <p>SF</p>
<p>11</p>	<p>School Build Update – SV highlighted to governors a recent article reported on Devon Live in the previous week. There had been many responses to the article on facebook, some negative comments from parents; however there has been no reduction in number of pupils taking school meals because of the report about the state of the kitchen. CH has spoken with some of our catering staff, which expressed their disappointment in the parents’ response to the article. SV reassured governors that he has spoken with catering staff to reassure them. Food hygiene team will be visiting before the end of term, they will now be</p>	

	<p>able to see final plans for the new school build kitchen and be able to see building work has begun. We hope this will please the food hygiene team.</p> <p>SV reported that RD&D meetings have taken place over last few weeks; contractors have reported building work is currently on track, planned move of the school buildings will take place during August 2018. Teaching and Learning Committee have agreed additional 3 inset days at the beginning of the Autumn Term 2018 to allow for the staff to prepare school for children returning on 10th September 2018. Decisions on internal carpets and materials have begun and the lift shaft has been installed. There have been some small delays but these are not affecting the end date at present. <i>MB asked has there been any feedback from local community?</i> There has been a local residence meeting and contractors are keeping the local community informed of what is happening, and responses so far have been positive. <i>CH asked what is the status of the proposed temporary barrier at the school entrance gate?</i> Elliots are happy to put up a temporary barrier in this location; however Devon Highways are opposed to this. SV has followed up with Claire Wright, MB offered to contact Mr Hughes to see if this can be moved forward.</p> <p><i>CH asked what happens with existing school building after September?</i> SV is expecting to have further conversations in regards to the logistics of the school building demolition nearer the time. It is likely there will be only one school entrance to the new building initially and there may be decisions to be made around structuring the start and end of the school day. <i>MB asked is it not planned for demolition to take place during the summer holiday break?</i> SV is anticipating they will remove the kitchen building and asbestos from the existing school during the summer but works will continue for a further term / term and half.</p>	MB
12	<p>Link Governor and training update – SV reported back to governors on recent training around Operation Encompass. As a school we will become an Operation Encompass school from 27th November when the operation goes live. This is a new system brought in by the police and focuses on domestic violence. When police are called out to an incident of domestic violence and young children are within the family, officers will log incident on a computer system, located in 3 safeguarding centres across Devon and Cornwall, these centres will operate from 7:30am and the staff at these centres will contact designated safeguarding leads at the school to inform them that a child within their school has been involved in an incident of domestic violence. This then prepares the school to be able to support the child at school following the incident taking place. SV will be circulating a letter to parents once Operation Encompass goes live on 27th November, this letter is aimed to raise the awareness of operation in local families and the community. SV reflected he felt this was a positive move and has been discussing with staff what process will be used within school. This has had a positive response in areas where this operation is already in use. NSPCC have identified 1 in 5 children have been subject to domestic violence. Governors reflected this offers staff more opportunity to support the children and hope to reduce the impact on their future.</p> <p>Governance today circulated to governors, governors asked to inform NM of any courses they wish to be booked on.</p>	GOVS
13	<p>Travel Plan update – JS has spoken with Hazel Jeffery, chair of Parish Council, the land registry office have been unable to source an owner for the land above the school. The Parish Council are considering claiming this piece of land and hope that we may be able to move forward with the proposal of this as a drop off zone if they do. SV reported that the changes with the staggered start and end of the school day have resulted in parents not remaining in the playground for lengthy periods of time. Parking issues have slightly improved but some of the problems have relocated further up the road, this has had an</p>	

	<p>improvement of the traffic outside the school gate. A group of year 6 children are walking from The Canon to help build independence for these children and reduce traffic. SV reported he hasn't heard anything in regards to the pinch point being relocated. CH asked where will the new school entrance be located? SV demonstrated location and that there will be a delivery layby for delivery vehicles opposite where the current pinch point is. CH asked will the road be redesigned outside the school? SV was under the impression it would, the Police were pushing for Devon Highways to improve the road layout, however SV has not received any updates with this. CH asked will there be any barrier between the main road and pavement after the new entrance has been built? There are no plans for a permanent barrier at this stage, as the entrance will be set back from the road no barrier has been agreed. SV will be having further discussions with Devon Highways, raising his concerns and will continue to push for a temporary barrier for now and a permanent one once the build is complete. JS will arrange a meeting with all parties through Hazel Jeffery.</p>	<p>SV JS</p>
<p>14</p>	<p>Policies for Review: Acceptable Behaviour – SF reviewed and reported it was a model policy from DCC and recommended to committee. Accessibility – MP reviewed and reported that acts the policy refers to need to be updated with the Equality Duty 2010, NM to make amendments. MP recommended this policy to committee Pay – MB reviewed and reported it was a model policy set by DCC and has been personalised to the school following FGB meeting in September, MB recommended to committee. Maternity – CH reviewed and reported this is a model policy from DCC and recommended to committee. Shared parental leave is a separate policy.</p> <p>AGREED: JS proposed, MB seconded and all governors in agreement to ratify the above policies</p> <p>First Aid – SI to review before next committee meeting.</p>	
<p>15</p>	<p>Policies due for review at next meeting: Staff Disciplinary Domestic Violence – SV to review before circulating to governor Governor Expenses Managing Sickness Absence First aid</p>	<p>MP JS SF MB SI</p>

The meeting closed at 6:45pm