

Newton Poppleford Primary School
Governing Body

Draft minutes until signed

Meeting of the Resources Committee – Part 1 Minutes					
Date: 30.06.16		Time: 5:30 pm		Location: School	
Attendees	Initials		Attendees	Initials	
Ben McGowan	BM	Parent	Stuart Vaughan	SV	Head
Maria Pinney	MP	Co opted	Carmen Winterburn	CW	Staff
John Slade	JS	Co opted	Matthew Barrett	MB	Parent
Bob Tubbs	BT	Parent	Chris Hewitt	CH	Co opted
Apologies	Initials		Apologies	Initials	
In Attendance	Initials		In Attendance	Initials	

Ref	Actions from the meeting on 30 June 2016	Owner
6.9	Travel Plan to be reviewed in Autumn Term. Annual risk assessment and safety review to be carried out at start of next meeting.	JS
6.11	Check if MP needs to do Inter Agency training re Safeguarding.	SV

Ref	Agenda Item	Owner
6.1	Apologies for absence: None	JS
6.2	Declaration of business interests relating to the agenda: None	JS
6.3	Minutes of last meeting on 12 May 2016: These were agreed to be a true record and signed by the Chair.	JS
6.4	Review action points / Matters arising from the meeting on 12 May 2016: SV had sent the latest version of the Travel Plan to JS but in view of the recent road accident this had not been reviewed, as it was deemed inappropriate to carry out the census on current travel arrangements. Review of Accident Book (see item 6.10 below)	JS
6.5	Staffing update: SV reported that the two members of teaching staff who were leaving at the end of term had been replaced and parents/guardians notified of changes to class teachers from next term. SV said that one teacher had informed him she would be taking maternity leave during the 2 nd half of the Autumn term. Interviews for The Sports HLTA vacancy are to take place on 6 July 2016. Adverts are currently out for 1 TA (Reception) and a 1:1 replacement. The Clerk to Governors post has also been re-advertised (1 application to date). HC has been appointed to the SLT and DT will become the SENCO. A new post will be created to assist with DT 's admin work. JS proposed agreement of revised staffing structure and BM seconded the proposal. Unanimously agreed.	SV

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6.6	<p>Review of pupil numbers:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Current</th> <th style="text-align: center;">Sept</th> </tr> </thead> <tbody> <tr> <td>Reception – 30</td> <td style="text-align: center;">21/22</td> </tr> <tr> <td>Year 1 – 28</td> <td style="text-align: center;">30</td> </tr> <tr> <td>Year 2 – 29</td> <td style="text-align: center;">29</td> </tr> <tr> <td>Year 3 – 27</td> <td style="text-align: center;">30</td> </tr> <tr> <td>Year 4 – 21</td> <td style="text-align: center;">28</td> </tr> <tr> <td>Year 5 – 27</td> <td style="text-align: center;">21</td> </tr> <tr> <td>Year 6 – 18</td> <td style="text-align: center;">27</td> </tr> </tbody> </table> <p>SV said we have recently had to turn away 4 children & siblings because the relevant classes are full. Pre-school for September intake is higher than ever before (close to 20).</p>	Current	Sept	Reception – 30	21/22	Year 1 – 28	30	Year 2 – 29	29	Year 3 – 27	30	Year 4 – 21	28	Year 5 – 27	21	Year 6 – 18	27	SV
Current	Sept																	
Reception – 30	21/22																	
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Year 4 – 21	28																	
Year 5 – 27	21																	
Year 6 – 18	27																	
6.7	<p>Monitor Budget 2016: SV reported a carry forward of £61,226. (Budget for Pre-school not reported).</p> <p>SV reported Pre-school would be adding Friday afternoons as a ‘Come & Share’ session.</p> <p>SV reported that a water leak on the drinking fountain would add about £500 to bills.</p>	SV																
6.8	<p>Review Audit of School Fund: The audited School Fund had a balance of £1,962.98 at 31 March 2016. MB proposed acceptance and BT seconded the proposal. Unanimously agreed. CH proposed acceptance of the Objectives of the School Fund and BT seconded the proposal. Unanimously agreed.</p>	SV																
6.9	<p>Policies for review:</p> <p><i>Travel Plan</i> JS reported that in view of the recent road accident this had not been reviewed, as it was deemed inappropriate to carry out the census on current travel arrangements. This will be reviewed in the Autumn Term.</p> <p><i>Finance Policy</i>– BM had reviewed the policy and it was noted that the reference should be made to gifts and hospitality as per the DCC website</p> <p><i>Health, Safety and Welfare</i> – MP had reviewed the school’s policy. A new lead Governor is needed following the resignation of AC. Policy states to be reviewed annually but latest document show a review date of 17/11/2013. MP reminded the committee that the annual risk assessment and safety review should have taken place at this meeting. This will be done at next meeting.</p>	JS																
6.10	<p>Review of Accident Book: It was noted that the number of accidents was lower this Spring Term than the last 2 years and none had required a RIDDOR form.</p>	SV																
6.11	<p>Governor Training: Check if MP needs to do Inter Agency training re Safeguarding.</p>	SV																
6.12	<p>Policies for review at next meeting:</p> <p><i>Pay Policy</i> – JS</p> <p><i>Teachers’ Appraisal</i> - BT</p>	JS																
6.13	<p>Update on new school building: SV reported that he had contacted the EFA who are still looking at options.</p>	SV																

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6.14	Chair's Business: None	JS
6.15	Date of next meeting: To be agreed at September FGB meeting. The meeting closed a 7pm. (Note CH left the meeting at 6.20pm for child care reasons).	JS