

**NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD  
RESOURCES COMMITTEE MEETING**  
held at Newton Poppleford Primary School on  
Thursday 4<sup>th</sup> May 2017 at 5.30pm

**Present:**      **John Slade (chair)**                      **Maria Pinney**                      **Simon Finch**  
                         **Stuart Vaughan**

**In attendance:** Natalie Mann (Clerk)

Meeting start delayed, meeting commenced at 6:11pm.

Ref	Agenda Item	Action to be Taken
1	<b>Apologies for absence</b> – Chris Hewitt, Matthew Barratt and Stuart Ireland were sanctioned by governors.	
2	<b>Notice</b> – Received	
3	<b>Declaration of business interests relating to the agenda</b> – None	
4	<b>Minutes of last meeting on 23<sup>rd</sup> February 2017</b> – The minutes were agreed and signed as a true and accurate record of the previous meeting.	
5	<b>Matters arising from the meeting on 23<sup>rd</sup> February 2017</b> – Item 8 – Member of staff currently 1:1 for child that is leaving will be re-deployed in the next academic year. Item 9 – budget for 17-18 has been agreed at FGB. Carry forward has now been confirmed as £44,726. This is greater than before as there was an assumption there would have been a larger expenditure before year end and the mutual fund returned a sum of money to the school. The pre-school carry forward is £9,154, currently Amanda Thomas additional salary for EYFS and SLT increment is included in the school expenditure rather than the pre-school. Capital carry forward is £10,315. SF asked will this carry forward with the new build? SV advised yes we will continue to receive capital however capital allocated to the school may reduce as the maintenance on the new build is expected to reduce. Since the budget was agreed at FGB, 2 children have been permanently excluded which will have an impact, as well as the software HCSS used to set the budget had not updated the increase in pension contribution percentages from 19.5% to 23% this will also have an impact on the budget. Item 14 – MP and SV have met and checked through the asbestos register since previous committee meeting.	
6	<b>Monitor progress of SDP</b> – Previous SDP focused on cover for the kitchen when there is sickness or staff taking long service days. Support staff have been asked to express if they would be happy to cover the kitchen in these circumstances, staff who have shown an interest will be completing some training sessions in the kitchen during this term. SV has discussed with Sally Mortimer about Jackie Boyland working in her role for a couple of days over next few weeks to prepare for any circumstances when SM may be off. SF asked do the support staff require food hygiene certificates? SV advised one member of staff is required to have food hygiene and all kitchen staff hold these certificates.	
7	<b>Review pupil numbers</b> – R:21 Y1:29 Y2:29 Y3:27 Y4:28 Y5:22 Y6:29. There have been 4 pupils leave since last committee meeting to be educated from home. Currently we have 23	

Resources committee meeting

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	admissions for reception in the autumn term 2017 and 2 further potential admissions for reception. SF asked when the next census will be taking place? Early October 2017. SV has shown new potential parents of 3 children around the school who are moving into the Sidmouth area.	
8	<b>Travel plan update</b> – Draft has been circulated to governors prior to committee meeting, JS asked do we have a road safety policy? SV is unsure that we have a policy, but road safety is delivered to pupils during the school year. JS felt it would be useful to find out what mode of transport the pupils use to travel to school using a tally questionnaire with the pupils. JS asked could we use the school data base to analyse how pupils travel to school? SV is unsure if this would be accurate as many parents’ do not update annually their method of travelling to school. Travel questionnaire has gone out to parents and responses have been higher this time. Governors have received the figures from this survey prior to meeting. MP suggested could we introduce the new parents to ways in which they can travel to school efficiently and effectively. SF suggested making targets and actions from the travel plan, and using these targets to advise new admissions about ways they can travel to school. SF offered his support to JS in developing targets and an action plan. SV will organise the questionnaire for the pupils to complete. SF and JS can review the results of this and produce an action plan and targets. Agenda item at next meeting for further discussion.	SV SF/JS
9	<b>Staff update</b> – Staff member currently on long term sickness, temporarily a current member of staff is carrying out her role, and a new TA has been recruited to cover her for the rest of summer term. JS asked is this sickness covered by the mutual fund? SV advised currently the school only buys in to the mutual fund to cover teachers; however this member of staff is currently on half pay and nil pay from June 2017. Member of staff recently recruited for Year 4 has now resigned. This position has been filled for the remaining part of this term following interviews last Friday.	
10	<b>School build update</b> – East Devon have approved plan with various conditions which can be seen online. SV has not received any communication from EFA for long period of time. Currently anticipating that Elliots will be on site at the end of this term. SV will be contacting EFA to discuss a start date. JS asked should we consider having a joint governors, staff, and PTFA working party to look at funding for new items required for the school? SV advised there is funding available for EYFS outdoor classroom for the EYFS. A working party would be beneficial to create a wish list and required list with teachers input to what is required. SF asked should we be using this working party to set a budget to support what funding we are asking for from charities, etc. This working party can then move forward in terms of spending the money on the items and supporting these items to be put in place once funding has been received. To be discussed further at FGB.	SV
11	<b>Link Governor and training update</b> – SF has circulated comments from recent induction training and felt the training was useful and positive.	
12	<b>Agree dates for Resources meetings 2017-18</b> – SV to propose some dates at next committee meeting.	SV
13	<b>Policies for Review:</b> DBS – SV confirmed himself, Vicki Slattery and NM are the authorized officers, CH reviewed and recommended to committee. Data Protection – SF reviewed model policy and recommended to committee. Lettings – MP has reviewed. Reference to carnival committee and play group to be removed from policy, new references to Child Protection and Safeguarding to be added. Recommended to committee. Emergency Management Plan and Business Continuity Plan – SV currently in communication	NM  SV

Resources committee meeting

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	<p>with health and safety team for support with some elements of these documents. Health and safety audit date has now been agreed for September 2017.</p> <p>Whole School Safeguarding and Child Protection – MP circulated to governors her comments prior to meeting. NM to contact Babcock to make aware the current reference to Surrey within the policy. MP asked when is the next session for governor safeguard training? SV to organise in the autumn term for governors. Suggestion for a governor to complete safer recruitment training when the next course is available.</p> <p>Asbestos Management – MP Reviewed and recommended to committee</p> <p><b>Agreed:</b> JS proposed all the above to be adopted, SF seconded and all governors in agreement.</p>	<p>NM</p> <p>SV</p>
<p><b>14</b></p>	<p><b>Policies due for review at next meeting:</b></p> <p>Budget monitoring</p> <p>Finance</p> <p>New governor induction</p> <p>Staff leave and absence</p>	<p>SF</p> <p>MP</p> <p>SF</p> <p>JS</p>

The meeting closed at 7.20pm

DRAFT until signed