



Federation of Lamerton C of E (VC) Primary and Gulworthy Primary Schools Governing Body



Resources Committee meeting Part 1 minutes

Date/Time	Tuesday 30th October 2018 At 6:00 p.m.	Location	Lamerton Primary School				
Attendees	Initials	Attendees	Initials	Attendees	Initials	Attendees	Initials
Melody Sterry (Head Teacher)	MS	Simon Hunter (Parent Governor)	SH	Sarah Currell (LA Governor)	SC	Beverley Edgar (Co-opted Governor)	BE
Nick Henderson (Co-opted Governor)	NH	Stephen Durkin (Co-opted Governor)	SD	Annie Jefferies (Foundation Governor)	AJ		

	Agenda	Led by
1.0	Introduction and welcome	Chair
2.0	Minutes of the last meetings	Chair
3.0	Declaration of business interests	Chair
4.0	Election of Chair and Vice Chair	MS
5.0	Terms of Reference	MS
6.0	Budget Monitors (G120 and Devolved Capital), including debit card use.	MS
7.0	Whole School Risk Assessments	MS
8.0	Health and Safety Updates (including monitoring of accident records)	MS
9.0	School Improvement plan monitoring of action plans (Please bring copies of School Improvement Plans with you)	MS
10.0	Policies- Charges, Governors Allowances, Pay, Governors Visits.	MS
11.0	Conclusion/Review of meeting	MS

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Ref	Minutes and actions
	The Meeting started at 6.00 p.m.
1.0	<p><u>Introduction and welcome</u></p> <p>SD opened the meeting and welcomed everyone. Apologies from SH for expected late arrival and AJ needed to leave at 7pm. SC did not attend. No apology received.</p>
2.0	<p><u>Minutes of the last meeting</u></p> <p>The minutes of the last meeting were agreed as a true and accurate record.</p> <ul style="list-style-type: none"> • MS reported that all action points had been completed or were in hand. <p><u>Matters arising from the Minutes of the last meeting</u></p> <ul style="list-style-type: none"> • Quote received from Cannings of £1025.00 for extending the fire alarm system to the kitchen at Gulworthy plus a quote of £221.68 for better detection in the office area at Lamerton. The committee agreed to wait and look at all buildings needs before continuing. • Mr Credicott has put a new wall and shelving in Lamerton office. It was noted that MS obtained a fourth quote for the office work, as agreed at the last meeting. However, he wasn't the cheapest so the contract went to Mr Credicott. MS had emailed the committee the quote. • The Gulworthy boiler situation is on-going. MS & NH sent joint letter to Devon explaining the seriousness of the situation. MS has been told it is not a priority by Neil Bateman, but this has been challenged. Andy Metcalfe could install a 12kw electric heater system or replacement wood pellet (best option) - awaiting quote from him. SD asked how the wood pellets will be delivered if there is a wire connecting to the Kitchen to the main school for the fire alarm? MS replied that it would be high enough to miss the tanker-but she would check. • MS has put a quote for new toilet flooring at Gulworthy on hold. This will have to come out of next year's money. We have new needs which are greater. • The British Gas dispute has now been resolved. • Matters arising from the Part 2 Minutes were discussed. <p>Action:</p> <ul style="list-style-type: none"> - MS to obtain a second quote for toilet flooring at Gulworthy - Looking to come from April's money – requote will be needed. - MS to continue to chase funding for a new boiler.
3.0	<p><u>Declaration of business interests</u></p> <p>None.</p>
4.0	<p><u>Election of Chair and Vice Chair</u></p> <p>MS proposed SD as Chair – seconded by NH. Agreed by all present. AJ proposed BE as Vice Chair – seconded by NH. Agreed by all present.</p>

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5.0	<p><u>Terms of Reference</u></p> <p>MS shared proposed Terms of Reference for the Resources Committee. This was agreed by all.</p>
6.0	<p><u>Budget Monitors (G120 and Devolved Capital), including debit card use</u></p> <p>MS ran through the budget monitor. Of note:</p> <ul style="list-style-type: none"> • The Devolved Capital balance is £1050.00 at Gulworthy (which could be used for the fire system) and £1413 at Lamerton. • A consideration for future spending was made: with regard to Safeguarding, there was some discussion about a timber fence being erected between the playground and waiting parents, together with pin code access. MS is waiting for a quote from Brian Credicott at Gulworthy. A quote has also been requested for a taller gate to Class 1 with pin code access. SD asked what would happen about the orders to the kitchen where currently access is convenient. MS said this would prove difficult. • MS ran through debit card use with £238 spent on software for Smart boards and additional costs of £39.12 for a new Visitor Book inserts to meet the new Data Protection requirements. • The School Budget Share income and Pupil Premium income are as planned • Staffing: The variance includes the NJC pay award and staff contracts over 5 years. The Federation had budgeted for an overall 2% increase – actual pay rises were: main pay 3.5%, upper range 2%, Leadership 1.5%. NI and Pensions are to increase from September. In addition, a new TA has been employed at Gulworthy to support a Class 1 SEN pupil. • Currently waiting for the MSP Music Grant of £360 for 5 schools to arrive to cover Music Workshops. MS reported that Milton Abbot will be given their money back as they did not attend. There is approx. £1000 income left to spend. • Photocopying costs had been overestimated by £1763. • Site Maintenance. MS explained repairs expenditure. • Utilities: The ongoing issue with British Gas has been settled with the receipt of 2 credit notes and a final bill to meet Jan Smith's calculations. No legal action is required. • There is P.E. money left. MS intends to get quotes for sensory play equipment. <p>Action:</p> <ul style="list-style-type: none"> • MS to get quotes for sensory play equipment • MS to update committee on quote from Mr Credicott r.e. security fence

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7.0	<p><u>Risk Assessments</u></p> <p>MS shared Whole School Risk Assessments for Fire and Curriculum. The committee agreed to accept the proposed Assessments.</p> <p>SD asked if the lone working policy was robust enough? MS explained how you can keep yourself safe if you are lone working, and a possible lone working App was suggested by SD. A Buddy system was suggested by NH, and MS suggested that the Caretaker's number was given to family and a work WhatsApp group created. The process of how someone would raise the alarm would need to be created.</p> <p>Action:</p> <ul style="list-style-type: none"> - MS to look in to the lone working procedure and update - MS to share Risk assessments with staff
8.0	<p><u>Health and Safety Updates (including monitoring of accident records)</u></p> <p>MS updated the Committee.</p> <p>PAT testing visits had gone smoothly with no issues highlighted</p> <p>At Gulworthy:-</p> <ul style="list-style-type: none"> • Pest control had dealt with the Forest School wasps, and the spider infestation in the school storage area was also dealt with. • The boiler repairs have been completed however a new boiler is still a priority • New fire extinguishers are in place • New door access system has been installed and is working well <p>At Lamerton:-</p> <ul style="list-style-type: none"> • New fire extinguishers are in place <p>Both accident books were examined and showed no particular trend.</p>

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9.0	<p><u>School Improvement plan monitoring of action plans</u></p> <p>MS updated governors on action plans.</p> <ul style="list-style-type: none"> • Currently awaiting quote for the fence. Waiting to see if there is money to put doorpads at Lamerton similar to those at Gulworthy. • All teachers need an encrypted memory stick. There is a Google Drive at Gulworthy, and SD suggested using Google Drive if it was set up at Lamerton as well. SD willing to go through this with Simon Medland. • A Tesco grant for £2000 for library books has been applied for at Gulworthy. • MS has been trying to make contact with someone to do golf sessions with the children. NH will speak to contacts if MS is not successful. • We are waiting for dates for gifted and talented activity days at Mary Tavy & St Andrews. <p>All actions are on track.</p> <p>Action:</p> <ul style="list-style-type: none"> - MS to send out PDF copy of School Improvement Plan
10.0	<p><u>Policies-</u></p> <p>MS ran through the Charges policy.</p> <ul style="list-style-type: none"> • Needs to include IT equipment <p>MS ran through the Pay policy.</p> <ul style="list-style-type: none"> • This includes a 3.5% pay increase for MPS teachers, 2% for UPS teachers and 1.5% for School Leaders. All agreed to uphold. <p>MS ran through the Governors Visits and Allowances Policies.</p> <p>NH did a learning walk – suggested most/all governors to do it to get to know about the schools.</p> <p>All policies were formally accepted.</p> <p>Action:</p> <ul style="list-style-type: none"> - MS to look update Parent Handbook –ref paying for damage to IT equipment - BE to go to Gulworthy for learning walk next term, SD to go to Lamerton.
10.0	<p><u>Conclusion/Review of meeting</u></p> <p>SD thanked everyone for attending. The meeting closed at 8pm.</p>
	<p><u>Date of next meeting</u></p> <p>Tuesday 12th March 2019</p>

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Actions	Name
Obtain a second quote for toilet flooring at Gulworthy	MS
Continue to chase for funding for a new boiler	MS
Obtain quotes for sensory play equipment	MS
Update committee on quote from Mr Credicott r.e. security fence	MS
Look in to the lone working procedure and update	MS
Share Risk Assessments with staff	MS
Send out PDF copy of School Improvement Plan	MS
Look update Parent Handbook -ref paying for damage (IT)	MS
Go to Gulworthy for learning walk next term	BE
Go to Lamerton for learning walk next term	SD

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