

NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD RESOURCES COMMITTEE MEETING

held at Newton Poppleford Primary School on Thursday 1st October 2020 at 5:30pm
via Microsoft Teams

Present: **John Slade,** **Stuart Vaughan,** **Stuart Ireland,** **Simon Finch,**
 Chris Hewitt, **Gary Oldroyd**

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 5th March 2020 – The minutes were agreed to be a true and accurate record of the meeting, JS will sign and return to school.	
5	Matters arising from the meeting on 5th March 2020 – <i>SF asked have we received the utilities refund?</i> Waiting for a response from the DfE, SV is confident it is still coming in. EHCP funding has been received. JS requested a copy of the approved budget for 2020-21, SV to circulate to committee members.	SV
6	Agree Terms of Reference for committee – Terms of reference agreed, including governor lead roles. AGREED: SF proposed, SI seconded and all governors in agreement for the task and finish group, travel plan, to now be removed as this task has been completed.	
7	Budget Monitor – Main School Budget – The carry forward is looking positive. It currently does not take the following into account <ul style="list-style-type: none"> • Additional TA hours, because of Staggered timetabling - 21 hours/week - estimated cost to end of March = £7,000 • Additional Kitchen manager hours of 2.5 hours/week as a result of staggering lunch hours - estimated cost to end of March = £1,100 • Additional MTA hours as a result of staggering lunchtime - 11.5 hours/week (if we are able to recruit advert currently out) - estimated cost to end of March = £3,200 <p>There are other areas of the budget which at this stage we are not sure about - Twilight & Breakfast income and expenditure, but this will be clearer by the next budget monitor as patterns for uptake and staffing are becoming clearer.</p> <p><i>SF asked why is the carry forward looking so positive?</i> We had a larger carry forward than anticipated last year, there has been a £21000 in staff salaries saving due to pay scales. There has been little expense out of the kitchen for food along with some energy savings</p>	

Resources committee meeting 01.10.20

Signed
Dated

	<p>during the school closure. <i>JS asked does this figure include catch up funding?</i> No, but what catch up funding we receive, will be spent on supporting the children moving forward. <i>SF asked does this include anticipated expenditure with regards to COVID?</i> Yes other than the additional staff costs highlighted above. <i>SF asked was there preparations for census day to help secure funding where possible?</i> SV advised there had been a menu change encourage uptake on meals which was successful.</p> <p><i>CH asked do we know when the next budget monitor will be due for review?</i> At the November meeting there will be a further budget monitor review.</p> <p>SV advised the claim for additional expenditure from the DfE has not yet been received and therefore is not included in the budget figures.</p> <p>IT spend - we are now in a position where we do need to update the classroom computers, SV proposed doing this by using the teacher's current laptops - which will work well and then to replace the teacher's devices with new Chromebooks to fit with our switching of emails, etc to Google. The costs of this would be approximately - 2-3 days of technician time = £700 - £1000, cost of new devices - £6000 - £8000. I propose that this is currently taken out of the main school budget, but Angela is checking with the Finance team if it is possible to move this to the Capital Budget at a later date should this prove necessary. <i>SF asked is this a rolling 3 year programme?</i> It is hoped to be. SV advised the interactive whiteboards will need to be considered at some stage in the near future.</p> <p>Capital Budget - We are currently obtaining quotes to have an opening mechanism to be installed on the main gate, as this currently is being locked everyday with the one-way system in place and means office staff are throughout the day having to leave their work to let people in. It is also in the plan for this to be installed on the furthest gate as well. When we have quotes, SV will circulate to committee members for approval in line with the finance policy. <i>SF asked this will not impede your capital budget going forward if you haven't spent it?</i> We can carry forward up to £18,000 and we are currently under this figure. SV confirmed both gates have been amended to ensure children cannot crawl underneath.</p> <p>Preschool budget – <i>SF asked has the preschool income been impacted during the first term of this budget and will we be able to recharge the preschool next year?</i> There has been no additional income received for preschool in the summer term which has had a negative effect on the budget and we may have to be mindful of this when looking to recharge next year. Due to this we are looking at a potential loss of £4000 this year.</p>	Comm
8	<p>Review pupil numbers and implications – 198 today (census day.) YR:30 Y1:24 Y2:28 Y3:28 Y4:30 Y5:30 Y6:29</p> <p>There will be other admissions after half term. A year 4 child under fair access policy, one year 2 and two year 3 children. The EHCP child hoping to join us in year 1 is currently on hold till they can find a new house as the previous purchase fell through. One year 4 child will be leaving us once the family relocate.</p> <p>There are currently 5 children on flexi schooling. <i>JS asked is this affecting many classes?</i> 1 child in year 1, 3 in year 3 and one in year 6. <i>SF asked is this having a negative effect on staff workload?</i> At this time, it is hard to say, we will be able to review after half term the impact this is having. <i>SF asked are parents of these children communicating well?</i> Yes, work is being sent back in.</p> <p>One Y6 pupil has still not attended school due to parent concern over her health with COVID. Educational Welfare Officer is involved and this may result in a home-schooling request.</p>	

9	<p>Prepare and Submit response for Devon Funding Consultation – The consultation has not been released; SV is attending a virtual briefing on this on Monday. Agenda item postponed <i>SF asked are briefing sessions worth attending?</i> It is an opportunity to listen however the consultation process is where responses can be input, the DCC take the majority votes when consultations papers have been received back. Each school classes as one vote regardless of how many responses they may send. We are still working towards this national funding formula however it is still unsure what we are working towards.</p>	Comm
10	<p>Review Pay Policy for recommendation to FGB – Pay policy has not been released, once released SV will send over to JS for review. Agenda item postponed</p>	Comm
11	<p>Agree Financial delegation and Virements – No amendments from previous year AGREED: JS proposed, SF seconded and all governors in agreement with financial delegation and virements for 2020-21</p>	
12	<p>Agree process and date for Clerks Appraisal – NM to circulate paper work to SI and JS, Co-Chairs and NM agree a date outside of committee meeting</p>	NM/SI/JS
13	<p>Monitor and review impact of staff trends for previous academic year – Two members of staff have left, one has taken early retirement and another has moved on. Sickness and absence were low over the previous year, taking in to account the school closure due to COVID. We currently have one member of staff on long term sick which has now exceeded one year. During the lock down period we had some members of staff working from home due to health reasons and therefore had to self-isolate. HR guidelines now states all member sof staff must return to work; these staff members are now back in school. SV is checking regularly that they are happy and feel safe to continue to be in school. <i>SF asked have there been any positive results?</i> All children sent home with symptoms have received negative results, one parent has reported a positive result, resulting in that family and an additional family that had been in contact having to self-isolate. <i>GO asked are you working through 10 tests that government have supplied you?</i> Yes, we are, parents are finding it increasing hard to get a test locally. <i>SF asked are we ordering the additional test when we can?</i> Yes. <i>GO asked is it considered that the chromebooks will be used if we have another lockdown for children that do not have access to a computer?</i> Yes, this would be the plan. New guidance has been released that if a parent identifies that their child does not have a suitable space to complete home learning during a lockdown period, they can request they return to school. There is also a new extensive list of who is considered to be key worker.</p>	
14	<p>Governors training update and feedback – JS attended governor update today and fedback to committee. The main focus was around the catch-up funding and how this can be used effectively. Recommendations for it to be used for all pupils, CPD for staff, creatively identifying specific activities of focus, and this would be required to be evidenced and evaluated. JS will circulate slides from the training once they are received. <i>SV asked did they talk about national tutoring programme?</i> JS is not aware that they did. The quarterly governance magazine will be sent out via email after each half term. <i>SF asked are school open evenings allowed to continue to take place or are we considering an alternative?</i> SV advised he is willing to show parents around on Fridays after school, Staff numbers in school are low on Fridays after 3 and after school club has low</p>	JS

	numbers on a Friday. SV will continue to assess this going forward. Parents will not be able to see the school in its normal setting but parents are aware that this is the case in current situation.	SV
15	<p>Policies for Review:</p> <p>Pay – postponed until Devon release new policy</p> <p>Lettings – Circulated to governors prior to meeting, JS and SV to discuss rates and hire of the kitchen. SF advised the hire of the kitchen could be a risk factor in the current situation due to cleaning. Governors agreed that it may be wise to not open this for hire at present.</p> <p><i>SF asked is it applicable to be adding VAT? SV advised there will not be a time when VAT is applicable. SF asked do we have a process to ensure we have confirmed we have seen the public liability of the hirer? It will be expected that this is seen prior to rental and JS will amend booking form to ensure there is a staff signature line within the letting approval form to confirm insurance has been seen.</i></p>	<p>JS/SV</p> <p>JS</p>
16	<p>Policies due for review at next meeting:</p> <p>Procurement</p> <p>Charging & Remissions</p> <p>Grievance</p> <p>Complaints</p> <p>Teachers Appraisal</p>	<p>SF</p> <p>CH</p> <p>GO</p> <p>SI/SV</p> <p>SF</p>
	<p>AOB</p> <p><i>SF asked have we ever considered contributions towards equipment from parents? Yes this has been considered, this year we have asked parents to supply certain items to be help support us and reduce the need for children to share everyday equipment like pens etc. SV reported this has worked well.</i></p> <p><i>SF asked has there been any communication from DfE about choke? Not at present, there has been consideration of two week lockdown but we are unaware of how this may effect schools. No details have been released or confirmed.</i></p>	

The meeting closed at 6:45pm