

NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD RESOURCES COMMITTEE MEETING

held at Newton Poppleford Primary School on Thursday 12th November 2020 at
5:30pm Via Microsoft Teams

Present: **John Slade(Chair)** **Gary Oldroyd** **Stuart Ireland**
 Simon Finch **Chris Hewitt** **Stuart Vaughan**
 Teri Murphy (Guest)

In attendance: Natalie Mann (Clerk)
Quorum: Quorate

Ref	Agenda Item	Action to be Taken
1	<p>Apologies for absence – None</p> <p>Teri Murphy is joining our governing board next week and is observing tonight’s meeting.</p>	
2	<p>Notice – Received</p>	
3	<p>Declaration of business interests relating to the agenda – None</p>	
4	<p>Minutes of last meeting on 1st October 2020 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by the chair, JS. JS will return signed minutes to the school office.</p>	JS
5	<p>Matters arising from the meeting on 1st October 2020 –</p> <p>Budget 2020-2021 circulated to all governors prior to meeting.</p> <p>SI, JS and NM will be meeting for clerk appraisal after this meeting.</p> <p>Lettings policy change has been completed, this will be circulated once JS and SV meet to review charges for the policy. <i>JS asked is there anyone interest in lettings at present? Yes, however any lettings will commence in the new year if restrictions change.</i></p>	JS
6	<p>Monitor Budget –</p> <p>COVID - there are currently 2 lines in the budget and these need to go under 1 line - there is a line under staffing - this has a current budget of £4,000 - this was the amount governors agreed a virement for from the carry forward. There is also on the last line C COVID catch up Inc and Exp line - this currently only shows the Income for this term on this line. There is further income to come for the Spring term of £4,739. Within the budget some of the costs that should be associated to this cost centre are actually under the staffing. The bottom line to this is currently all costs related to COVID are within the overall budget (not necessarily against the right budget line currently). Additional COVID expenditure as a result of supply cover while staff are expected to isolate, along with extra Meal Time Assistant hours due to staggered lunch and break times. The previous government reimbursement claim has been delayed due to claiming for additional items that we felt were necessary. This is not reflected in the budget.</p> <p>A charge back against Pre-school last year, this has been put into both budgets this year at £10,000, a decision will need to be made on this at a later date, but it has been included so governors can see the affect. <i>GO asked when do we make final decision on recharge for preschool? Could be as late as the March Resources meeting when we can review this. We are estimating a loss of £5500-£6000 during the term we were unable to open.</i></p>	

Resources committee meeting 12.11.20

Signed
Dated

	<p>School Meals - the estimated future income on the first line includes income from both our meals and from the dining centres - there is currently no income within the budget as showing as received from the dining centres so the projected income is split £9,000 from school and £11,000 from the other schools. The current estimate for our own school income is very conservative. Also, the food costs show a current commitment of £24,832 for the rest of the year - it is likely this won't all be spent, this commitment was entered back in March when the budget was set up and assumed a full year of spending. To date we have spent £6,061 and which is after 7 months, and most of that actual spend will have been in the 7 weeks of the term so far. There are another 17 weeks of the spring term, which will also take us to the end of the budget year, so a possible estimate of the spend to the end of the year would be £14,720, a potential difference of about £10,000. <i>SF asked does this figure still contribute towards a loss under school meals?</i> This is a result of the outgoing cost for staff in the summer term while the kitchen was closed. <i>SI asked are we comfortable with this going forward that there will continue to be a loss?</i> As there are still two terms remaining of this year it is hard to estimate at present what the real outcome for school meal budget line will be.</p> <p><i>SF asked is the overall budget carry forward dependant on the utilities and preschool charges?</i> Yes, it is and there could be a reduction in the carry forward but this will be monitored.</p> <p>Utilities refund is on hold while Elliots are establishing the outcome for the bridge issues to be rectified.</p> <p><i>SF asked if the numbers for twilight are realistic?</i> This budget was completed prior to lock down, and the numbers have been adjusted to reflect this. <i>SF asked do we get any benefit form apprenticeship levy?</i> Not at present but this does allow us to take on an apprentice through Exeter College which we will look into further once this year is through.</p> <p><i>SF asked is building repairs budget realistic?</i> This may need to be revised and the expense on this line is down to security for one child on the premises.</p> <p>JS reflected that the budget monitor doesn't show the original budget to compare the figures too. JS has changed the way in which he reviews the budget monitor to find it easier to read and will circulate this to governors at the next budget monitor.</p> <p>Preschool budget 2020-2021 sent to governors for approval. Budget shows a deficit for the end of this year however a small carry forward going into next year. This does include the recharge. 26 on roll at present and forecast for spring is 39. This will fill the current spaces available on various days.</p> <p>AGREED: JS proposed, SF seconded and all governors in agreement to recommend budget to FGB.</p>	FGB
7	<p>Review Asset Management Plan – Circulated to governors prior to meeting. All governors have reviewed, no amendments to be made at present. Some items have been delayed but will still be go head.</p> <p>AGREED: JS proposed, SF seconded and all governors agreed asset Management plan 2020/2021.</p>	
8	<p>Health and Safety update – Tree survey was carried out in late July and received in October, sent to governors prior to meeting. This identified 6/7 Elm trees on the school border on the right as you enter the school that were dead and needed to be taken down, along with an Ash tree between the school field and the lower field that had split and now needed taking down. The company selected to do this work by DCC were instructed to do so at half-term (DCC have done the tendering on this work). The work on the Ash tree was completed, but the work on some of the Elms was not carried out. This was because these are on the vicarage side of the</p>	

	<p>boundary and although we had agreement for the work to be carried out, when they arrived, they failed to talk to Mark Ward and let him know they were about to the work, so when they saw a man in their garden, unexpectedly, with a chainsaw they quite rightly asked him to leave. This still needs to be completed, both Mark and the diocese have agreed to this. <i>SF asked is there a view to replant for the future?</i> We have regularly completed tree plantation. TM advised in March 2021 we will be receiving 30 trees from the woodland trust and in December 2020 we will receive 10 trees to begin an orchard. SV confirmed there is no permission required for the plantation of these.</p> <p>Update on the bridges: Initial indications from the DfE were that Elliots had accepted that work need to be done with respect to this. However, Elliots are now disputing that any work needs to be done as it meets all necessary requirements, so further details are awaited on this.</p> <p>Markings have now been completed on the playground! These do look very good and are appreciated by the children.</p> <p>There have been no further leaks, so hopeful the work carried out has rectified those issues.</p>	
9	<p>Review Pay Policy for recommendation to FGB – Personalised policy circulated prior to meeting and reviewed by all governors. AGREED: JS proposed, SI seconded and all governors recommended pay policy to FGB and to be back dated back to the first September 2020. SV abstained.</p> <p>Pay committee will take place after FGB on 3rd December and NM to email CT to confirm if he can attend.</p>	FGB NM
10	<p>Questions on Devon Funding Consultation report – Consultation has closed. <i>SF asked is the 0.5% funding for schools included in the budget?</i> No, it isn't in any of the budgets at present. For two of the proposed options we would lose money from our budgets. SV has not received any outcome to what has been agreed including de-delegations. Likely to receive the results of this consultation in January 2021. If national funding formula is to come in then plans outlined in consultation with no longer be relevant.</p>	
11	<p>Update on gate entry system – JS has taken chairs action to agree the best affordable quote for gate entry system, taking into account each companies customer service response. Bagwells have completed the installation and the equipment is working well. AGREED: SF proposed, SI seconded and all governors agreed the tender process was satisfactory under the chairs action to complete this installation of the gate entry system</p>	
12	<p>Review School Business Continuity plans – School business continuity plan circulated before committee. Slight typos to be amended. JS updated details for church contacts. <i>SF asked should the emergency team be listed individually?</i> No as it may vary due to different circumstances when this team is required.</p>	
13	<p>Governors training update and feedback – Training feedback circulated from Marian Gadian (governor) with regards to recent training she had attended. NM to email training dates to TM.</p>	
14	<p>Policies for review: Procurement – <i>SF has reviewed and asked is the finance manual from DCC?</i> Yes. <i>Do the staff receive communication around what they can do?</i> Yes, there are budget holders within the</p>	

	<p>school staff team, staff place orders through budget holders which is signed off by SV. Quotes are obtained when required. SF recommended policy to committee.</p> <p>Charging & Remissions – CH reviewed and asked if the links within the policy work internally? SV confirmed they do. CH asked who does the impact assessment? Depends on what it is for, they are either completed by DCC or us. School trips for example would be done internally by school. CH recommended to committee.</p> <p>Teachers Appraisal – SF reviewed and SV confirmed all teacher are aware of this policy which runs alongside the pay policy. SF recommended to committee.</p> <p>AGREED: JS proposed, SF seconded and all in favour of above policies to be ratified.</p> <p>Complaints – SV and SI to arrange to meeting to discuss</p> <p>Grievance – GO reviewed policy, GO asked what happens if we have limited governor numbers and an appeal has to take place? SV advised we can use governors from other local boards to support if required. Governors agreed for policy to be recommended to FGB.</p>	SI/SV
15	<p>Policies due for review at next meeting: First Aid Freedom of Information Acceptable Behaviour (staff) Accessibility Plan</p> <p>JS thanked SF for his time on the governor board on behalf of all the governors and SV seconded the thanks from himself and all the staff for his time.</p>	JS SI CH GO

The meeting closed at 6:39pm