NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD RESOURCES COMMITTEE MEETING

held at Newton Poppleford Primary School on Thursday 20th September 2018 at 5:30pm

Present:	John Slade (Chair)
	Simon Finch

Maria Pinney Chris Hewitt Stuart Ireland Stuart Vaughan

In attendance:

Quorum: Quorate

Ref	Agenda Item	Action to
4	Anglacias fan ghannag - Nang	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 28 th June 2018 – The Minutes were agreed to be a true and accurate record of the previous meeting	
5	Matters arising from the meeting on 28 th June 2018 A trailer was provided by a parent and the six burner stove and combi-oven were transported to the auction house and subsequently sold. Arrangements have been made to sell off some of the old hall floor. SV has not been able to follow up SEN & Pupil Premium, but will for the next meeting. SV has been unable to check with other schools re: DBS updates, but hopes to do so before the part meeting.	SV SV
	the next meeting. DCC have now agreed to pay the £7K for the alterations to the kitchen. SV was thanked for his persistence in this matter.	
6	Review of the accident book for Spring and Summer Term 2018 Although there were more accidents in 2018 than previous years, there were fewer in the Summer Term than the Spring Term. The main reason of the increase this year was the lack of space available in the playground and its configuration. Staggered lunch times have helped and SV will check current situation. The accident requiring RIDDOR was in a hole in the ground in Far Field, which has subsequently been filled in. All the assaults on staff were by one child.	SV
7	Review pupil numbers and implications Pupil numbers as at 20/9/18 – R30; Y1-23; Y2-29; Y3-29; Y4-29; Y5-28; Y6-30 = 198. After half-term there will be an extra child in Y1 (24) and two in Y5 (30) making a total of 201. As the increase in numbers over those used for the current year's budget is over 10, SV will apply for additional funding.	SV
8	Prepare and Submit response for Devon Funding Consultation Consultation is not yet open and no information has been received to date.	
9	Review Pay Policy for recommendation to FGB (awaiting policy from DCC) Pay Policy has not yet been received. JS will review when received.	JS
10	Agree Financial delegation and Virements These were agreed at the last meeting when the policy was reviewed.	
11	Discuss caretaking and cleaning hours The new school building means that the caretaking and cleaning hours need to be reviewed. For example, there are now to long corridors, a larger hall and classrooms, more windows	
Res	ources committee meeting Signed	

Dated

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	etc. to be cleaned. SV will meet with Adrian Ableson (AA) (Caretaker) to assess the number of hours etc. needed for both maintenance & cleaning functions. A new job description will be required. AA has been working extra hours during the first few weeks of the term, at the	SV
	request of SV. This will affect the current budget.	
12	School Build Update SV reported that there is an intermittent fault with the lift and the attendance of an engineer is awaited.	
	The original training of kitchen staff on the new oven was unsatisfactory as the trainer was insufficiently experienced in the particular piece of equipment. Additional training has been arranged. It has also been discovered that the water softener process is not functioning properly and limescale is already building up in the oven.	
	There has been a further delay in returning the library to school use. It was to be 1 October but the tarmacking of the surrounding area will not be completed until after that date. SV is seeking further compensation for this extra delay. Staff and pupils really like the building, although there is a concern that, as there is no air	SV
	conditioning, it is quite warm even with open windows. SV is to write to the ESFA regarding this concern as it is an established fact that excessive heat has a detrimental effect on learning. CH left the meeting at this point	SV
13	Health and Safety update	
15	SV has implemented a new fire plan and evacuation procedure with a fire drill to be carried out in the next week. This plan etc. will need to be under constant review as the site undergoes further changes to access/egress and assembly points.	SV
	Four mobile phones are connected to the school telephone system (via wi-fi) for use in emergencies. Staff are familiarising themselves with the location of fire extinguishers and call points. SV will produce a new risk assessment and business continuity plan, as the site develops.	SV
14	Monitor and review impact of staff trends for previous academic year SV reported that two teachers had left and replacements found from a strong field. These were settling in well. One TA has left and the child whom she was helping has moved to a school more appropriate for her educational needs.	
15	Governors training update and feedback	
	None to report.	
16	Policies for review at meeting: Managing sickness absence - JS had reviewed DCC policy agreed with the Unions. There is a	
	typo in the second paragraph of Section 16 where the superfluous letters "Hea" follow "(Chair of Governors)". (NM to advise Governor Support). Section 31 requires the date of adoption of the policy to be entered. Section 33 requires delegation information to be entered. Proposed SI/seconded SF All agreed	NM
	Pay – see Minute 9 above Procurement –MP had reviewed. Model Procurement policy not signed or dated. MP asked	JS
	if a member of staff requests a purchase of a specific item by make or model and the person signing off the purchase finds a similar but not exact item cheaper do they go back to the staff member to gain agreement or is the cheaper option ordered regardless? SV advised discussion would take place before order raised. Proposed SI/seconded SF All agreed Safeguarding and child protection – MP had reviewed, but a new draft policy is awaited so	
	will do a review of that when received. MP also recommended the Webinar. Charging & Remissions –SI had been unable to review this before this meeting. Carried	SV/MP SI
	forward to next meeting. Complaints – SI awaiting documents from SV. Carried forward to next meeting	SI
	Grievance – SF had reviewed. DCC policy which had been agreed with Unions. Form FC1 not	
	included in document or as appendix. SV to check availability of this form. It is assumed the references to Data Protection will be updated to take into account GDPR. Proposed SF/seconded SI All agreed	SV
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Teachers Appraisal – CH had reviewed. DCC policy which had been agreed with Unions. On page 1 we will need to state when we adopted it and when we reviewed it CH said policy states- "It is the responsibility of the Governing Body and the Headteacher to ensure that all teachers, including the Headteacher, are aware of this policy (through the school's internal communication systems)" and asked "is this available to all teachers and is it adhered to for appraisals?" SV advised that it was. CH also asked if the relevant Governing Body committee(s) involved in appraisals are familiar with this policy? SV advised they were. CH found Section A.5 confusing with its references to Committee and Chair of Governors in parenthesis but SV explained the concept to the satisfaction of those present. Proposed	
parenthesis but SV explained the concept to the satisfaction of those present. Proposed SI/seconded SF All agreed	
Policies due for review at next meeting:	
Freedom of Information	SF
Maternity and Adoption Support	MP
Acceptable Behaviour (staff)	SI

The meeting closed at 7.05pm

Signed
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