

NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD **RESOURCES COMMITTEE MEETING**

held at Newton Poppleford Primary School on Thursday 13th May 2021 at 5:30pm
Via Google Meet

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

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 11th March 2021 – 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.	JS
5	Matters arising from the meeting on 11th March 2021 – NM to upload policies as they are reviewed to google drive.	NM
6	Review current staffing structure and needs for next academic year - Review of current staffing structure and changes circulated to governors prior to meeting. New academic year will show some slight changes within the HLTAs staffing responsibilities. 2 HLTA's will work across 3-year groups, joining classes for the morning sessions, and working with children identified as needing additional support in the afternoon. This may include pre-teaching if required and time allows. Donna Habbishaw will continue with her role as reading champion, however, will take an additional role as well-being lead. This will take priority and will be a large part of her HLTA role going forward. This will feed into a new wellbeing support group, made up of 3 other staff members. This group will focus on supporting children with additional wellbeing needs twice a week, taking part in activities to help support them. We hope to run this programme over a half term, allowing for us to work with approx. 60-70 pupils across the school year. <i>JS asked is there any financial implications?</i> Current budget has this factored in. <i>GO asked is there any discussion around having a lead member of staff for adventure island?</i> Something to be consider, this does fall partly under James Morrison's role within curriculum but consideration for an overall leader for this may be appropriate. GO reflected on the importance of maintaining this area and being able continue the work that has started. Nicola Dowsing has embraced adventure island with support of her family to get it set up. TM reflected that it is positive to have as focus on wellbeing as well as children's academic side.	
7	Review budget monitor - Budgets circulated to governors prior to meeting. Main School Budget: Expenditure is greater than income for COVID cost centre as we have been unable to claim some of the expenditure back under the guidelines from government. Preschool recharge has not been included in this budget; SV will check with Angela Nash	

Resources committee meeting 13.05.21

Signed
 Dated

	<p>why this has not been included. Carry forward remains positive.</p> <p>Preschool Budget was reviewed and agreed to be in a positive position moving forward now open to all.</p> <p>CFR report reviewed by governors, this includes preschool and main school figures. CFR is awaiting a correction which is understood to be shown in this financial year. SV to query when this correction will be actioned, before governors will consider approval of the CFR report. To be reviewed at FGB.</p>	SV SV FGB
8	<p>Make Budget recommendations for next financial year to FGB -</p> <p>Preschool recharge to be shown in this financial year and SV to clarify why it is not shown on the budget. Staff costs increase across the years and pupil numbers reduce. <i>CH asked why is there an increase in staffing costs and reduction in pupil numbers?</i> Increase for staffing is related to pay rises which are anticipated and may not be approved, with regards to pupil numbers we have assumed we will not pick up an additional pupil in other year groups and have used an average of 25 joining us in reception on each year, these numbers are again anticipated and subject to change. If we do pick up additional pupils this will have a positive affect on the budget moving forward. Decisions on staffing and expenditure in year 3 will need to be considered if we do not have an increase in pupil numbers. Marketing in the autumn term will be a key focus to support next years application numbers.</p> <p>AGREED: JS proposed, SI seconded, and Governors voted in agreement for budget to be recommended to FGB.</p>	SV
9	<p>Review breakfast and after school club are meeting the needs of pupils & parents -</p> <p>Survey for parents to review services will be completed in this term. Results from this will allow an evaluation on the services offered moving forward. At present the hall is being used for these sessions as we are having to keep children who attend within their bubbles.</p> <p><i>JS asked what numbers are attending currently?</i> On average between 2 and 10 however some twilight sessions have been up to 15. SV reported it has been quieter than usual due to parents still working from home.</p>	
10	<p>Review production kitchen and internal catering service –</p> <p>Governors discussed an increase in meal charges, this has not been reviewed since 2019. Cost of products and staff have increased over these 2 years and this contributes to an increased loss. Governors discussed an increase of 10p on to meals charge to both parents and the external schools we supply. <i>CH asked is there anything with can do to encourage further uptake with meals?</i> SV reported we already have a high uptake across the school. <i>TM asked has the kitchen made a loss in previous years?</i> Yes, it has always made a small loss, even when we were outsourcing our kitchen meals production. This loss has been substantially reduced since we moved the kitchen in house. SV confirmed the government FSM allocation is between £2.10-£2.30. SV will confirm figure later. <i>CH asked are we confident we are not subsidising the other schools?</i> Yes. <i>CH asked would £2:50 be too larger increase?</i> SV would be concerned this may reduce our uptake if we were to consider that amount at this time. CH reminded committee that we are continuing to make a loss and subsidising the meals provided from our budget annually. On agreement of increasing the charge by 10p we are agreeing to continue to subsidise the meals. Governors agreed.</p> <p>AGREED: JS proposed, GO seconded and all governors voted in agreement to increase meal charges to parents and outsourced schools by 10p.</p>	

11	<p>Review Accessibility Plan - SV circulated plan to governors with as few minimal changes. <i>TM asked do we have any children that fall under this plan at present?</i> Not currently, however we have in the past. The new school build was configured to ensure it met the approval of DDA.</p> <p>AGREED: JS proposed, TM seconded, and all governors agreed to ratify above policy.</p>	
12	<p>Governors training update and feedback - JS has taken part in the chair webinar on communications offered through Better Governor.</p>	
13	<p>Policies for Review: Capability Policy and Procedure - GO reviewed and reported DCC standard policy for dealing with under performance. No updates and recommended to committee for approval. Whistleblowing - SI reviewed and reported DCC union approved policy and recommended for approval. DBS Disclosure and Barring Service - TM reviewed, DCC standard policy and recommended committee.</p> <p>Redundancy - SI reviewed and reported DCC union approved policy, recommended to FGB for approval.</p> <p>AGREED: JS proposed, SI seconded, and all governors agreed to ratify the above policies and recommend Redundancy to FGB for approval.</p>	FGB
14	<p>Policies due for review at next meeting: Lettings Budget Monitoring Finance – new version to be received from AN H&S</p> <p><i>TM asked have you received any feedback from the online parent consultations?</i> Staff have reported it has been positive and SV will be asking parents for their views in a parent consultation. SV reported the outcome may be a blended approach moving forward to allow parents the option to attend face to face or online.</p>	JS/SV JS GO TM

The meeting closed at 6:34pm