

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

held at Newton Poppleford Primary School on Thursday 30th September 2021 at
5:30pm at school

Present: **John Slade(Chair)** **Gary Oldroyd** **Stuart Ireland**
 Stuart Vaughan **Teri Murphy** **Stephen Smith**

In attendance: Natalie Mann (Clerk)

Quorum: Quorate

Ref	Agenda Item	Action to be Taken
	Health and Safety Walk Governors took part in annual health and safety walk around the school and grounds. Following items identified as a priority to be dealt with: Replacement / repair to electric box located to the back of the library Removal of air conditioning unit (cost dependant) Repair to fence in adventure island.	ACTION
1	Apologies for absence – None	
2	Notice – Received	
3	Declaration of business interests relating to the agenda - None	
4	Minutes of last meeting on 1st July 2021 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by the chair, JS.	
5	Matters arising from the meeting on 1st July 2021 – SV and JS have taken chairs action and adopted CCTV, COVID and NHS track & trace privacy notices. SV has amended Health and Safety policy and will send to NM.	SV
6	Agree Terms of Reference for committee – Committee agreed terms of reference and following lead governors agreed: Personnel – Stephen Smith Premises – Gary Oldroyd and Teri Murphy Finance – John Slade Health and Safety – Stuart Ireland Travel plan to be removed as this task has now been completed.	NM
7	Budget Monitor – Budget meeting took place this morning. SV shared printed copies with governors. SBS - Projected carry forward has reduced by approx. £5,000 due to reduction in income from schools meals and our outsourced schools. <i>SS asked where is the flexibility and risk when looking at the budget?</i> SV explained staffing is always high within the expenditure and premises costs are generally the same year on year, flexibility tends to be around purchasing resources, training and supply budgets. Pupil numbers define the budget with 210 pupils being schools total intake. Funding in April is calculated on October census, any children that join after this census are not funded until	

Resources committee meeting 30.09.21

Signed

Dated

	<p>the April following next October census. <i>JS asked if the utilities for the school has been refunded by DfE?</i> Not at present, and DfE have assured SV they are working on this. Additional staff have been recruited to support children with additional needs, this is offset by the higher needs income increase, however shows a large variance in the expenditure column. Supply budget is being used at present due to staff member being off for 6 weeks due to an injury.</p> <p>Capital budget – remaining budget to be used to purchase replacement white boards.</p> <p>Preschool budget – preschool recharge is included within the budget monitor. Carry forward of £5,477. <i>SS asked is this budget sustainable?</i> Yes, we are anticipating more children to join over the next few months and charges for additional hours has been increased. The preschool budget does reflect 2 preschool recharges as DCC did not include last years recharge in the final preschool budget for last year.</p> <p>JS will continue to simplify the budget monitor for governors when possible.</p> <p>Governors discussed letter received from Warren Smart, however current process of recruitment will have a positive effect on the budget. Revised budget will be reviewed at next FGB on 5th October.</p>	FGB
8	<p>Review pupil numbers and implications – R:20, Y1:29, Y2:26, Y3:28, Y4:28, Y5:26, Y6:31 – total 188 3 children less than this years budget prediction. No anticipated pupils joining at present. <i>SS asked was there an increase in admissions following the new housing estate that has been built?</i> SV reported there hadn't been any direct admissions from the new estate. SV reported previous governors have committed to wanting to continue 7 classroom form in the school and numbers haven't fluctuated a great deal since this was last reviewed.</p>	
9	<p>Prepare and Submit response for Devon Funding Consultation – To be postponed to next meeting as consultation documents not released at present.</p>	
10	<p>Review Pay Policy for recommendation to FGB – Pay policy has been received from DCC today, GO has reviewed and reflected there are no pay increases stated this year. Policy to be personalised by JS and return to FGB on 5th October. Governors reflected on the staff feeling disheartened that there has been no reflection in their pay, following the additional work they have contributed throughout the pandemic.</p>	JS/FGB
11	<p>Agree Financial delegation and Virements NM to complete finance policy adjustments and return to FGB on 5th October.</p>	NM/FGB
12	<p>GDPR Visit feedback – GDPR report shared with governors prior to meeting. <u>Tasks already completed:</u> Registers and data are now locked away, filing cabinets have locks, first aid records are kept securely, kitchen send their documents to office for shredding, no policy required on USBs as these are not used within school, all staff are aware of the shredding requirements, IT and photocopier security have been resolved. <u>Outstanding Actions:</u> Pigeon holes, whole staff training, computers to be automatically locked</p>	ACTION
13	<p>Agree date for Clerks Appraisal – Agreed to take place on 18th November following resources committee meeting</p> <p>Pay committee agreed for 2nd December following FGB.</p>	

14	Monitor and review impact of staff trends for previous academic year – Staff team has grown over the past year with the requirement for more TA support for children with additional learning needs. No patterns of sickness reported.	
15	Governors training update and feedback – TM booked on Governor finance training and developing governor skills in spring term. NM to send Babcock training link to committee members.	NM
16	Policies for Review: Charging & Remissions – TM reviewed – guidance updated since policy states Procurement – SI reviewed and recommended to committee Teachers Appraisal – TM reviewed, Devon model policy, recommended to committee GDPR policies – JS reviewed, NM to personalise, recommended to committee. AGREED: Governors agreed and ratified the above policies under their normal review cycle. Complaints – NM to email SI policy and SV/ SI to arrange to meet Grievance – Devon model policy reviewed by GO, recommended to FGB Pay – to be reviewed at FGB on 5th October Safeguarding and child protection – SI has reviewed and recommended to FGB.	SV/SI FGB FGB FGB
17	Policies due for review at next meeting: Acceptable Behaviour (staff) Accessibility Plan (3yearly) First Aid (2yearly) Late Collection Policy Maternity and Adoption Support (2yearly)	SI TM GO GO SS

The meeting closed at 8:11pm