

NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD RESOURCES COMMITTEE MEETING

held at Newton Poppleford Primary School on Thursday 1st July 2021 at 5:30pm Via
Google Meet

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

In attendance: Natalie Mann (Clerk)

Quorum: Quorate

Ref	Agenda Item	Action to be Taken
1	Apologies for absence – CH apologies were sanctioned by governors.	
2	Notice – Received	
3	Declaration of business interests relating to the agenda – TM is chair of PTFA and will withdraw from any votes made in item 9.	
4	Minutes of last meeting on 13th May 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 13th May 2021 – None	
6	DCC School COVID 19 Token of Appreciation – Letter received from Phil Norrey, Chief Executive at DCC, thanking staff for their hard work and delivering extra hours throughout the pandemic and schools will received £10 per staff member as a thank you. This will be received through the school budget; SV has consulted with staff on how they wish for this to be used and majority agreed to support the funding of a staff event in the Autumn term when restrictions are reduced. Committee governors agreed this would be a good use of the money and wish staff a wonderful time.	
7	Monitor Budget – Budgets circulated to governors prior to meeting. Budget forecast remains in a good position follow 3 months activity. Preschool budget – SV proposed an increase to parents’ fees by 50p per hour for both age ranges starting in September. This would be applied to all additional hour’s parents fund at the preschool. Fees have not increased since 2019. Preschool recharge is showing as £0, SV will follow this up at the next finance meeting and report back. <i>TM asked are we contracted to who we purchase our food from?</i> No and Sally Mortimer does change suppliers and look at costs regularly as well as quality of service. AGREED: SI proposed, JS seconded, and all governors voted in agreement to increase pre-school fees by 50p per hour for each age range.	SV
8	Review School Fund Account – Item agenda postponed to the autumn term.	COMM

Resources committee meeting 01.07.21

Signed

Dated

9	<p>PTFA Purchase – PTFA have purchased a large amount of wood to build a shelter in adventure island. Approximate cost of £2,000. PTFA have acquired 3 quotes and shared with governors. Committee governors agreed the correct finance procedure has been followed to obtain these quotes.</p> <p>AGREED: JS proposed, SI seconded and all governors agreed for the materials to be purchased through school budget and reimbursed by the PTFA. TM abstained from voting as declared business interest.</p>	
10	<p>Approve the write off any irrecoverable debts and disposal of surplus/ damaged equipment - 5 chrome books are no longer working, these have been written off due to their age and cost to repair. Asset register has been updated to reflect this.</p>	
11	<p>Review pupil numbers – Currently 199 pupils on roll R:29 Y1:25 Y2:28 Y3:30 Y4:30 Y5:28 Y6:29 Locally authority have approved place for 1 child in Y2 and 2 in Y5. 21 new reception starters from September and this correlates with the predicted numbers within the budget.</p>	
12	<p>Review of the accident book for Spring Term – Spring term accident book has positively low figures as school was closed during the lockdown to many pupils and only open to key worker/vulnerable children. Therefore, on average there were only 60 children in school most days. Governors agreed it is difficult to make comparisons due to these circumstances.</p>	
13	<p>GDPR visit feedback and policies – Awaiting feedback from the GPDR advisor visit, this will be circulated once received and reviewed at next committee meeting in the autumn term.</p> <p>Policies circulated to governors prior to meeting. CCTV policy, privacy notices for COVID and NHS Track & Trace are high priority. SI and JS will review and take chairs action following this meeting.</p> <p>Remaining policies to be reviewed at next meeting.</p>	<p>COMM</p> <p>SI/JS</p> <p>COMM</p>
14	<p>Business Travel Policy – Policy circulated to governors prior to meeting, this policy has a direct link with staff contracts.</p> <p>AGREED: All governors agreed to recommend policy for approval at next FGB.</p>	FGB
15	<p>Health and Safety Update – 2 Accidents this term have resulted in reports being sent to RIDDOR.</p> <p>SV reported to committee recent incident involving a child at school that took place last week, this has been reported to the police at the time of the incident. <i>TM asked was anyone injured?</i> One member of staff had a small scratch on her finger as a result of the incident. <i>JS asked has any further action been taken?</i> Pupil has been excluded, suggestion for a letter to be written from SI as chair of governors to parents about acceptable behaviour.</p>	SI

16	<p>Term dates – additional day holiday –</p> <p>Parliament have granted an additional day's holiday for the queen jubilee next year as the bank holiday falls into the summer half term break. SV has discussed with staff, who have suggested the following dates: 4th January or 6th June. SV has also discussed with local schools who are proposing the 6th June for their staff and pupils. TM suggested we should consider following the other local schools as this may be helpful to parents who have children in local secondary schools.</p> <p>AGREED: JS proposed, TM seconded, and all governors agreed the additional days holiday for 2021-22 would take place on 6th June.</p>	
17	<p>Propose dates for committee meetings 2021-22 –</p> <p>Governors agreed dates. Governors awareness day will be discussed at FGB.</p>	
18	<p>Governors training update and feedback –</p> <p>TM is attending 3 session course – income Generation for schools' masterclass. Focusing on fund raising and grants. TM reported that it was said that schools with a recruitment view attracted more pupils. <i>TM asked if this is something we could generate for NP?</i> Governors agreed this would be a good idea, TM advised the training did suggest ways in which this can be effectively developed to achieve maximum potential. TM to research and report back to SV, project to be considered in the autumn term as this would be an effective way to reach new prospective parents.</p>	
19	<p>Policies for Review:</p> <p>Budget Monitoring – JS reviewed and reported back to committee. Timetable at the back needs amending to reflect the 6 times we review budget reports. NM to complete</p> <p>H&S – TM reviewed DCC model policy and recommended.</p> <p>TM reviewed sun safety policy, <i>and asked if sun safety assemblies have taken place this year?</i> SV advise this has been delivered in class by teacher due to restrictions. Policy wording to be amended to reflect how we communicate with parents about sun safety. <i>TM asked is water readily available on the playground?</i> SV advised children are encouraged to take their water bottle out at present as water fountains are not allowed to be in use during the COVID restrictions. Policy wording to be amended to reflect this.</p> <p>TM reviewed NP H&S policy and <i>asked how do we as governors monitor the compliance of the Health and Safety policy?</i> SV reports back to governors at meetings half termly, a site walk is completed once a year and policy is reviewed annually. <i>TM asked are all the duties specified for the headteacher in policy completed?</i> SV advised they are completed alongside Adrian Ableson. Angela Nash has been on DCC health and safety training and will be taking on some of the roles that SV is currently doing. Policy to be amended to reflect this. <i>TM asked should the PTFA be completing risk assessments for events within in school?</i> SV advised yes for all events there should be a risk assessment completed by the PTFA. <i>TM asked does SV constitute as a member of staff on this committee?</i> Yes. Staff list for first aid to be updated. Last DCC health and safety review took place in 2018 and we have not yet received our next review as they are behind due to COVID restrictions. Governors site walk will take place when we are able to visit school again. <i>TM asked has the risk assessment for staff stress been updated during COVID?</i> Yes, it have been included in the R100 from Devon. SV to make discussed amendments to policy.</p> <p>AGREED: JS proposed, SI seconded, and all governors agreed for the above policies to be ratified once discussed amendments have been made.</p> <p>Lettings – JS and SV will arrange to meet and review before the next meeting.</p> <p>Finance – new version to be received from AN – To be postponed to next meeting for</p>	<p>NM</p> <p>SV</p> <p>JS/SV GO</p>

	review.	
20	Policies due for review at next meeting: Charging & Remissions Complaints Grievance Pay Procurement Safeguarding and child protection Teachers Appraisal GDPR – Policies from advisor	TM GO GO GO SI SI TM JS

The meeting closed at 6:51pm