

# NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD RESOURCES COMMITTEE MEETING

held at Newton Poppleford Primary School on Thursday 10<sup>th</sup> March 2022 at 5:30pm  
at school

**Present:**      **John Slade (JS-Chair)**      **Gary Oldroyd (GO)**      **Stuart Ireland (SI)**  
                    **Stuart Vaughan (SV)**      **Teri Murphy (TM)**

**In attendance:** Natalie Mann (NLM – Clerk) – via google meet

**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 20 <sup>th</sup> January 2022– 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 20 <sup>th</sup> January 2022 – SV gathering further information regarding defibrillators. SV will be arranging visits to local nurseries and foundation units. SV and SI to meet regards the complaints policy TM to meet with JS with regards to any finance questions she may have.	SI/SV
6	<b>Monitor Budget –</b> Budget monitors shared prior to meeting. School budget – Support staff will receive their pay increase back dated to last April and this is included in the budget monitor. Governors agreed format from JS is easier to read and identify where the overspends are. <i>GO asked what is driving the higher needs and pupil premium income increase?</i> Extra funding due to COVID recovery coaching programme and EHCP funding. Twilight numbers are increasing and forecast for next year will improve. Additional expenditure for twilight this year are due to extra staffing for bubbles. Booking system is open for 20 children per session, if all 20 sessions are booked parents have to contact us directly to request place. Numbers have picked up since October half term. On average we have 12 for twilight Monday to Thursday and breakfast averages at 8 children. Governors reviewed the cost of meals as the additional costs associated with catering including energy have increased. These were last increased in September, current price is £2.40 and it was at the same price for a long period of time prior to this. There has been no correspondence from government about increase to Free School Meals(FSM) funding, SV is meeting with Simon Jupp(local MP) tomorrow and will be asking these questions. Currently catering is running at a loss. Governors are conscious that the rise of cost for households has gone up, however the increase will support to recoup the losses. On average we have 130 meals catered for in a day, however reception, year 1 and year 2 are FSM, only approx. 45 of these are paid meals. Raising the cost per meal would support increase of £600 in the budget. Governors agreed over the next budget the deficit is likely to get bigger. <b>AGREED:</b> GO proposed, SI seconded and all governors voted in favour for 10p increase from April. <i>JS asked what are we charging the other schools we cater for?</i> In their the current contract we can review at a certain point, however we could contact the schools and outline the exceptional circumstances as to why an increase is necessary earlier than stated in the contract. <i>Governors asked are we making money from catering for other schools?</i> A small amount, however there has been a reduction in meal numbers for both schools.	

	<p>Preschool budget - small carry forward is £1,695, we have not previously set a full budget. Preschool recharge for last year is in this budget. Governors reviewed the recharge for the preschool to the main school budget. Staffing will need to be consider when reviewing next year preschool budget due to deficit predicted. The vast majority of the income is funding hours and this is at a set rate from the government and is not nearly enough to cover overheads for the funded hours. Foundation unit would not make any difference to the funding received. Future models are foundation unit or nursery and funding/ costs will need to reviewed for both of these models. <i>GO asked how can we increase the income?</i> We are limited to how we can increase income due to ratio of children to adults. We have only a small number of hours that parents pay for and these fees were increased in September. We could review fees again in September 2022. <i>GO asked are the new changes from the government going to help if they are brought in?</i> It could help but we have no confirmation on what the changes to ratios will be at present. Possibility of looking at charging for other items such as nappies. Governors reflected the preschool budget has been difficult to manage during the last two years due to COVID.</p> <p>Actions to be reviewed: how we can increased hours - would this improve the income, questionnaire for parents to go out in the summer term to parents of school, preschool and previous service users. <i>SI asked if we bring in a nursery do these children join the schools overall on roll numbers?</i> No. Governors agreed the preschool is beneficial to intake for the school and where possible protect the service so it can continue. Governors asked SV to review budgets and defer the decision on recharge from main school budget until there is a clearer draft budget in place. Both recharges for 2022 and 2021 can be added into next years budget and review again next year at the resources spring 2 meeting. <i>GO asked how is the recharge figure set?</i> It is a percentage of the cost of running the school based on the floor space the preschool have. <i>TM asked why has there been a deficit this year?</i> COVID in the summer term and parents continuing to work from home reducing the need for childcare. Birth rate reduction over the next two years will also add to the loss of income. Governors agreed they are taking steps to help resolve the deficit moving forward.</p> <p><b>AGREED:</b> SI proposed, JS seconded and all governors agreed to defer recharge to next year and review against new draft budget in April.</p> <p>At preschool budget setting meeting it will be discussed what extra charges can be charged to parents.</p> <p>Capital – allocated previously agreed £8,000 spend, and possible spend of £4,000 for electrical cabinet, we are awaiting for revised cost from NPS as there may be an alternative measure we can do rather than replace the cabinet.</p>	SV
7	<p><b>Monitor school fund and audit</b></p> <p>2 years school fund and audit circulated to governors prior to meeting. School fund continues to reduce as little income. This is used for sundries and catering for events. Missing invoices are in 2019 year and the invoices have not be located, likely to be lost due to school move into new building. 2 members of staff now count money following recommendation in audit. If we continue to not raise funds for this account it will continue to run down. <i>SI asked is PTFA likely to support yearly donation to the school fund?</i> PTFA do raise funds for the certain events and funding can be requested. TM will check PTFA funding for puppet show. PTFA allocate budget for each class annually. Some items are spent from the school fund where the only method of payment is by cheque as this is the only cheque book account we have. Fundraising events could generate income for school fund. SV advised this account is with HSBC and they are now charging for their accounts, moving banks may wish to be considered in future.</p> <p><b>AGREED:</b> JS proposed, GO seconded and all governors voted and agreed school fund accounts from 2019 and 2020.</p>	TM
8	<p><b>Agree Schools Financial Value Standards Document</b></p> <p>Document circulated to governors for review. A few additional questions added around benchmarking since previous year and spreadsheet has been removed.</p> <p><b>AGREED:</b> JS proposed, SI seconded and all governors voted in favour of SFVS. Admin team to return this to county.</p>	ADMIN

9	<p><b>Agree SLAs – Babcock, SCOMIS and DCC (possibly Mutual fund)</b></p> <p>SLA cost circulated to governors. Recommendation to buy in same services as previous years with a reduction in finance hours to be purchased. Angela Nash feels confident with the finances following support from Suzette Barrett at Babcock finance and therefore recommending purchase of 2 blocks of 6 hours initially and to budget for 3 blocks incase additional support may be required. <i>JS asked have we had any confirmation from Babcock about their transition to Devon and how these services will be affected?</i> Babcock have confirmed we will pay for services through Babcock and all services will TUPE across to Devon and remain unchanged.</p> <p><b>AGREED:</b> GO proposed, JS seconded and all governors voted in agreement to purchase same services as previous year with reduction in finance hours.</p>	
10	<p><b>Review projected admission numbers against budget plan</b></p> <p>Budget projection for pupil numbers has been based on 22/23 for current year groups and applications received through portal to date. We have assumed similar numbers in future years with a slight increase of 1 or 2 pupils per year group based on previous years data where we have picked up children throughout the year. This year is the first year we have suffered higher outward mobility due to two large families relocating. If we choose to increase the pupil numbers slightly we need to be continually be aware we have done this. Governors agreed to include this in the budget setting.</p>	
11	<p><b>Analyse use and impact of additional funding (PP, Sports, SEN)</b></p> <p>Pupil Premium statutory document is located on the website, and vast majority of the expenditure is on staff, including the COVID recovery funding. Year 5 and 6 have large numbers of pupil premium numbers and a large chunk of the funding will be used to support residential costs for these children. Music lessons and computer programs are also funded from PP income for PP children. SV reported this years cohort should meet this national target and most years we are close or exceeding the national average.</p> <p>SEND – £84,000 income, staff overspend of £12,000, year on year income and expenditure do not balance but for these children we need additionally staff members. 2 children receive special circumstances funding, one to one support cost on average £15,000 annually.</p> <p>Sports funding – PE lead has been recruited and he is teaching alongside staff, running clubs and supporting children in small groups. Funding is also used to purchase support from local college which offers competitions and events for the children. Transport and additional resources are also purchased through this funding.</p>	
12	<p><b>Review staff training requirements and agree costs</b></p> <p>To be postponed until School Development Plan is completed.</p>	
13	<p><b>Monitor staff absence- to identify any trends and impact on pupils and staff</b></p> <p>Document circulated prior to meeting. Teaching staff absence is 15 without COVID absence included, and non teaching staff absence is contributed to by long term sickness, arm injury and staff member with ongoing health conditions. SV reported there is no patterns of staff absence.</p> <p>SV reported that the last few weeks have been difficult to cover staffing due to increase in COVID absences. SV wanted to thanked the staff team for all their additional support over the last few weeks during reduced staff numbers. Governors sent their appreciation to staff and are grateful for the support they have been able to offer.</p>	
14	<p><b>Quinquennial condition survey report</b></p> <p>Report sent to committee prior to meeting.</p> <p>Carpet replacement and redecoration – to consider when this appropriate to be changed and plan for which areas are priority. Governors agreed to set up a planned schedule of when these works should take place, and a programme of priorities. Capital budget can be put aside for maximum of 3 years before it has to be spent. Part of the capital budget should also be allocated to IT. Resources meeting in the summer term to develop and review a plan/programme. SV suggested to seek parent support to complete the redecoration of the school.</p> <p>Many tasks on the report can be completed by Adrian Ableson.</p> <p>SV will arrange for someone to look at wall detailed in item 93.</p>	SV

15	<b>Health and Safety Update – to include H&amp;S audit</b> Audit report circulated and achieved 100%. Angela Nash has taken on more roles since completing her training. This will minimise the work load for Anthony Pope when he starts. Finance Audit Team have been contacted as we are due for audit. If they suggest the autumn term we will request for it to be brought forward to summer term so it can be completed with SV still in post.	
16	<b>Review of the accident book for Autumn Term</b> Circulated to governors prior to meeting, assault on staff are same ones reported on HT report. Due to change of circumstances we hope these assaults on staff will reduce. Support is in place for this child.	
17	<b>Governors training update and feedback</b> Governance magazine circulated from NLM, training courses are available to book, governors to advise NLM on any courses they wish to attend. TM is attend improving governance course at the end of March.	
18	<b>Policies for Review:</b> Capability Policy and Procedure – GO reviewed, DCC model policy and recommend to committee. Whistleblowing – TM reviewed, DCC model policy.  <b>AGREED:</b> JS proposed, SI seconded and all governors voted in favour to ratify above policies.  Redundancy – SI reviewed, model DCC policy and recommended to FGB for ratifying.	FGB
19	<b>Policies due for review at next meeting:</b> DBS Disclosure and Barring Service Lettings	TM GO
	Next meeting date: 5 <sup>th</sup> May 2022	

The meeting closed at 7:32pm