NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD RESOURCES COMMITTEE MEETING

held at Newton Poppleford Primary School on Thursday 26th September 2019 at 5.30pm

Present: John Slade (Chair) Maria Pinney Stuart Vaughan

In attendance: N/A Quorum: Quorate

Ref	Agenda Item	Action to be Taken
1	Apologies for absence – Governors sanctioned apologies from Chris Hewitt (Work), Simon Finch (Work) & Stuart Ireland (Childcare)	
2	Notice – Received	
3	Declaration of business interests relating to the agenda – None	
4	Terms of reference and Lead Governors It was proposed by MP and seconded by SV that the Terms of Reference and Lead Governors remained the same as last year Finance – John Slade; Personnel – Chris Hewitt, Premises – Maria Pinney, Health & Safety – Stuart Ireland. All Governors were in agreement	
5	Minutes of last meeting on 4 th July 2019 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by JS.	
6	Matters arising from the meeting on 4 th July 2019 – From 9 May 2019 5. Review of Complaints procedure by SV and SI carried forward again 10. Analysis of kitchen costs/expenses for break even figure carried forward. 14. Lettings – awaiting costs of providing a blanket Public Liability Insurance policy 14. Travel Plan –the pavement barrier has now been repositioned. From 4 July 2019 6. Budget/Cost savings – Mower and Chromebooks have been purchased 13. School Build update – Playground markings now responsibility of DSFA; agreed snagging list works to be carried out during half-term; questions regarding lightning protection rods still outstanding. Rugby post type protection for lighting columns in playground still outstanding. 17. Health & Safety – HSE Poster for staff room on order	SI/SV SV

Signed		 	 	 •••	 •••	 	 	 	 •••	
Dated		 	 	 	 	 	 	 	 	

	SEPTEMBER EXPECTED	As at 26 September					
	R – 22	R – 21					
	Y1 – 29	Y1 – 29					
	Y2 – 25	Y2 – 24					
	Y3 – 30	Y3 – 30					
	Y4 – 30	Y4 – 32					
	Y5 - 30	Y5 - 30					
	Y6 - 30	Y6 - 28					
	TOTAL = 196	TOTAL = 194					
	been set with 192.	l be 193 children in school for the 2019 census. Budget has					
3	1 -	e for Devon Funding Consultation een planned for 7 th , 8 th & 9 th October 2019 and SV will be	SV				
9	Review Pay Policy for recommand A new policy has not yet been will be forwarded to JS for rev	received and SV has asked DCC if/when one is expected. This	SV/JS				
10	Agree Financial delegation and Virements It was agreed that there should be no changes made to the delegations or virements in the current Finance Policy.						
11	A walk around inspection was a) The manhole cover in the K tarmac surrounding it. This is b) The air vents on the playing	to include walk around inspection is carried out and it was noted that: IS1 play area outside Y2 classroom was still 'proud' of the part of the snagging to be carried out. Is field have not yet been protected by the benches. It is roof of the Library (old Y5 classroom) need vegetation	SV/AA				
12	Lettings The quotation for blanket Pub received SV with meet with Co	olic Liability Insurance is still awaited. Once this has been H to discuss policy etc.	SV/CH				
13	Agree process and date for Cl It was agreed that the Apprais Headteacher towards the end	sal should be undertaken by the Chair of Governors and the					
14	Monitor and review impact of There were no changes of sta	of staff trends for previous academic year					
15	particularly with regard to sup who have confirmed that they	pook at possible difficulties in the event of a 'no-deal BREXIT', oplies of foodstuffs. SV has discussed with our main suppliers y have sufficient stocks available to meet demand. PR and employment checks for EU Nationals whose records					

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16	Governors training update and feedback	
10	JS had attended 'The Board's Responsibilities for Finance – Maintained' course at The Devon	
	Hotel on 25 September 2019 which he found most helpful, especially regarding Budget	
	Monitoring.	
	Worldoning.	
17	Policies to review	
	Business Continuity and Emergency Plan – SF reviewed and commented that it worked well	
	with regard to communication with parents about weather disruption earlier this year.	SV/JS
	Contact numbers for access to the church to be confirmed.	
	GDPR – SI – carried forward	SI
	Finance – JS & SV checked and are happy with levels of delegation etc. – see 10 above	
	Flexible Working – SF – carried forward	SF
	Lettings – CH -see 12 above	CH/SV
	Complaints – SI – see 6 above	SI/SV
	Pay – JS – see 9 above	JS
	Procurement – Model DCC policy-JS reviewed - still valid	
	Safeguarding and Child Protection – MP reviewed DCC Model Child Protection and	
	Safeguarding Policy (Draft) 2 September 2019 and identified spaces where personalisation is	NM/SV
	required. She also sought clarification from SV on procedural issues.	
	Charging and Remissions – NSG - carried forward for CH to review	СН
	Grievance JS reviewed – standard DCC policy dated 2/12/13 version dated 30/11/16	
	Teachers Appraisal JS reviewed – standard DCC policy dated 09/13	
18	Policies due for review at next meeting:	
	Shared Parental Leave	MP
	Freedom of information	JS
	Acceptable Behaviour (staff) – FGB	JS
	Mobile phone use	JS
	Maternity and Adoption Support	MP

The meeting closed at 7.25pm

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Dated		 	 	 	