

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

held at Newton Poppleford Primary School on Thursday 11th March 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 – Apologies received from CH and sanctioned by governors	
2	Notice – Received	
3	Declaration of business interests relating to the agenda – None	
4	Minutes of last meeting on 21st January 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 21st January 2021 – SV to send first aid policy to NM	SV
6	Monitor Budget - Budget monitor shared with governors prior to meeting. Recharge for Preschool has been included in the budget (£10,000), Pre-school will continue to have a positive carry forward into next year of £14,000. This recharge covers portion of rates, telephone costs (pro-rata), utilities costs (pro-rata), office staff administration duties and cover for meetings. AGREED: JS proposed, SI seconded and all governors in agreement for the recharge from the Pre-School into the main school budget of £10,000.	
7	Review brought in services and recommended SLA within delegated limits - Brought in services from: Babcock include finance support, governance consultancy and HT performance management. SCOMIS. HR consultancy. No additional services to be purchased this year. Governors agreed for current SLA to continue with the above services for 2021/22 at the costs detailed prior to meeting.	
8	Review and agreed photocopier contract – Copying contract is due for renewal in 12 months and Angela Nash has sourced new contract quotes which has highlighted we are paying increasingly high fees with our current provider. Current cost with Clarity is £586.09 per month, to end this contract early is approx. £3,000. New quotes sourced from Clarity, Baytek and Konica. Baytek are a local company however do not fully comply with DfE format for schools, Konica are a larger national company but do comply with the DfE format for school. Baytek copier lease would be directly with Siemens and their contract states a potential 12% increase annually may be applied, although Baytek offer their assurance this will not happen, however it is a risk.	

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Signed

Dated

	<p><i>SI asked can we negotiate with the existing provider for them to reduce their price? We have tried but Clarity have confirmed they cannot reduce the costs to match the other providers quotes.</i></p> <p>AGREED: JS proposed, GO seconded, and all governors agreed in principle to end existing contract with Clarity and to move to new provider Konica for better value, this will include the payment for approx. £3,000 to Clarity to leave the contract early.</p>	
9	<p>Identify Year-End carry forward and plan for use / recovery – Proposed carry forward of approx. £57,000. No recovery plan required at this time.</p>	
10	<p>Agree Schools Financial Value Standards Document – SFVS has been circulated to governors prior to meeting. AGREED: JS proposed, GO seconded and SFVS recommended to FGB for final approval.</p>	
11	<p>Review and Approve for SDP – SDP circulated to governors prior to meeting. SDP consists of 5 parts and included the budget. SDP will be fully reviewed at FGB on 18th March.</p>	
12	<p>DPO – Decision has been made to employ a DPO following current guidance. 3 quotes have been completed and circulated to governors prior to meeting. Recommendation to go with School Pro at a cost of £500 a year. AGREED: JS proposed, GO seconded and all governors in agreement for the purchase of DPO service through School Pro.</p>	
13	<p>Review staff training requirements and agree costs - Staff training requirements from SDP £450 – For Brad Murray to work with SLT £1000 – Journaling training for all staff for Maths £300 – Gymnastics training for staff £500 – Greg Bottrill Play projects training Total £2,250 Other staff training to include; Regular EYFS updates Other staff training as identified through appraisals Whole staff level2 Safeguarding update (due October 2021) Total £3,250 Proposed total CPD budget £5,500. <i>TM asked did the training take place with the gardening organisation? No due to school closure, SV will be contacting them now the schools have returned and see if they will be able to attend.</i> AGREED: JS proposed, SI seconded, and all governors agreed the training requirements and costs detailed above.</p>	
14	<p>Make Budget recommendations for next financial year to FGB – To be postponed to next resources meeting due to not having the information available from Devon. Plans are being discussed for a well-being team to support specific children with their well-being. Further ideas are being generated that have been included in this budget to ensure the work we are completing is viable and affordable. Costs have not been included for the whiteboard replacements in the classroom. Capital budget has not been spent in 2020/21. Plans have been included for outdoor</p>	COMM MAY

	<p>developments and £8,000 may be considered from the capital budget to fund this. Budget has assumed all members of staff will be retained. DPO, Staff Training and Supply has all been included.</p> <p>Model used in 2021 included expected pay rises however the support staff model has changed and pay increase will not take place, which has resulted in a slight growth on the carry forward. Expected income has remained the same.</p> <p>Budget year 2 shows a break even, and year 3 has a deficit.</p>	
15	<p>Review projected admission numbers against budget plan -</p> <p>Expected numbers on role in September 2021 will be 190. This is subject to change with families moving in and out of the area. Budget has been based on this projection. Current new reception intake is 20 for September 2021.</p> <p><i>GO asked is it likely the reception intake numbers will increase before the end of the summer term?</i> Unsure if we will see an increase. This is lower than last year's intake, however local heads have confirmed they are receiving smaller intakes than normal and may be due to lower birth rate for that year. We are aware that these year groups grow as they move through the school. We have had many new starters this week and are expecting more to start next week.</p> <p>SV highlighted it has been a more difficult year to be able to show parents around due to lock down and this may have affected the applications slightly, but we will not be able to confirm this is the case.</p>	
16	<p>Analyse use and impact of additional funding (PP, Sports, SEN) -</p> <p>Funding for SEN in children is used in a variety of ways;</p> <ul style="list-style-type: none"> Initially for those children with EHCPs this is used to meet targets set within their EHCP. Funding is also used for SENCo, Well-being Support Mentor and additional Teaching Assistants. Other funding is then used to provide additional resources, these can be varied, from computer programs to physical items, such as sloping writing boards or wobble cushions. <p>Outcomes for children are good as recognised by Ofsted and the data we have, although there has been no official data since 2019 and we will again not get any this year. Internal school data shows that children do make expected progress based on their needs. For some children their progress is limited in relation to their peers, but does meet the targets they are set within their EHCP.</p> <p>Pupil premium funding is also used in a variety of ways;</p> <ul style="list-style-type: none"> Support teachers in delivering quality first teaching Provide staff to support children both in and out of the classroom Additional curriculum resources for PP children Support with school trips, residentials, music lessons and other extra-curricular activities where appropriate <p>From the last data we have to compare against (2019), by the end of Year 6 we do have favourable results in terms of closing the gap for this group of children.</p> <p>Main expenditure in sports is our Sports HLTA. He supports teachers in delivering PE lessons using his extensive coaching knowledge, taking some classes himself, running Funfit sessions for those children who are identified as benefitting from this programme, carries out an after-school club every week (Current COVID restrictions have prevented this), runs and organises all entries to competitions at various levels.</p> <p>Support is brought in from Sidmouth College (along with other feeder schools) to have a PE specialist working one day a week across the schools supporting PE provision.</p>	

	<p>Remaining money is used to fund transport to sporting events and for sporting equipment. There is also a plan this year to use some unused monies to fund a sports Wow week and for each class to have 6 weeks of a different sport.</p> <p>Pre-COVID, these were all working very well in increasing all children's participation in sporting activities.</p>	
17	<p>Monitor staff absence – Teaching staff 142 days absence (from 6 members of staff) – 134 days of this 1 member of staff on maternity leave. 8 days absence in total (2 days COVID related) Non-teaching staff 328 days absence (from 20 members of staff) – 243 days relate to 1 member of staff on long term sick who has resigned from their position. Leaving 85 days from 19 members of staff (45 days are COVID related). One member of staff has been diagnosed with long COVID and we are working with them on a phased return and they are in contact with their GP.</p>	
18	<p>Health and Safety Update – Elliot's are planning to complete remedial works on the structure of the bridge during the Easter break. No further contact from DfE with regards to the bridge. Solution is to continue to use the recommended substance to reduce further corrosion. <i>JS asked do we know of any other schools with similar issues?</i> SV is not aware of any. <i>SI asked if there have been any further developments with utilities refund?</i> Currently their position is that no one have been able to look at it as their office staff are on furlough and unable to review the invoices and documentation we have prepared.</p>	
19	<p>Review of the accident book for Autumn Term – SV sent out figures out to governors prior to meeting. Most accidents are collisions with each other, football injuries or slipping over. Reduction in break time accidents and this may be due to staggered lunch breaks. <i>SI asked is there any trends?</i> SV said not and lesson times accidents tend to be within PE.</p>	
20	<p>Governors training update and feedback – JS completed online webinar with better governor about bench marking and report this was beneficial. JS is expecting a recording of this and will circulate to governors once received.</p>	
21	<p>Policies for Review: Disciplinary – GO reviewed, DCC standard policy and recommended to committee Governors Expenses – GO reviewed, adopt co-chair language, and recommended to committee Managing Sickness Absence – SI reviewed, DCC model policy, and recommended to committee Maternity - SI reviewed, DCC model policy, and recommended to committee GDPR including social media participation – JS reviewed, recommended to committee Staff Consultation (personnel issues) – TM reviewed, DCC standard policy, recommended to committee NM to move all policies and review schedule to google drive, add next review date to policies. AGREED: SI proposed, JS seconded, and all governors agreed to ratify the above policies under their terms of review.</p>	NM
22	<p>Policies due for review at next meeting: Business Continuity and Emergency Plan – reviewed in Autumn 2020 Capability Policy and Procedure</p>	GO

	Redundancy Whistleblowing DBS Disclosure and Barring Service Lettings – postponed to next resource meeting due to lettings currently not going ahead	SI SI TM COMM
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The meeting closed at 6:40pm

DRAFT until signed