

NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD RESOURCES COMMITTEE MEETING

**held at Newton Poppleford Primary School on Thursday 21st January 2021 at
5:30pm Via Microsoft Teams**

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 – Governors sanctioned apologies from CH.	
2	Notice – Received	
3	Declaration of business interests relating to the agenda – None	
4	Minutes of last meeting on 12th November 2020 – 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 12th November 2020 – Lettings Policy charges to be discussed by JS and SV once confirmation is received that lettings can recommence.	
6	Update on current school closure - SV has circulated updates from DfE prior to meeting. Pupil numbers attending school are increasing, currently averaging between late 40s and early 50s daily, a large increase from the early lockdown where there were only 10 to 12 pupils attending. Next week the free school meals children will move over to the voucher scheme and the food parcel deliveries will cease. DfE computer devices have now arrived, SV will be looking at setting them up in the forthcoming week. Currently we have 32 devices on loan to families to support their home learning. BT are offering free hotspot codes to families unable to access the internet. <i>GO asked are the numbers in school what you expected?</i> Our number are similar to local schools in comparison however are higher than we expected. We have around 25% of the pupils in school at present. <i>JS asked are staff managing workload demands for home learning and pupils in school?</i> Yes, at present and we are continuing to regularly monitor this. Most parents are keeping up with the home learning set, and for those parents who are struggling, we are making regular contact and supporting where possible. <i>GO asked are all staff in every day?</i> Majority of staff are in daily to help manage the pupil numbers and continue to maintain the bubbles. Staff are having additional time for breaks during the week, along with taking the opportunity to have CPD time. <i>GO asked if there is any savings that could be made during this period?</i> Unfortunately, not as the school is still running in a small capacity. Governors recognised and thanked staff including SV for all their hard work and support to the school community during this time. Chris Trengove will be circulating email to staff on the governor's behalf. <i>GO asked how is staff moral at present?</i> Some staff are finding elements of the PPE requirements difficult. It is extremely hard to follow the governments guidance as it is very vague. Lateral Flow testing will commence within the next week. 2 of our pupils considered to be vulnerable are not attending, one is currently receiving medical support in London, another is shielding at home as a precaution. The	

	remaining pupils within this category are attending school.	
7	<p>Staffing - New member of staff has started and completed safeguarding training. Preschool – Government announced they will continue to provide 4 weeks funding; this has now increased to 6 weeks. However, the guidance on this is not yet 100% clear. If funding is to cease after 6 weeks, and children numbers remain low, we would have to consider flexi furloughing staff at the pre-school. Devon requires a formal process to take place to ensure furlough is ready to proceed if required. <i>TM asked if there has been change in guidance from the first school closure where school staff could not be furloughed?</i> SV confirmed school staff do not meet the criteria for furlough however, preschool staff do.</p> <p>AGREED: JS proposed, GO Seconded and all governors in agreement to proceed with the process to furlough pre-school staff should it become necessary to do so.</p>	
8	<p>Budget Monitor – Budget monitor has been circulated to committee before and a revised template received from JS. EHCPs additional funding is being received following 2 children EHCPs being approved since budget was set and a new child has joined with existing EHCP. <i>GO asked could the supply line be reduced?</i> We have used some of the supply budget during the period when school was open. And we are not able to claim this back from the government due to not meeting the criteria. Currently schools' meals has a loss of £14,000 due to reduced income from school and schools we provide too. Income from twilight is likely to be heavily reduced too. <i>JS asked where are we with the refund from Elliots on the school build utilities?</i> SV has not received any communication from any of the third parties since Christmas and has followed up this week. <i>SI asked does this budget monitor include the anticipated whiteboard purchases?</i> Not at present but it does include the pre-approved classroom computers and this coming out of the main school budget.</p>	
9	<p>Identify Year-End carry forward and plan for use / recovery – Currently carry forward is at a healthy position but is subject to budget line adjustments should the children return before the end of the financial year. Governors reflected that during these difficult times being able to maintain a healthy budget is a positive all round. <i>GO asked what happens if this should change and our carry forward becomes a deficit?</i> SV advised government/Devon will have to identify a plan towards moving the budget from the deficit to positive.</p>	
10	<p>Monitor progress towards actions identified in financial audit – <i>JS asked if the action relating to the appointment of a DPO under GDPR has been addressed?</i> Angela Nash has been looking into aspects of this, consulting other schools to ask what they are doing, identifying what the cost implications will be, also communicating with Devon on what services they will be offering. SV confirmed website is being updated by NM and Allan Ginman. Action to review costs of school meals is to be postponed until we return to school. Audit will contact us to inform if there is any delay with audit that is due to take place next year. Governors concluded the actions that could be complete have been addressed.</p>	
11	<p>Health and Safety – SV circulated updated COVID risk assessment, and this will be reviewed again once we begin lateral flow tests with staff. Staff meeting is taking place on Monday to discuss the process. This is voluntary, and those who opt in will be tested twice a week. If the lateral flow test says you are positive, you then isolate and book a PCR test. If this PCR is then positive that member of staff and anyone who they have been in direct contact will be required to self-isolate. This could be other members of staff and pupils.</p>	

	<p>Elliot's have recommended a certain specialise product we can use on the bridge instead of salt to reduce the corrosion, this has been ordered and we are awaiting delivery. Elliot's maintain they have met the specification required of them when building the two bridges.</p> <p><i>JS asked has there been any further leaks?</i> SV reported that there had not been, however the replaced tiles in the school hall are showing water stains, SV is monitoring this.</p>	SV
12	<p>Governors training update and feedback –</p> <p>None at present, please contact NM directly if you wish to be booked on any courses.</p>	
13	<p>Policies for Review:</p> <p>First Aid – first aider and locations will be updated, and review dates added by SV</p> <p>Freedom of Information – SI reviewed and recommended.</p> <p>Acceptable Behaviour (staff) – CH reviewed, DCC union policy. CH reported that some of the sections are misleading, NM to email information to HR to consider at their next policy review.</p> <p>Accessibility Plan – GO reviewed, GO highlighted that governors are to be aware of the equality act and laws, GO reminded governors there is appropriate training available on this should they wish to learn more.</p> <p>AGREED: JS proposed, SI seconded and all governors in agreement that the above policies are approved and ratified. Accessibility Plan and Acceptable Behaviour will be recommended to FGB for final approval.</p>	<p>SV</p> <p>NM</p> <p>FGB</p>
14	<p>Policies due for review at next meeting:</p> <p>Disciplinary</p> <p>Governors Expenses</p> <p>Managing Sickness Absence</p> <p>Maternity</p> <p>Social Media Participation Policy (and GDPR)</p> <p>Staff Consultation (personnel issues)</p>	<p>GO</p> <p>GO</p> <p>SI</p> <p>SI</p> <p>JS</p> <p>TM</p>

The meeting closed at 6:24pm