

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

held at Newton Poppleford Primary School on Thursday 20th January 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)

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 18th November 2021 – 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 18th November 2021 – H&S policy has been sent to NM SV has received email received regarding refund of utilities from Elliots. Figure is approx. £11,400. Elliots will be attending to complete some final works that require in the next few weeks. SV has researched defibrillators and they cost of approx. £1,135, suggested the possibility of raising funds for this, SV will continue to find out further information with regards to the cost from the NHS. Western Power – Dave Goodies from NPS has visited to review the electricity supply box, urgency has been reduced and he is consulting with Devon about funding due to cost being approx. £3,000-£4,000 to replace the electrical box outside the library. Dave Goodies will return to SV with confirmation. Window broken in the library by a child and will be replaced by Adrian Ableson. SV will be requesting parent to pay costs for replacement glass. H&S audit took place on 18 th January and report is to follow. Main action – to complete gas testing for the oven, as it appears NPS do not test this item on their visits. SV is establishing with NPS if this is something they should be completing or not before a gas test is booked.	SV
6	Monitor Budget – School budget monitor sent to governors prior to meeting. Overspend on other staff costs is due to the Headteacher recruitment process and the additional costs approved for this. Additional income on higher needs has required additional Teaching Assistant (TA) support and therefore overspend under the TA budget line. Number of children attending breakfast and twilight have begun to increase and an increase in income is expected over this term. Carry forward of £70,663 anticipated. Supply budget may fluctuate due to COVID absences. Currently pupils numbers have increased since previous budget monitor review, however moving forward both 2023 and 2024 are both low birth years nationally. Capital budget may be used to pay for the works to the electrical box if Devon do not fund this, and allocation for outside equipment is still in the budget. Governors discuss and suggested new headteacher Anthony Pope to attended finance meeting for budget, budget 2022-23 to include the training needs and additional release days for handover. Preschool budget continues to reduce and SV will be discussing with the preschool leader. Staffing may need to be considered. SV is waiting for government to release changes for preschool ratios and if this will have any positive effect on additional children being able to attend sessions and how this will affect the budget. SV will discuss with Kelly Downs to identify how full each session is. There are further possibilities to be discussed such as changing to nursery, or extending preschool hours. SV offered to	

	circulate a questionnaire with parents and staff as an opportunity to review if there are additional needs for longer hours and ask staff for their views. Governors also suggested Kelly Downs could join a governor meeting to discuss further. Marketing the preschool can also be beneficial. Governors agreed there are many options to explore.	SV
7	Review and discuss benchmarking findings – Governors reviewed data. Support staff is higher than other schools and this is due to the higher number of children we have requiring additional needs and on Education Health Care Plans. Catering is difficult to review as we run our own kitchen and outsource to local schools and can not be sure what the comparative schools do. Governors highlighted that the benchmarking varies to which schools we compare with. Community grants is higher as the preschool is included within community focused activities. Devon's funding formula has resulted in a loss in funding for our size school. Governor agreed the data is positive and there are no areas of concern at present. <i>GO asked have children with additional needs always been higher than nationally?</i> Over the years we have increased with numbers of children attending, and we have attracted children through the years. Governors discussed if there is a need for Debbie Tollierfield (DT) to have additional admin support to reduce her workload if needed. SV will discuss with DT.	SV
8	Agree Schools Financial Value Standards Document - Agenda item postponed to next meeting.	
9	Approve costing for SDP – Meetings will be starting next week to develop SDP and will be available to review at next meeting in draft format. Buying services may be different this year as Babcock is moving back to Devon in the summer. Angela Nash will be consulting with Finance officer to establish what the format for buying services will be.	
10	Monitor progress towards actions identified in financial audit – Website is now up to date, remaining governor pen pictures to be sent to NLM Printing contract has been reviewed and process followed. Sally Mortimer completes reviews of food costing. Governors have reviewed catering costs within the last 12 months. School emergency plan reviewed in September 2021. School complaints policy is being reviewed by SI and SV at present Absence forms are completed by Angela Nash. Inventory is maintained by Allan Ginman DPO is now in place along with privacy notices requested.	NLM SI/SV
11	Permission to Install UK IOT Aerial – SV circulated email received with request to install an UK Internet Of Things Aerial, governors discussed and agreed this may be a consideration in the future when UK IOT has been developed further.	
12	Review staff training requirements and agree costs – Agenda item to be postponed to next meeting.	
13	Governors training update and feedback – TM completed finance training yesterday with Carl Murphy-Barns and reported the training was useful and informative to help understand the finance surrounding the school. TM will meet with JS to answer any additional questions she has. JS has booked on chairs forum for recruitment, induction and retention of governors. Suggested head, chairs and clerk training for new headteacher, Anthony Pope, when he has settled in.	TM/JS
14	Policies for Review: Disciplinary – GO reviewed policy, model Devon policy. Governors discussed option of delegation as new head will be joining in autumn term. Governors agreed to change delegation to the first committee and review at next annual review. GO proposed, SI seconded, and all governors agreed change.	

	<p>Governors Expenses – SI reviewed and recommended to committe</p> <p>Managing Sickness Absence – GO reviewed, model Devon policy. Recommended to committee.</p> <p>Maternity – TM reviewed, Model Devon policy and recommended to committee.</p> <p>AGREED: SI proposed, JS seconded and all governors agreed and voted for above policies to be ratified.</p>	
15	<p>Policies due for review at next meeting:</p> <p>Capability Policy and Procedure</p> <p>Redundancy</p> <p>Whistleblowing</p>	<p>GO</p> <p>SI</p> <p>TM</p>

The meeting closed at 7:30pm