NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BOARD RESOURCES COMMITTEE MEETING

held at Newton Poppleford Primary School on Thursday 18th November 2021 at 5:30pm at school

Present: John Slade(Chair) Stuart Vaughan Phil Joyce

Gary Oldroyd Teri Murphy

Stuart Ireland Rebecca Layman

In attendance: Natalie Mann (Clerk) Quorum: Quorate

Ref	Agenda Item	Action to be Taken
1	Welcome - JS welcomed new governors and explained the terms of reference and committee structure.	De laken
2	Apologies for absence – apologies received from Stephen Smith and sanctioned by governors.	
3	Notice – Received	
4	Declaration of business interests relating to the agenda - None	
5	Minutes of last meeting on 30th September 2021 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by the chair, JS.	
6	Matters arising from the meeting on 30 th September 2021 – SV to send H&S policy to be sent to NLM. Revised budget, Pay policy and Finance policy was agreed at FGB meeting on 5 th October. Outstanding actions from GDPR are still outstanding and will be completed in the new year. Clerks appraisal will be reviewed in the new year. Pay committee to take place after FGB on 8 th December.	SV
	NLM to email to be sent governors about pay committee member.	NLM
7	Monitor Budget – SBS Budget monitor shared at committee, GO asked will the COVID lines remain for the foreseeable future? Expenditure will not be in the next budget but income will remain RL asked what is the contingency for the budget lines that are in deficit? SV explained some can be made up and other lines cannot, budget is based on financial year and therefore at this stage in the year so some figures are still estimated. Assumptions are made based on the information available however changes happen. RL asked is there a contingency factored if there is a deficit at year end? Yes, our carry forward is used to help balance the budget should there be an over spend. SV explained funding, census and pupil numbers for new governors. RL asked is it the role of the headteacher to identify how to spend funding? SV reported yes the headteacher identifies and allocates to a budget structure with support from finance officer and Angela Nash, this is then reviewed, approved and monitored by governors. JS asked if the refund from Elliots has been received? No but is being chased up. SV will send on information to SI with regards to the licence for the bat house.	SV
	Preschool budget – Carry forward has reduced due to the preschool recharge that has been brought forward from previous year. SI reflected there is less income to expenditure and	
Resou	rces committee meeting 18.11.21 Signed	

Dated

	asked is there anything we can do to help close the gap? Possibility of increasing numbers in sessions within the staffing levels we have. Charges have already been increased. The majority of the gap is due to the funding we receive from the government. We could consider charging for the extras such as snacks, nappies, etc. GO asked are the staffing level appropriate? Yes, but if the government go ahead with increasing ratio for staffing, it may help but would be minimal. Governors reflected this could pose an increase in risk having a larger staff to children ratio and felt uneasy about this proposal. Capital budget – SV explained budget format to new governors. £8,000 has been agreed to be spent on outdoor equipment for the children. GO asked is there a capital plan? yes this is on the asset management plan which is reviewed annually.	
8	Review Asset Management Plan – Circulated prior to meeting, few minor amendments to staffing links. Minimal buildings expenditure due to the new build. <i>SI asked did the oven get fully resolved?</i> It has been resolved to an extent and is working but requires an annual service to maintain which costs approx. £200. <i>GO asked is Wi-Fi connection a problem within the building?</i> It can be an issue if all children are logging on at the same time but otherwise there has been no issues.	
9	Health and Safety update –	
	GO asked has the electric box has been assessed? SV has received a visit from Western Power who agreed immediate action should be taken, this has been delegated to their local team, however we have had no follow up. SV to return to original person who visited to escalate. Angela Nash and SV have attended H&S training yesterday. This focused on following – talk from the police with regards to dealing with aggressive parents and the laws around this, Cyber security and COVID. No further leaks in the roof following the bad weather. Cherry picker hired in half term had a risk assessment completed. Adrian Ableson was only allowed to operated when someone was in the building and he must be checked on at regular 15mins intervals. Thank you to Angela Nash for supporting AA with this. All tasks were completed. This will be an annual expenditure. <i>TM asked when did we previously complete</i> <i>this task</i> ? 12 months previous with a scaffolding tower. GO asked is there any update to the <i>removal of the air con units outside the library</i> ? SV is waiting for quote. H&S audit booked for January and SI will attend if available.	SV
10	Review of the accident book for summer term	
10	Shared prior to meeting, accidents are reducing, 2018 was during school build and 2019 had reduced playground space. Assault on staff was by a child, <i>RL asked are they individual incidents?</i> Yes, however same child involved. <i>TM asked if there should be an assault by a parent would this be included in this report?</i> Yes. <i>SI asked if accidents during lessons were linked to PE?</i> Yes, or adventure island. RIDDOR reports have been submitted for the 3 incidents.	
11	Review School Emergency plan	
	Shared with governors prior to meeting, SV has amended information where appropriate. Lock down procedures will be practised next term. AGREED: SI proposed, GO seconded and all governors approved school emergency plan.	
12	Governors SDP –	

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13	Governors training update and feedback	
	TM is attending governors finance course in spring term, GO and RL may also wish to book	TM
	on.	
	TM is booked on HT appraisal course.	
	Safer recruitment training has been completed by the HT recruitment panel.	
	Governors reminded to contact NLM if they wish to attend any training.	СОММ
14	Policies for Review:	
	First Aid – GO has reviewed, and asked when did first aiders completed their last training	
	update? October 2021. GO recommended a resuscitation device to be held in school. SV to	SV
	look into. <i>How does the first aid policy work in practice?</i> Policy has been followed during	
	practice when required and SV reported it worked efficiently and safely. Policy	
	recommended to committee	
	Late Collection Policy – GO reviewed and reported policy needs updating with ethos. RL	SV
	asked is this policy used often? SV reported it has not been used recently. GO asked should	-
	the charges be revisited? SV reported the policy has had a positive effect on ensuring	
	children are picked up on time. Policy has not been used this term and consider charges at	
	the next review. Policy recommended to committee	
	Maternity and Adoption Support– SS reviewed and reported model and recommended to	
	committee	
	AGREED: JS proposed, SI seconded and all governor agreed to ratify the above policies.	
	Acceptable Behaviour (staff) – reviewed by SI, model Devon policy and recommended to	FGB
	FGB.	
	Accessibility Plan (3yearly) – far field to be amended to adventure island and governors	SV
	propose for this to be reviewed annually. This policy was reviewed earlier this year. FGB to	FGB
	agree annual review.	
	Nursery Admissions policy – New model policy personalised to the school. Recommendation	FGB
	to FGB following personalisation. PENAN to be agreed.	
15	Policies due for review at next meeting:	
	Disciplinary	RL
	Governors Expenses	SI
	Managing Sickness Absence	GO
	Maternity (2yearly)	ТМ
	Staff Consultation (personnel issues) (2yearly)	JS

The meeting closed at 7:04pm

Signed
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