

**held at Newton Poppleford Primary School on Thursday 18<sup>th</sup> November 2021 at 5:30pm at school**

**Stuart Ireland**  
**Rebecca Layman**

**Quorum: Quorate**

Signed .....

Dated .....

	<p><i>asked is there anything we can do to help close the gap?</i> 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. <i>GO asked are the staffing level appropriate?</i> 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.</p> <p>Capital budget – SV explained budget format to new governors. £8,000 has been agreed to be spent on outdoor equipment for the children. <i>GO asked is there a capital plan?</i> yes this is on the asset management plan which is reviewed annually.</p>	
8	<p><b>Review Asset Management Plan –</b> 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.</p>	
9	<p><b>Health and Safety update –</b> <i>GO asked has the electric box has been assessed?</i> 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&amp;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 this task?</i> 12 months previous with a scaffolding tower. <i>GO asked is there any update to the removal of the air con units outside the library?</i> SV is waiting for quote. H&amp;S audit booked for January and SI will attend if available.</p>	SV          SI
10	<p><b>Review of the accident book for summer term</b> 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.</p>	
11	<p><b>Review School Emergency plan</b> Shared with governors prior to meeting, SV has amended information where appropriate. Lock down procedures will be practised next term. <b>AGREED:</b> SI proposed, GO seconded and all governors approved school emergency plan.</p>	
12	<p><b>Governors SDP –</b> Governors discussed SDP and agreed actions. JS will populate document and send to NLM.</p>	JS/NLM

