



MEETING OF THE RESOURCES COMMITTEE ON JUNE 27TH 2023 AT 8.30AM IN THE SCHOOL

Present: Ian Stewart (IS), Rob Hill (RH) Chair, Jenny Barker (JB), Hilary Priest (HP)

In attendance: Debbie Horton (Clerk), Sandie Lovell, Business Manager for items 4-6

Minutes

1	<p>Welcome & apologies for absence Mike Waterson gave his apologies.</p>
2	<p>Attendance & declaration of interest Governors signed the attendance form. There was no conflict of interest.</p>
3	<p>Minutes of the last meeting 16.5.23 They were agreed and signed as a correct record.</p>
4	<p>Matters arising from the last meeting</p> <ul style="list-style-type: none"> • Monitor roll-out of parentpay. This has been in operation for about a week, for school lunches only. School trips will be introduced in September. There were some initial teething problems, which have been solved. Parents will take a while to get used to it, but it is straightforward to use. • <p>Q: Pre-ordering lunches is challenging, as children don't always know what they want far in advance and may change their minds on the day. Can a change in mind be accommodated? A: Not really, as this is all about ordering the right quantity of food. If the menu stays the same, children will find it easier to plan ahead as they will have favourite meals. There is a system in place if someone hasn't ordered a school lunch, but there isn't a lot of flexibility for a change in mind on the day.</p> <ul style="list-style-type: none"> • To approach Pizza Pirates about suggestions for a co-opted governor/ where to advertise. JB and Becky Nel are meeting at the Mansion next week to discuss two matters: do they know anyone who might like to be a school governor, and are there any resources we can use at the Mansion if the governors need feedback from a more diverse group. RH recommended also speaking to Pat Shefford, who runs the Mansion. • BN to be invited to feedback about the induction process, to inform improvements. Done. BN was happy with the existing process. • The governance self-assessment tool will be looked at in September • One minute Prevent Guide to be circulated to all governors – done <p>ACTION: BN and JB to meet Mansion staff around governor recruitment and resources.</p>
5	<p>Budget</p> <ul style="list-style-type: none"> • To monitor latest FRS (in meeting folder, with report from SL) <p>SL reported that the main changes to the budget were as a result of staffing. Most had now been incorporated, but there is one more TA role to include. The changes have meant that currently there are savings of about £35, 000 and a carry-forward of £75, 000. The staff changes also have an effect on the training budget, which will be higher than forecast, for example, to include costs for level 3 safeguarding training and forest school training.</p> <p>Q: Isn't there a greater cost saving as a result of the current Deputy leaving? A: There has been a saving, but also there's been an increase in salary for the incoming Deputy.</p> <p>Q: Do we know about pay rises in September? A: Devon County has advised the school to put in the same rise as last year for support staff, and 5% for teaching staff. There is no indication that the government will pay for these rises.</p>

	<ul style="list-style-type: none"> • To write off irrecoverable debt, up to delegated limit & approve disposal of surplus or damaged equipment. <p>There is no debt. Some of the old ipads will be disposed of, but that hasn't happened yet. The capital fund will be used for new ones.</p> <p>Q: Is the capital fund still going to be used for planned adaptations to the front door area? A: Yes. The school is obtaining new quotes, as the last one was far too expensive. The work is still a priority and is planned for the next academic year. The capital fund will also be used for other energy saving items. An efficient cooker has been bought for the kitchen.</p> <p>SL left at 9.00am</p>
6	<p>Head's report (for this committee) The Head asked if there were any questions.</p> <p>Q: Attendance is a bit down on last year, why is that? A: This is mostly due to illness; Covid was still present at the beginning of the year. However, compared to other local schools, attendance here is good. Families taking days off for holidays in school time does happen, but not often</p> <p>Q: What is the attendance goal? A: Officially 98%, which is very hard to achieve.</p> <p>Q: There seems to be some bullying in the 3-4 year group. A: This is to do with that particular age, it is a developmental point, where children become more aware of themselves, their families and their position in the world, and there is a lot of falling out with friends. As they get older they learn to negotiate social situations better.</p> <p>The governors noted that a lot of children have joined the school from another local school. They have joined different year groups. HP had made enquiries at the school in question but not received any useful feedback. Some children have left the school and moved out of the area. In KS2 the classes are almost full.</p> <p>The Clerk's job has been advertised, and there is some interest.</p> <p>The governors noted that changes in the KCSiE for next September involve IT and in particular the monitoring of firewall boundaries. This will be for Dickon to do and the governors to monitor.</p>
7	<p>Health and Safety</p> <p>Q: Have all annual risk assessments been done? A: They have been, but as a result of an appeal meeting on June 23rd 2023, there will be two possible amendments to the PE risk assessment, concerning verbal safety instructions and mitigation of falls.</p> <p>Q: Does the school's H&S policy comply with the DCC H&S policy? A: Yes.</p> <p>Q: Do governors need to know about accidents that happen in school? A: Yes, IS, as Health and Safety governor, is informed.</p> <p>IS informed the committee that in future he will include an outline summary of accidents, from the school accident book, in his Health and Safety visit notes, and will watch for themes appearing. These will be reported to the governing board.</p> <p>The committee was informed that a recent site safety walk, undertaken by Devon County personnel, included out-of-date photos of the school premises. This will be flagged up. There were no major items to report from the site walk, only wear and tear issues.</p> <p>ACTION: Inclusion of accidents in H&S lead's visit reports - IS</p>
8	<p>Policies for review</p>

	There were none
9	Governors' monitoring visits from this committee None. There is a Facilities meeting after this meeting.
10	Training None identified for next term from this committee.
11	Clerk's report Nothing to report.
12	Business brought forward by the Chair The Chair would like to discuss class structure at the next FGB meeting. Q: Where should Forest school be discussed? A: At the Teaching and Learning meeting as it is part of the curriculum. It dropped off the curriculum during Covid, but is now being re-integrated. JB agreed to schedule a governor visit in 6 months' time to look at Forest school. ACTION: Class structure as agenda item for FGB – Clerk ACTION: Forest School visit in the Spring term - JB
13	Date & time of next meeting Resources meeting September TBA

The meeting ended at 9.25am

Summary of Actions

4	To meet Mansion staff around governor recruitment and resources.	BN & JB	First week of July
7	Inclusion of accidents in H&S lead's visit reports	IS	ongoing
12	Class structure as agenda item for FGB	Clerk	For 18 th July 2023 FGB
12	Forest School visit in the Spring term	JB	Spring term 2024