



## MEETING OF THE RESOURCES COMMITTEE ON JUNE 21<sup>ST</sup> 2024 AT 8.30AM IN THE SCHOOL

**Present:** Mike Waterson (MW), Ian Stewart (IS), Rob Hill (RH) Chair,  
Hilary Priest (HP), Rich Gibbon (RG)

**In attendance:** Dawn Pettipiece (Clerk), Sandie Lovell, Business Manager

MINUTES	
1	<b>Welcome &amp; apologies for absence</b> Jenny Barker was the only member who did not attend.
2	<b>Attendance &amp; declaration of interest</b> The governors signed the attendance form. There were no declarations of interest.
3	<b>Minutes of the last meeting on 7<sup>th</sup> May 2024</b> The Minutes were agreed as a correct record. The Chair signed the Minutes.
3.1	<b>Matters arising from minutes of the last Resources meeting including progress made on the actions raised*</b> <ul style="list-style-type: none"> <li>Update regarding Quinquennial report from last Facilities meeting. SL – there has been an update, but it was not at the last Facilities meeting.  <b>ACTION: IS AND SL WILL ARRANGE A MEETING AND THE OUTCOME WILL BE DISCUSSED AS AN AGENDA ITEM AT THE NEXT FGB MEETING.</b>  <b>ACTION: CLERK TO PUT ON AGENDA. Done.</b> <ul style="list-style-type: none"> <li>Quinquennial report for review has been put in the clerk's and business manager's calendar for review next year.</li> <li>The Catering Budget feedback has been put on the next FGB agenda for discussion.</li> </ul> </li> </ul> <p>HP – I sent the relevant spreadsheets out to the governors.  SL – It highlighted that numbers of meals were dropping off apart from in key stage 1 (meals are free).  HP – However, costs were covered and in previous years there were heavy losses.</p> <ul style="list-style-type: none"> <li>School Governor Recruitment to go in the School Newsletter.  <b>ACTION: IS TO PUT IT IN THE NEXT NEWSLETTER AND ALSO THE SEPTEMBER ONE FOR NEW PARENTS.</b> <ul style="list-style-type: none"> <li>Draft letter to year 6 parents re contribution to school fund,  HP – RR sent the draft letter to me and it looks ready to send out to year 6 parents.  <b>RH: What will the money be used for?</b>  <b>HP: It will go in the School Fund.</b>  <b>SL: We do not have a School Fund but we could make up a separate cost centre and set it up on Parentpay, although we would need to “ring fence” it to carry money over if it has not been spent. Does the letter say anything about the fact that businesses can write their donations off against tax?</b>  The governors discussed this matter and agreed to go with the School Fund Donations cost centre option.  <b>ACTION: HP TO SEND THE LETTER TO SL SO SHE CAN ADD INFORMATION ABOUT TAX AND DONATIONS.</b> <ul style="list-style-type: none"> <li>Conversation with Breakfast Club Provider.  HP: The team are carrying on until they hear otherwise.  <b>RH: Does the club already comply with Wraparound legislation.</b>  <b>HP: Yes. However, for the After School Club to comply it would need to extend the hours until 6pm and provide cover on Fridays.</b> <ul style="list-style-type: none"> <li>Conversation with After School provider and school administrator re additional admin.  HP: I have spoken to the provider and she will continue until further notice. We need to have an “action plan” and then I will speak to her again. SL contacted local schools in the Primary Partnership (PP) Group and the majority are making a profit. The main issue is that for children being funded by the government, it takes a long time for the money to come through.  SL is going to a Devon County Council (DCC) workshop to get information about how they will support schools with Wraparound care.  <b>MW: Do they run until 6pm?</b>  <b>HP: Some do and some don't run a club on Friday either.</b>  <b>RB: If some of the schools did not make a profit why did they run their club?</b> </li> </ul> </li> </ul> </li> </ul> </li></ul>

	<p><b>SL:</b> Due to there being a demand for the service in their school.</p> <p><b>MW:</b> Do we need to send out a questionnaire to find out what parents want to happen?</p> <p><b>HP:</b> We can have a questionnaire asking if parents want the club to continue until 6pm and also to be open on Fridays.</p> <p><b>RH:</b> We should do a staff survey to find out if anyone would want to run the club until 6pm and on Fridays.</p> <p><b>HP:</b> We need to have a plan. SL has done the research (with other schools). We almost need a flow chart.</p> <p><b>RH:</b> You also need to have a 'one-to-one' chat with the present provider.</p> <p><b>ACTION: HP TO HAVE A DISCUSSION WITH THE AFTER SCHOOL CLUB PROVIDER.</b></p> <p><b>ACTION: IS AND HP WILL WORK OUT THE ACTION PLAN AND BRING IT TO THE NEXT FGB MEETING FOR DISCUSSION.</b></p> <p><b>ACTION: HP WILL BRING A FLOW CHART TO THE NEXT FGB MEETING.</b></p> <ul style="list-style-type: none"> <li>Completed Financial Matrix Competencies to be sent to Clerk.</li> </ul> <p><b>ACTION: Clerk will send email to JB with the above form as an attachment, so that it can be completed. DONE.</b></p> <ul style="list-style-type: none"> <li>The meeting timetable has been added to the next FGB agenda.</li> </ul>
4	<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>To monitor latest FRS (in meeting folder, with report from SL).</li> </ul> <p><b>SL:</b> It is very early in the new financial year. We are awaiting funding for some children for Education, Health and Care plans that they have been awarded.</p> <p>We have also been informed that the Local Government Association has offered an amount for the staffs pay award and unions are balloting their members to see if they will accept it. We know we will have to pay the minimum amount offered and that is more than we have budgeted for.</p> <p><b>RH: Has anything changed since the budget was approved?</b></p> <p><b>HP:</b> The good news is we have more children than we planned for in Reception and will consider accepting more children as our year's 1 and 2 are a bit low on numbers. We have 46 planned new pupils. There has been and unusual amount of movement this year, with children leaving and new children joining the school. We are losing 48 year 6 children and have 46 new children coming in. Other schools have had to lose classes and teachers.</p> <p><b>RH:</b> If we have reached the class size, does the DCC every make us accept any extra children?</p> <p><b>HP:</b> Very occasionally. For instance, if there are twins or children with special needs or in care.</p> <p><b>RH:</b> It would be useful to know why parents chose this school.</p> <p><b>HP:</b> Generally, it is to do with the school ethos and we have the best outcomes compared to other local schools.</p> <p><b>SL:</b> Parents have remarked on visits that they like the look of the school.</p> <p><b>IS:</b> We have not spent much money on Information Technology (IT) recently.</p> <p><b>HP:</b> Our IT specialist keeps equipment going and we are having to "make do".</p> <p><b>IS:</b> Are classes running out of IT equipment?</p> <p><b>HP:</b> No, classes are sharing ipads etc, but they are getting old as are the laptops.</p> <p><b>SL:</b> It has been 3-4 years since we last bought any computer equipment, but as it comes out of 'capital' in the budget it can be looked at next year as this year it was spent on the new front door.</p> <ul style="list-style-type: none"> <li>To write off irrecoverable debt, up to delegated limit &amp; approve disposal of surplus or damaged equipment</li> </ul> <p><b>HP: Are there any 'parent debts'?</b></p> <p><b>SL:</b> Yes. Some parents haven't paid for their children's 'residential's'. The administrator informs me of any issues and I send out a letter. If nothing happens I send a document to DCC and they have a process similar to debt recovery, to get the payment.</p> <p><b>HP:</b> The Benevolent Fund is for children whose parents cannot pay for things like 'residential's'.</p> <p><b>RG:</b> We need to keep reminding parents of that.</p> <p><b>HP:</b> I put something in the school newsletter about a month ago and it will be a regular item on it.</p>
5	<p><b>Head's report (for this committee)</b></p> <p><b>HP:</b> I am awaiting SEND (special educational needs and disabilities) figures and then the report will be ready. Various areas are discussed in other governor meetings. We have been moving children around in their year group. It allows them to make new friends and be prepared for the move to senior school. If any parent complains about children being apart from their friends, the teacher discusses it with parents. Anything else I deal with.</p> <p><b>MW: Are there any staff leaving or joining?</b></p> <p><b>HP:</b> No.</p>
6	<p><b>School Meals</b></p> <ul style="list-style-type: none"> <li>Update on Chefs in Schools</li> </ul>

	<p>HP: There is nothing new to report.</p> <p>RH: I heard you on Radio 4 talking about Chefs in Schools in our school and it was very good.</p> <p>HP: I have written magazine articles and a cooking curriculum and am doing a mental health workshop in London, which I will get paid for.</p> <p><b>IS: Have we had any take-up of the money the chef raised via sponsorship for free school meals for vulnerable children?</b></p> <p><b>HP: Only one child. We need to promote it more often.</b></p>
7	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>Anything to report?</li> </ul> <p>MW: I attended a meeting last Thursday and there is nothing major to announce. We used to get good support from a social worker but that is no longer available. We also discussed 'Pupil Premium' as it doesn't target the relevant children as it did about ten years ago.</p> <p>HP: We used to spend it on the individual children, but now it goes on the staffing to support those children.</p> <p><b>RH: So, the school used to have a social worker?</b></p> <p><b>HP: For about one to one and half years, but when that person left the job they were not replaced. The government recommends that agencies work together, but there is no-one that we could go too. Individual organisations could have issues, but they are not serious and it is only when you look at the overall picture that you can see there is a problem.</b></p> <p><b>MW: Maybe we should speak to DCC?</b></p> <p><b>HP: I have spoken schools in the PP group and we are wondering about this matter. Perhaps we should send any concerns we have to MASH (Multi-agency safeguarding hub).</b></p> <p><b>MW: How often are the new mental health team in the school?</b></p> <p><b>HP: For a minimum of half a day a week.</b></p> <p>MW: The full report will come to the next FGB meeting.</p> <p><b>ACTION: SAFEGUARDING REPORT TO GO TO NEXT FGB MEETING. Done.</b></p>
8	<p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>Have all annual risk assessments been done?</li> </ul> <p>SL: Yes, they are up to date.</p> <ul style="list-style-type: none"> <li>Does the school's H&amp;S policy comply with the DCC H&amp;S policy?</li> </ul> <p>SL: Our annual H&amp;S inspection was good.</p> <p><b>RH: The laurel hedge was looking overgrown.</b></p> <p><b>SL: We put in a request to do this in the newsletter and some of the parents have trimmed it.</b></p> <p><b>RH: Is it our responsibility?</b></p> <p><b>SL: Yes. We had a very good company to do this but they are not responding to our messages. I contacted a few companies and they were very expensive and that is why we put in a request for help in the newsletter.</b></p>
9	<p><b>Governors' monitoring visits from this committee</b></p> <p>HP: The governors have all received upcoming dates for visits.</p> <p><b>IS: What about the September INSET day?</b></p> <p><b>HP: It is on Tuesday 3<sup>rd</sup> September. The plan is to review PACE (Playfulness, Acceptance, Curiosity and Empathy) and Trauma Informed Practice training.</b></p>
10	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>Staff Leave and Absence Policy (early review as updated on HR policy website).</li> </ul> <p>MW: I have reviewed and if you look at the policy it advises that we look at the areas highlighted in yellow and amend accordingly. The first one is item 3. Seeking Approval for Leave from Work. Up until 5 days can be approved by the Head, but we need to decide who is involved when more leave is requested. The governors discussed various scenarios and decided that the Head would discuss each individual case with the Chair of Governors.</p> <p>Next is in 5. Emergency time off for dependants.</p> <p>HP: If someone needs longer they can go to their doctor to be signed off work.</p> <p>The governors agreed to keep the paragraph: "The absence will be recorded on iTrent using the 'leave without pay' and 'emergency dependants' categories."</p> <p>MW: In Appendix I there is Reasons for Leave with Pay. In the sections about Trade Unions and the Safety Representative one there is the paragraph: "The school/academy/federation needs to clarify the local agreement". The governors discussed these items and decided to remove them from the policy</p> <p>MW: The next one is in the appendices – under trade unions. The governors decided to delete that one.</p> <p>In the same section there is time off for interviews/selections processes for other posts. The suggested minimum is 3 and the maximum is 6. The governors agreed to approve 5 days as a maximum, but more could be added at the discretion of the governors.</p>

	<b>The policy was approved by the governors with the above amendments.</b>
<b>11</b>	<b>Training</b> <ul style="list-style-type: none"> <li>Any for next term for this committee?</li> </ul> No training has been booked.
<b>12</b>	<b>Business brought forward by the Chair</b> There was none.
<b>13</b>	<b>Clerks report</b> <ul style="list-style-type: none"> <li>There was nothing to report.</li> </ul>
<b>14</b>	<b>Date and Time of next meeting</b> <ul style="list-style-type: none"> <li>Resources meeting Tuesday 28<sup>th</sup> November 2024</li> </ul>

The meeting ended at 09.50 a.m.

### Summary of Actions

<b>3.1</b>	Meeting regarding the Quinquennial report. Put this as an item on next FGB agenda. <b>DONE.</b>	SL/IS Clerk	By next FGB meeting
<b>3.1</b>	Clerk to put the Quinquennial report meeting on next FBG agenda. <b>DONE.</b>	Clerk	By next FGB meeting
<b>3.1</b>	School governor recruitment to go in the next newsletter and also the September newsletters for new parents.	IS	Next newsletter/then September
<b>3.1</b>	Information about tax and donations to be added to the letter asking year 6 parents to contribute to school funds.	HP/SL	Within two weeks
<b>3.1</b>	Discussion with afterschool club provider.	HP	By next meeting
<b>3.1</b>	Action plan about Wraparound Care to be presented to next FBG meeting.	IS/HP	By next FGB meeting
<b>3.1</b>	Flow Chart about Wraparound Care to be discussed at next FGB meeting	HP	By next FGB meeting
<b>3.1</b>	Clerk will email JB requesting her to fill in the Financial Matrix Competencies form. <b>DONE.</b>	Clerk/ JB	Within two weeks
<b>7</b>	The full safeguarding report to be on the agenda of the next FGB meeting. <b>DONE.</b>	HP/ Clerk	By next FGB meeting