



MEETING OF THE RESOURCES COMMITTEE ON JUNE 17TH 2025 AT 8.30AM IN THE SCHOOL

“We are a community with a lifelong passion for learning.”

Present: Mike Waterson (MW), Ian Stewart (IS), Hilary Priest (HP) Head, and Jenny Barker (JB).

In attendance: Dawn Pettipiece (Clerk). Sandie Lovell (SL) the School Business Manager attended part of the meeting.

MINUTES

1	<p>Welcome & apologies for absence</p> <ul style="list-style-type: none"> Please inform the clerk of any apologies before the meeting <p>Rob Hill (RH) gave apologies to IS before the meeting. IS chaired the meeting in RH's absence.</p>
2	<p>Attendance & declaration of interest</p> <ul style="list-style-type: none"> Please sign the attendance form <p>The governors signed the attendance form.</p> <ul style="list-style-type: none"> Governors are reminded that they must declare any conflict of interest which becomes apparent during the meeting <p>There were no declarations of interest.</p>
3	<p>Minutes of the last meeting 6th May 2025</p> <ul style="list-style-type: none"> For approval. Please read the minutes (in meeting folder) <p>The minutes were approved and signed by IS as acting Chair.</p>
4	<p>Matters arising from the last meeting</p> <ul style="list-style-type: none"> Item in school newsletter about governor recruitment. <p>HP: At a recent meeting we discussed changing the structure of the governors' meetings and combining this meeting with the T&L (teaching and learning) meeting.</p> <p>JB: That would be useful as all governors can be fully aware of both areas.</p> <p>HP: It would mean less meetings but they would be longer. Once that decision has been made we can look at recruitment.</p> <p>Update: item about governor recruitment went in school newsletter on 25.6.25</p> <ul style="list-style-type: none"> Updated P.E. and sport premium school information to go on school website. <p>HP: The teacher who was doing this is on maternity leave and if she has not put it up the school website I will have to contact her.</p> <ul style="list-style-type: none"> Update on termly facilities meeting and H&S walk around. <p>IS: I did the walk around yesterday and we went through all the things that it brought up afterward. We will have the facilities meeting later (see item 7).</p> <ul style="list-style-type: none"> Costing of school meals, including profit and loss. <p>RG: Do we think that less children would have school meals if the price per meal was £3?</p> <p>HP: Only a few charge that, most are around £2.70.</p> <p>MW: The main issue is the predicted deficit of £10,600. Adding 10p per meal will not go far with that deficit.</p> <p>HP: Next September the government are allowing all children who qualify to have free school meals.</p> <p>RG: How much is spent on staff and food?</p> <p>MW: The average cost of meals is £1.11, so we are still spending more on staff than food.</p> <p>HP: Yes, we have the chef, sous-chef and kitchen porter.</p> <p>RG: Healthy meals are important.</p> <p>MW: Are there any legalities around school meals as the school is subsidising them?</p> <p>HP: Most schools do and I moved away from employing outside caterers due to the quality of the food.</p> <p>Kitchen staff pay has gone up a lot, which the government does not subsidise and National Insurance went up a lot recently too.</p> <p>IS: For other areas, overspend can be moved to another cost centre to balance the budget, but we cannot do that for the food budget.</p>

	<p>JB: If you increase the price of the meals that will not affect staff costs. HP: In Scotland, Wales and London key stage 2 children’s meals are fully funded, but unless that happens here there is always going to be a loss. MW: The government’s funding for school meals has not kept pace with inflation. The governors discussed various options to try and increase funding and school meal take-up and reduce costs. The outcome was that the price of meals will increase to £2.75 from September 2025</p> <ul style="list-style-type: none"> • The governors approved the price of school meals to go up to £2.75 from September 2025. <p>ACTION: CLERK TO PUT DISCUSSION/DECISION ABOUT COMBINING T&L AND RESOURCES COMMITTEES ON NEXT FGB AGENDA. Done. ACTION: HP TO CHECK THE PE AND SPORTS PREMIUM INFORMATION IS ON THE SCHOOL WEBSITE. IF IT IS NOT SHE WILL CONTACT THE TEACHER WHO WAS DOING IT TO GET THE POLICY AND PUT IT ON THE WEBSITE. Done. ACTION: IS TO ARRANGE FACILITIES MEETING WITH SL. Has been put on next FGB agenda. Done. ACTION: HP AND JB WILL WORK TOGETHER ON A COMMUNICATION TO GO OUT TO PARENTS ABOUT THE REASONS WHY THEIR CHILDREN SHOULD EAT A SCHOOL MEAL. ACTION: SCHOOL MEAL PRICE INCREASE TO GO IN SCHOOL NEWSLETTER (HP). Done.</p>
<p>5</p>	<ul style="list-style-type: none"> • SL entered the meeting at 8.57am. <p>Budget</p> <ul style="list-style-type: none"> • To monitor latest FRS (in meeting folder, with report from SL) <p>SL: The papers you have are not in the new format, it is an interim version, comparable to the old CFR report and gives us an idea of how the budget is going. We are just awaiting an upgrade to a newer version of Excel, so that we can see the budget correctly. MW: I am not sure where the “actual” came from? SL: In fund I, the “opening” is the “carry forward” from last year. Then there is the “in year”, where we overspent by £46180 and the “closing” is what was left in the budget. When the budget is set, usually in May we put money into each cost centre and that is the original budget. Occasionally we have to revise the budget, but we usually only need to do that for something significant. At the moment we are near the start of the financial year, so apart from salaries and a few bills not much has been spent. This is last year’s budget and due to the new BROMCOM system, I do not have a document like the FRS to show you how the budget is doing. IS: How is the new system going? SL: There have been a considerable number of issues. The Audit Team usually do their assessment on line, but they had to physically come to the school due to problems with the new system. Integration has been really difficult to do and focussing most of my time on the new system means other jobs are not being done. JB: The governors note the systemic challenges and risks that have been created by the Local Authority decision to change two major finance/IT systems at the same time and without an appropriate lead in time. We are grateful to SL for working flexibly and tirelessly to address the problems that have been generated by this change, and we recognise that there has been an opportunity cost associated with the time that this has taken. HP: SL has the audit report and it was excellent. The Finance Committee had a short discussion about the audit report. IS: Are there any risks if SL was off with sickness for a while? SL: If that happened the Devon County Council (DCC) Finance Team would have to step in.</p> <ul style="list-style-type: none"> • ALL THE GOVERNORS GAVE A FORMAL THANK YOU TO SL FOR HOW WELL SHE IS DEALING WITH THE CHANGEOVER TO THE NEW SYSTEM, ESPECIALLY DUE TO HOW POORLY IT HAS BEEN IMPLEMENTED. THEY ALSO CONGRATULATED HER FOR HOW WELL SHE DID WITH THE DCC AUDIT ASSESSMENT. • To write off irrecoverable debt, up to delegated limit & approve disposal of surplus or damaged equipment. <p>IS: Do we have any irrecoverable debt, for instance, parents not paying for residential trips? SL: We do have a couple of children’s parents who have not paid. Eventually we wrote to them that we were referring them to DCC to take over the debt management. The parents still did not pay and DCC told us the school needs to go down the debt recovery route, which we are now doing via DCC. We do not want to set a precedent that parents can avoid paying for trips etc. HP: All the parents are offered the opportunity to pay monthly instalments via “parent pay”, six months before the trip starts.</p>

	<p>HP: For surplus equipment we sign that off and recycle etc.</p>
<p>6</p>	<p>Head's report (for this committee)</p> <ul style="list-style-type: none"> • Update <p>HP: The caretaker has just had a procedure prior to major surgery which is booked shortly. His replacement has worked for three days this week to cover for him and when the caretaker is back the two of them will work a plan for when the caretaker takes long-term sick leave.</p> <p>The main area of note is that from September we will have the highest number of children than have been on the roll ever. This will increase the school budget as the school are paid per child in school in the next census. We have had two new children start school this week.</p> <p>MW: Is that difficult for the children to settle?</p> <p>HP: It is easier, as they do not have the wait of the summer holidays and are less anxious about starting a new school.</p> <p>JB: The nature walks seem to working well.</p> <p>HP: We were doing it every week for the children, but from September we will do them less often, but for a longer session.</p> <p>MW: What about new staff for September?</p> <p>HP: One staff member is on maternity leave and due back in November. A teacher who has worked at the school in the past is covering for her as a teacher's assistant. The teacher on maternity leave is a student, so is being paid at that rate, but when she comes back will be a qualified teacher.</p> <p>MW: How are staff feeling in general?</p> <p>HP: They all work really hard and are very keen. There was a lot of illness in the spring but everyone recovered.</p> <p>MW: Have the NPQ's finished (National Professional Qualifications)?</p> <p>HP: When the results are through they are going in the school newsletter.</p> <p>One of the schools is leaving the Primary Partnership (PP), so we will be down to ten schools in it. The PP's joint Continuing Professional Development (CPD) event went well last week and we are just in the process of producing reports for governors.</p> <p>JB: What is the next training?</p> <p>HP: The teaching staff are concentrating on OAIP (ordinarily available inclusive provision), which is for SEND (special educational needs and disabilities). We are also revisiting areas such as "restorative practice" to ensure they are embedded in practice.</p> <p>RG: Last year we sent a communication to the school leavers parents requesting they donate to the Benevolence Fund if their children had a wonderful experience in the school.</p> <p>JB: Looking at the PTA (parents and teachers association), some schools run a lottery and keep 60% of the profit, is that something we could look at? We also know that some of the local grammar schools ask parents to pay a direct debit of £30 per month towards the school funds.</p> <p>The governors discussed various fund raising scenarios.</p> <p>ACTION: HP WILL CONTACT THE SCHOOL LEAVERS PARENTS ASKING THEM TO DONATE TO THE BENEVOLENCE FUND.</p> <p>ACTION: JB, RG AND THE SCHOOL DEPUTY HEAD, HELEN FERNYHOUGH(HF) TO FORM A WORKING PARTY TO WORK ON THE STRATEGIC DIRECTION OF THE PTA IN THE FUTURE, HOW TO RAISE SCHOOL FUNDS AND HOW THE PTA FUNDS ARE USED.</p> <p>ACTION: CLERK TO PUT THE ABOVE ACTION ON THE NEXT FGB AGENDA. Done.</p> <ul style="list-style-type: none"> • JB left the meeting at 9.46am.
<p>7</p>	<p>Health and Safety</p> <ul style="list-style-type: none"> • Have all annual risk assessments been done? <p>SL: I need to do one for the lift. All of the health and safety (H&S) risk assessments are due for review in July. DCC are changing them in September, due to a few court cases. The HSE (Health and Safety Executive) have decided school risk assessments are too generic and need more detail. The new risk assessments do not need implementing immediately, but will be a lot more tailored and relevant to individual school.</p> <p>JB: What is risk assessed?</p> <p>SL: Everything e.g. the whole school, security, building and site, caretaking and cleaning. Due to "Grenville Tower" the government has decided that schools and other organisations need a qualified fire risk assessor to do the schools fire risk assessment.</p> <p>IS: Will the outside equipment need a different risk assessment due to the start of the pre-school?</p> <p>HP: No, as the age range of the children has been changed.</p> <p>SL: The assessments will be looked at in July and we can make sure they are relevant to the pre-school.</p>

	<p>HP: I do all the residential trips and riskier activities through a system called EVOLVE and they have to be approved by DCC before the trip starts.</p> <p>IS: Following the H&S walk around there are six areas that need repair fairly urgently. There are some trip hazards and wood around some raised beds needs replacing.</p> <p>HP: The temporary caretaker will be doing some of those jobs over the summer break as the present one is unable to heavy lift at the moment.</p> <p>MW: Are there any large tasks that need doing over the summer?</p> <p>HP: Keir are coming to finish some big jobs and DCC are arranging for a new boiler to be fitted.</p> <p>MW: What about The Studio?</p> <p>HP: We have a local builder to fit the sink and other things</p> <ul style="list-style-type: none"> Does the school's H&S policy comply with the DCC H&S policy? <p>The governors all agreed that it did as the school were required to use DCC's policy as it is statutory.</p> <p>ACTION: IS TO EMAIL THE REPORT TO HP/SL, ABOUT THE REPAIRS NEEDED IN THE SCHOOL SO THAT THEY CAN BE BOOKED IN. Done.</p> <ul style="list-style-type: none"> SL left the meeting at 9.40am
8	<p>Policies for review</p> <ul style="list-style-type: none"> Accessibility Plan <p>MW: That is a school one. Are there any children with accessibility issues?</p> <p>HP: No</p> <ul style="list-style-type: none"> The governors approved the school to update the policy. <p>For review and then report to FGB as being adopted.</p> <ul style="list-style-type: none"> Staff Capability Policy <p>MW: There have been minor, non-significant changes since the last version. I have removed paragraphs not relevant to the school. I have highlighted in red where we had to choose between the Head and the First Committee. We need to confirm these previous decisions.</p> <ul style="list-style-type: none"> The governors approved MW's updated version, including keeping the same responsible people for certain procedures etc. It will go to the next FGB meeting for adoption. Charging and Remissions Policy <p>HP: We need to add something about the pre-school.</p> <ul style="list-style-type: none"> Governor Allowances/Expenses Policy <p>MW: There are no changes.</p> <ul style="list-style-type: none"> The governors reviewed and approved the policy. To go to the next FGB meeting for adoption. <p>The governors discussed how often policies need reviewing and thought it would be a good idea to find out if the review time for non-statutory policies can be extended.</p> <p>ACTION: HP TO UPDATE THE ACCESSIBILITY PLAN TO GO ON SCHOOL WEBSITE BY END OF YEAR.</p> <p>ACTION: CLERK TO UPDATE THE CAPABILITY POLICY AS PER THE GOVERNORS WISHES AND ADD THE SCHOOL LOGO: Done.</p> <p>ACTION: HP TO REVIEW THE CHARGING & REMISSIONS POLICY REGARDING THE PRE-SCHOOL AND BRING IT TO THE NEXT FGB FOR APPROVAL AND ADOPTION. Done.</p> <p>ACTION: CLERK TO FIND OUT HOW OFTEN NON-STATUTORY POLICIES NEED REVIEWING. Done.</p>
9	<p>Governors' monitoring visits from this committee</p> <ul style="list-style-type: none"> Feedback from visits since last meeting <p>IS: I did the H&S walk around yesterday as we have discussed.</p>
10	<p>Training</p> <ul style="list-style-type: none"> Any for next term for this committee? <p>IS: There is none booked.</p>
11	<p>Clerk's report</p> <ul style="list-style-type: none"> The clerk did not have anything to report
12	<p>Business brought forward by the Chair</p> <ul style="list-style-type: none"> The Chair advised the committee that he is going to speak to the school IT technician today about whether the governors need school emails for the new Governorhub drive.
13	<p>Date & time of next meeting</p> <ul style="list-style-type: none"> Thursday 20th November 2025 at 8.30am in the school.

The meeting ended at 09.58am.

- * = standing items

	Action	By whom	By when
4	Discussion/decision about combining T&L and Resources Committees to go on next FGB agenda. DONE.	Clerk	Next FGB meeting
4	Check updated PE and Sports Premium information is on website. If not – then contact relevant teacher to request the policy and put it on the website. DONE.	Head	Next meeting
4	Facilities meeting to be arranged with SL – Is on the FGB agenda 29.9.25 DONE.	IS	Next meeting
4	Develop and send out a communication for parents, explaining the positive reasons for pupils to eat school meals.	Head/JB	End of term
4	School meal price increase to go in school newsletter. DONE.	Head	End of term
6	School leavers parents to be contacted to ask if they would donate to the school Benevolent Fund.	Head	End of term
6	Working party to look at the strategic direction of the PTA in the future, how to raise school funds and how the funds are used.	JB/RG/HF	Next FGB meeting
6	The above action to go on the next FGB agenda. DONE.	Clerk	Next FGB meeting
7	Report regarding school repairs to be emailed to SL/Head, so they can be booked in over the summer break. DONE.	IS	Within two weeks
8	Accessibility plan to be updated and put on school website	Head	Beginning of Spring term
8	Capability Policy to be updated. DONE.	Clerk	Next FGB meeting
8	Charging & Remissions Policy to be reviewed, regarding the pre-school and to be brought to next FGB for approval and adoption. DONE.	Head	Next FGB meeting
8	Find out how often non statutory policies need reviewing. DONE.	Clerk	Next meeting