



MEETING OF THE RESOURCES COMMITTEE ON FEBRUARY 7TH 2023 AT 8.30AM IN THE SCHOOL

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

In attendance: Dawn Pettipiece (DP) Clerk, Sandie Lovell (SL) Business Manager, Richard Gibbon (RG) new governor - induction

Minutes

1	Welcome & apologies for absence There were no apologies as all members were in attendance.
2	Attendance & declaration of interest The governors signed the attendance form. There were no declarations of interest.
3	Minutes of the last meeting 28.11.23 The Minutes were agreed as a correct record and were signed by the Chair.
4	<p>Matters arising from the last meeting</p> <ul style="list-style-type: none"> • Update on whether there is a pattern in the accident book. <p>SL was “off sick” but now she is back IS will arrange to meetup with her and discuss this. ACTION: IS to arrange meeting with SL re accident book.</p> <ul style="list-style-type: none"> • Governor Recruitment <p>There is one co-opted vacancy. Helen Fernyhough (HF) met with the Equality group and they are quite keen to be involved in some way with Governance, maybe as associate governors. IS met with two members yesterday. HP – They need to understand the wider governor role.</p> <ul style="list-style-type: none"> • Rob Hill confirmed he will continue as Chair of the Resources Committee • 3 year action plan has been moved to the next Resources meeting (see item 5.5). • Laser comparison emailed to governors by SL and at the last Full Governors Board (FGB) meeting the Governors agreed to continue with the Laser energy contract. • JB, IS and HP met to write up the FAQs for new parents. Outcome following the meeting: The administrator has emailed them to prospective parents who have visited the school and the FAQs have been put on the school website. <p>HP: There are 45 available first choice places for new starters in September and 43 children have the school down as their first choice. As this intake had the lowest birth rate for decades that is excellent.</p>
5	<p>SL entered the meeting at 8.45am.</p> <p>Budget</p> <ul style="list-style-type: none"> • To monitor FRS (in meeting folder) <p>SL - The FRS has been completed up until the end of January and the predicted carry forward is £63,000. The Mutual Fund (Devon run scheme to fund staff sickness) has been beneficial. It funded the staff who had long-term sickness and as the school’s sickness levels are low we also got a rebate. Obviously, we will have expenses after half term but we are trying to maintain the carry forward. We had funding for the High Needs Block (HNB) and some children have been assessed for EHCP (Educational Healthcare Plan) and we are awaiting confirmation of that funding.</p>
5.1	<ul style="list-style-type: none"> • 2023-24 budget - progress <p>Q: Did the school get funding towards the teachers, pay rise? A: Yes - £13,927. The school budgeted for 3% and the government paid 3.5%.</p> <p>HP – re the school led tutoring grant and covid catch-up – so the school didn’t claim for it last term, so didn’t employ anyone. However, the school still receives the funding and the government will claw it back.</p>
5.2	<ul style="list-style-type: none"> • To decide bought-in services <p>SL – We haven’t yet received any prices from DCC and other providers. ACTION: Move to next Resources meeting when more information about prices for bought-in services is available. Clerk.</p>
5.3	<ul style="list-style-type: none"> • Plans for 2023-24 surplus/deficit <p>HP – The Budget for next year is possibly going to be in deficit.</p>

<p>5.4</p> <p>5.5</p>	<p>SL – I am going to a Bursar meeting on 20th February where we will receive up-to-date information about setting the budget. Devon County are offering workshops to support schools who may be setting a deficit budget. We have requested to go to that as we do need support to manage the budget. If there is a deficit in the budget, there needs to be a plan.</p> <p>SL – I have spoken to the Finance Officer and she has given advice about changing things in the budget. From next year we can put a 2% uplift in the budget, but not this year. We have also been looking at figures, but we have not got all the information needed to set the budget yet.</p> <p>RH – Should we change the date of the next Resources meeting as that will focus on the budget?</p> <p>SL – Probably not, after half term the figures usually come flooding in.</p> <ul style="list-style-type: none"> • Monitor progress towards actions identified in external financial reports (eg audit) – e.g. Health & Safety and Quinquennial report. <p>MW: Do we need to think about maintenance as identified in the report.</p> <p>SL: Devon County Council send an independent person in and they can be quite zealous about what we need to do. We do need to look at it and decide what to do.</p> <p>Outcome of discussion: When IS and SL have their next Health & Safety walkabout RH to come along and they will discuss the Quinquennial report to decide what actions are required and bring that to the next Resources meeting.</p> <p>ACTION: IS, SL and RH to meet at next H&S walkabout to discuss Quinquennial report actions.</p> <p>HP: The PTA (Parent Teacher Association) have agreed to fund the resurfacing of the field.</p> <p>RH: Looking through the report we do not have any priorities to do?</p> <p>SL: All the maintenance required is approximately £60,000 and Devon County Council may help as they did fund the windows and flat roofing.</p> <ul style="list-style-type: none"> • Establish and maintain 3 year financial plan, considering its impact on improvement/development plans. <p>It was decided to move this forward to the next Resources meeting.</p> <p>ACTION: Moving this item to next resources meeting so a report can be generated.</p> <p>SL/Clerk.</p>
<p>6</p>	<p>SFVS (Schools Financial Value Standard)</p> <ul style="list-style-type: none"> • Progress towards completion - identify governor tasks/Financial matrix competencies <p>SL – everything has been done apart from the Benchmarking which RH is doing. It can then be double checked at the next Resources meeting, so that it can be approved at the next Full Governors Board (FGB) meeting.</p> <p>RH – The school has a higher proportion of staff costs compared to other similar schools and a lower income.</p> <p>HP – Other schools in the group are getting higher deprivation grants.</p> <p>RH - It is hard to compare, so we need to look at trends.</p> <p>ACTION: SFVS to be put on agenda for next Resource’s meeting to be checked prior to approval at next FGB meeting. Clerk</p> <p>ACTION: Financial Matrix Competencies for Resources Committee to complete. Committee/Clerk.</p>
<p>7</p>	<p>Benchmarking</p> <ul style="list-style-type: none"> • Results <p>RH – I will do this and email the results to relevant people.</p> <p>ACTION: Benchmarking to be completed. RH.</p>
<p>8</p>	<p>Review school Emergency and Continuity Plans</p> <ul style="list-style-type: none"> • Review <p>The plans were reviewed by the governors during the meeting.</p> <p>Q: Has the school had a fire drill?</p> <p>A: We do one every term.</p> <p>Q: Regarding the evacuation procedure. I do not know the class names and there always used to be a map.</p> <p>A: We can include that in the evacuation plan – it is due for renewal.</p> <p>Discussion: In the emergency evacuation bombs are included, so the school would have to evacuate further afield which is why KEVICC (King Edward VI Community College) is in there. The Business Continuity Plans have been redone. The school will do another Intruder Drill in September at the INSET DAY (in-service training day) so as not to worry the children.</p> <p>The governors approved the plans as long as actions below have been done.</p>

	<p>ACTION: A map will be added to the evacuation plan, the dates will be changed and anything about Babcock to be removed. HP</p> <p>ACTION: Intruder Drill to be included in September INSET DAY – HP.</p>
9	<p>Chefs in Schools</p> <ul style="list-style-type: none"> • Update <p>HP – we met the budget and were not expecting to in the first year.</p> <p>Q: Does that cover all the Chef's costs?</p> <p>A: Yes. At the beginning of the year we looked at the costs and also free school meals and all the costs were covered. Costs are starting to increase so we may need to look at that. There are a few ideas to generate income. The Chef is looking at making and selling pesto.</p> <p>Q: How many meals a day are sold?</p> <p>A: 200 and more on popular days.</p> <p>Q: All primary school children in London get free schools meals. Maybe we should campaign for that in Devon?</p> <p>A: It was a mayoral decision in London and therefore not funded by the government.</p> <ul style="list-style-type: none"> • Governors continued involvement and plans for the next 12 months. <p>HP – We have been working with Chefs in Schools (which is a charity) to involve other schools. Representatives of four primary schools have visited. Also, the local MP (member of parliament), Anthony Mangell. Local organisations including Dartington and Riverford have also visited the school. Camborne Academy from Cornwall are visiting soon.</p>
10	<p>Policies for Review</p> <ul style="list-style-type: none"> • PE and Sport Premium Information. Is the latest information on the website? YES. <p>ACTION: Information regarding PE and Sport Premium on website to be checked it is up to date - MW.</p> <ul style="list-style-type: none"> • Lettings Policy <p>Discussion: Governors discussed the pros and cons of offering the school for various activities.</p> <p>HP: We are similarly priced to other schools and local providers and we have to add on costs such as heating.</p> <p>Q: Who uses the school's facilities?</p> <p>A: The "Afterschool Club" and one off events.</p> <p>Q: If we offered the facilities at the weekend who would open the school up?</p> <p>A: There is a key so we don't have to pay staff to do it.</p> <p>Q: How about having a bouncy castle for parties etc.?</p> <p>A: There are a lot of risks with that sort of equipment.</p> <p>Q: Are we charging the Football Club?</p> <p>A: They have the first term for free, so we will need to warn them soon that they need to start paying.</p> <p>The Governors approved the Lettings Policy</p> <ul style="list-style-type: none"> • Pay Policy - committee to review prior to going to the next FGB meeting for approval. <p>HP – because of union involvement and the pay rises the school received the draft version really late and no-one has seen the final version from Devon. The policy is a Devon County Council standard document and as The Grove is a maintained school we have to accept their policy.</p> <p>ACTION: The final Pay Policy from Devon to be obtained ready for review by the next FGB meeting. SL to source the policy and forward it to MW to review.</p>
11	<p>Governors' monitoring visits from this committee</p> <ul style="list-style-type: none"> • Learning and impact from Health and Safety walk around and plan for term. <p>This has not been done yet and they need to be done more frequently and due to the two pupils "escaping" from the school this has happened. See Action in item 5.4.</p> <p>SL left the meeting at 09.50 am.</p>
12	<p>Training (governor and school workforce)</p> <ul style="list-style-type: none"> • To include school workforce training review. <p>HP – Safeguarding and Health and Safety training is all up to date. Quite a lot of the staff are doing National Professional Qualifications (NPQ), myself included. I have been accepted to facilitate on NPQ training regarding leadership, behaviour and culture. The school has also done PACE (playfulness, acceptance, curiosity and empathy) training. We have done the usual standard training regarding literacy and mathematics. I have also completed Legionella and asbestosis training.</p> <p>Q: How can we have asbestos as we are a new school?</p>

	<p>A: There is no known asbestos in the school, but there may be some in the old chimneys in the roof. Everything has been plastered over but when contractors come to the school we have to inform them.</p> <p>Q: There were a few people I didn't know at the training last night.</p> <p>A: They were from the Primary Partnership as we share training.</p> <ul style="list-style-type: none"> • Feedback from governor training undertake <p>IS attended the Trauma Informed training last night.</p> <ul style="list-style-type: none"> • Training plan for year for this committee <p>Q: Is there any governor training on generating income?</p> <p>A: There is training available and I did it a few years ago.</p> <p>This led to a discussion about generating income.</p> <p>ACTION: Speak to JB (man who has government funding for allotments) about ways to generate funding. JB.</p> <p>ACTION: Look at "wraparound holiday clubs". RB</p> <p>ACTION: Source training for governors regarding "generating income" and ask the "School Advisor" for ideas – as she is an expert in that area. HP</p> <p>ACTION: Speak to relative who runs a "language school" and will ask her for some ideas. JB.</p> <p>ACTION: Speak to people at "The Mansion" to see if they have any ideas about income generation. JB.</p> <p>ACTION: Put generating income on the next resources meeting agenda – clerk.</p>
13	<p>Business brought forward by the Chair</p> <ul style="list-style-type: none"> • None.
14	<p>Date and time of next meeting</p> <ul style="list-style-type: none"> • Resources Meeting Tuesday 19th March at 8.30am in the school.

The meeting ended at 10am.

Summary of Actions

4	Meeting to look at Accident Book to see if there is a pattern with any of the accidents reported.	IS/SL	By next Resources meeting.
5.3	Bought-in services. As no prices been given by DCC and other providers move to next Resources meeting. Done.	Clerk	By next Resources meeting.
5.4	Meet up at next H&S walkabout to discuss Quinquennial report actions, then report to next Resources meeting	IS/SL/RB	By next Resources meeting.
5.5	3 year action plan to be worked on ready for the next Resources meeting. Move this item to next Resources meeting. Done.	SL Clerk	By next Resources meeting
6	SFVS to be put on agenda for next Resources meeting for checking prior to FGB approval. Done.	Clerk	By next Resources meeting.
6	Financial Matrix Competencies for Resources Committee to complete	Clerk/Co -mmittee	By next Resources meeting
7	Benchmarking to be completed and sent to relevant people. Done.	RH	Within two weeks
8	Map to be added to the evacuation plan, the dates will be changed and anything about Babcock to be removed.	HP	By next Resources meeting
8	Intruder Drill to be included in September INSET DAY	HP	By next Resources meeting.
10	PE and Sport Premium Information – latest information on website. Done. To be checked it is up to date. Done.	HP MW	Within two weeks. With three weeks.
10	The final Pay Policy from Devon to be obtained ready for review by the next FGB meeting. SL to source the policy and forward it to MW to review. Done.	MW/SL	By half term.
12	Speak to JB (man who has government funding for allotments) about ways to generate funding.	JB	By next Resources meeting.
12	Look at "wraparound holiday clubs"	RB	By next Resources meeting.

12	Source training for governors regarding “generating income” and ask the “School Advisor” for ideas – as she is an expert in that area.	HP	By next Resources meeting.
12	Speak to relative who runs a “language school” and will ask her for some ideas.	JB	By next Resources meeting.
12	Speak to people at “The Mansion” to see if they have any ideas about income generation.	JB	By next Resources meeting.
12	Put generating income on the May resources meeting agenda. Done.	Clerk	By half term.