



## MEETING OF THE RESOURCES COMMITTEE ON 28<sup>TH</sup> NOVEMBER 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), (Jenny Barker (JB) via phonelink.

**In attendance:** Dawn Pettipiece (Clerk),  
Sandie Lovell, Business Manager (for items 6-11)

### Minutes

<b>1</b>	<b>Welcome &amp; apologies for absence</b> There was an apology from Rob Hill, the Chair. The apology was approved and IS chaired the meeting.
<b>2</b>	<b>Attendance &amp; declaration of interest</b> The governors signed the attendance form. There were no declarations of interest. The meeting was quorate.
<b>3</b>	<b>Minutes of the last meeting 27.6.23</b> They were approved as a correct record.
<b>4</b>	<b>Matters arising from the last meeting</b> <ul style="list-style-type: none"> <li>• BN and JB were meeting Mansion staff around governor recruitment and resources. Update given at last FGB meeting.</li> </ul> <b>Q: How is the governor recruitment going.</b> <b>A: A lady from a community organisation attended the last Equality &amp; Diversity meeting. She is going to give us advice and has a lot of contacts within the community.</b> <ul style="list-style-type: none"> <li>• Inclusion of accidents in H&amp;S lead's visit reports.</li> </ul> HP - there were a couple of incidents regarding the pirate ship as it coming to the end of its life. As the children of all ages love it hopefully the PTA may fund a new one. IS said there was a PE incident. <ul style="list-style-type: none"> <li>• Class structure was moved to the September FGB to be discussed there.</li> <li>• Forest School visit has been moved to the next T&amp;L meeting.</li> </ul> <b>ACTION: LOOK AT THE ACCIDENT BOOK FOR ANY PATTERNS. IS.</b> <b>ACTION: GOVERNOR RECRUITMENT BEING BROUGHT TO THE NEXT FGB. JB/BN</b>
<b>5</b>	<b>Election of Chair and vice-chair of Committee</b> <ul style="list-style-type: none"> <li>• Annual Elections</li> </ul> <b>The Chair was absent, but the governors agreed for him to continue as Chair if he accepted.</b> <b>JB was approved by the governors as vice-chair.</b> <b>ACTION: TO CHECK ROB HILL IS HAPPY TO CONTINUE AS CHAIR. IS.</b>
<b>6</b>	SL (School Business Manager) entered the room at 8.45am <b>BUDGET</b> <ul style="list-style-type: none"> <li>• To monitor and approve latest FRS (in meeting folder, with report from SL).</li> </ul> SL reported that had not been a huge amount of change. All staff salary increases have been approved by all the unions and staff have received back pay etc. <b>Q: Has any government funding come through?</b> <b>A: Not yet. The government do have to pay part of the teachers' pay increase but we haven't had any details.</b> <b>Q: Does the staffing changes include the new support staff?</b> <b>A: We had budgeted for a full-time TA, but have appointed someone for only two days a week, so that will offset the cost of the additional day for the SENDco.</b> <b>Q: Does the capital include the planned security doors upgrade at the front of the building?</b> <b>A: There is very little capital left as the school spent a lot on the kitchen door and oven.</b> <b>Q: How much did the back gate cost?</b>

	<p><b>A: It was to add security measures to the gate. The actual price was £1890 as the school does not pay VAT.</b>  The Head said that due to these costs, the school does not have money to pay for ICT. There is always a “need” in this area and there are laptops and ipads that need replacing.  <b>The governors approved the FRS.</b></p> <p><b>6.1</b></p> <ul style="list-style-type: none"> <li>• Monitor Budget and any additional funding streams to report to FGB.</li> </ul> <p><b>Q: is there any additional funding streams to report?</b>  <b>A: No.</b></p> <p><b>6.2</b></p> <ul style="list-style-type: none"> <li>• Establish and maintain 3-5 year financial plan, considering its impact on improvement/development plans.</li> </ul> <p><b>Q: Should this be in this meeting?</b>  <b>A: No it needs going in the February 2024 Resources meeting as that is when the school start setting the budget.</b>  <b>ACTION: MOVE THIS ITEM TO NEXT RESOURCES MEETING. CLERK.</b></p> <p><b>6.3</b></p> <ul style="list-style-type: none"> <li>• Investigate, prepare and submit response to Devon Funding Consultation.</li> </ul> <p><b>Q: Anything the Governors should know about this?</b>  <b>A: The government made a mistake with funding payments and then clawed it back.</b></p> <p><b>6.4</b></p> <ul style="list-style-type: none"> <li>• Renewal of energy contract with Laser</li> </ul> <p>SL – lots of schools in Devon signed up to Laser and the council were pleased as energy provided by Laser was a lot less than other providers. At a Bursars briefing she was informed that other schools had tried to sign up for Laser as it is a lot less expensive.  HP – some schools are having to be very careful with heating and lighting use. There is also supposed to be a price increase in energy in January 2024.  Devon do not recommend that we use Laser but have discussed the benefits.  <b>Q: It would be nice to see figures comparing this year’s prices etc. to predictions for next year.</b>  <b>A: There is a copy of the comparison figures for this year and projected ones for next year.</b>  <b>ACTION: SL TO EMAIL THE LASER COMPARISON SHEET TO THE CLERK FOR HER TO FORWARD TO RESOURCES COMMITTEE.</b></p>
7	<p><b>Pupil admissions</b></p> <ul style="list-style-type: none"> <li>• Current and projected pupil numbers and impact.</li> </ul> <p><b>Q: We appear to be quite low on pupil numbers at the moment.</b>  <b>A: We have gone up to 308 pupils as we had two new ones. It was 306 in October and Reception numbers are down. This has happened over the last couple of years and this year’s is probably the lowest with six spaces. We have less pupils in Reception but as we move up to years 1,2 and so on we get more new pupils. Devon figures are falling.</b>  <b>Q: Regarding the meetings for prospective parents and showing them around the school – could we have them put on the agenda?</b>  <b>A: That would be difficult as the meetings and visits to the school are in progress now.</b>  <b>Q: How can the governors help to show how good the school is? Some academies have an advertising type of approach. One school had an open morning and a weekend. Other schools have nurseries and playgroup sessions in the school. We do not want to compete, but maybe we should be more proactive with advertising the school?</b>  <b>A: The administrator shows most parents around the school and fitting them in is difficult. We could look at writing a script for those visits. Some head teachers do the visits, but they take a lot of time up. Early Years staff go into Reception and give a talk. We do need a script and an agenda item for this, but it is a bit late in the term as the closing date for applications is in January.</b>  <b>Q: Could we meet up and look at this area and put some “frequently asked questions” on a sheet of paper?</b>  SL – the administrator has seen a lot of prospective parents and if we got their details we could send an email thanking them for their attendance, etc. and giving information and asking the parents if there is anything other information they need.  <b>Q: Does the school get any indication of birth rates?</b>  <b>A: We used to over 10 years ago. Local nurseries are full. SL gets told at the Bursars briefing and the last one said there was expected to be a 5% drops in births. Local nurseries are full, but that could be due to short-staffing levels and more parents working.</b>  <b>Q: What about other schools in the partnership?</b></p>

	<p><b>A: They are all experiencing lower pupil levels.</b> IS - Other schools are using social media and the Chair saw school events being publicised on Facebook.</p> <p><b>Q: Do we need a plan regarding staff numbers if pupils number are reducing in the future.</b></p> <p><b>A: Looking at class sizes: There can only be 30 children in a class at key stage 1 and all three classes have 28 children.</b></p> <p><b>Q: But we do not know how many children will transfer from other schools.</b></p> <p><b>A: We lost three pupils over the summer holidays, but gained six new ones and four of those came from local schools.</b></p> <p>Governor – once the children start our school their parents realise how much we do. But if we do not advertise this, the more engaged parents go to other schools who are clearer about what they provide.</p> <p><b>ACTION: JB, IS and HP to meet on Thursday 30<sup>th</sup> November at 1pm and write up some information for the proposed email to be sent out to prospective parents</b></p>
8	<p><b>Staffing structure</b></p> <ul style="list-style-type: none"> <li>• Update</li> </ul> <p>HP: We have cover for an extra day a week on SENDco, starting from 1<sup>st</sup> November. Our Pastoral Support Teacher is from an agency. She is working really well and will become a member of staff in January. We are trialling two days a week extra SEND support in Reception and moved a member of staff there as there is a high level of need.</p> <p>The Deputy Head was taken on as acting Deputy for a year and we need to make a decision about that position at Easter. She works full time and teaches three days a week. The previous one was a full time deputy, but that is expensive. The Deputy works really hard and she needs to be able to have a chat with someone to how she is managing the role. She is really changing the role in a very positive way.</p> <p><b>ACTION: IS TO ARRANGE MEETING WITH DEPUTY HEAD IN JANUARY.</b></p>
9	<p><b>Chefs in schools</b></p> <ul style="list-style-type: none"> <li>• To monitor - Update in Governor's report in FRS from SL</li> </ul> <p><b>Q: How many children are having school lunch?</b></p> <p><b>A: I have not had an update, but the meal costs have gone down again.</b></p> <p>SL – Costs are fluctuating around £1 a meal. Numbers are not increasing and that was the main aim. This is due to various factors, especially the current economic climate.</p> <p><b>Q: What is the plan for the Christmas meal this year?</b></p> <p><b>A: I will discuss that with the chef. We are going to put it in next week's newsletter to invite children to the Christmas meal.</b></p> <p>Governor: in the recent Equality and Diversity meeting we talked about doing events focussing on different cultures events. E.g., Divali and Ramandan, or getting classes to choose a menu once a term.</p> <p>SL: We need to do something to showcase the meals again. Maybe for Chinese New Year have a Chinese menu. That could tempt children who do not usually eat school meals.</p> <p><b>Q: The Parent Teachers Association never talk about how the chef can support things like the school fayre.</b></p> <p><b>A: We have only had him in post since January, but that is a good idea.</b></p> <p>HP has applied for a national food award, which she was informed about by "Chefs in Schools". The local member of parliament (MP) sent a letter of approval as it was a parliamentary food award. A "Come Dine with Me" event when we invite parents in to eat with the children could be planned. All the teachers are doing a food based event this year and we are looking at parent cooking sessions. The Chef has been working with the children making food kebabs. The local MP and some other visitors are coming today so we can showcase the school meals. The Chef should be the advisor for food at school events, even if someone else is producing the food. We need to ensure that all food provided at events matches the schools Healthy Eating ethos.</p> <p>Governor: He did some amazing cakes for one event, which really showed his care, love and passion for food.</p> <p><b>ACTION: HP to talk to the chef about events he can support.</b></p> <p><b>ACTION: HP to plan a Come Dine with Me event for January.</b></p>
10	<p><b>Extended school provision</b></p> <ul style="list-style-type: none"> <li>• To monitor</li> </ul> <p><b>Q: Is this about pre and after school child place provision?</b></p> <p><b>A: Yes. The after school clubs are run as small businesses by separate providers. The morning one opens at 8am, but the after school club cannot run until 6pm as it can only run for two hours if it is registered by Office for Standards in Education, Children's</b></p>

	<p><b>Services and Skills (Ofsted). We need to speak to the provider to see if they are able to do that. Funding will be provided for the first year and then we would have to self-fund.</b></p> <p><b>Q: Do we just provide the facilities?</b></p> <p><b>A: If we outsource it, we charge rent. The provider would need to be Ofsted registered and pay more rent for the extra heating etc.</b></p> <p><b>Q: Do schools have to provide it?</b></p> <p><b>A: All schools have to provide extended school provision. It does not have to be in the school and can provided locally so the children could go there after school.</b></p> <p><b>ACTION: HP TO SPEAK TO THE CURRENT AFTER SCHOOL PROVIDER TO SEE IF THEY CAN PROVIDE COVER UNTIL 6PM.</b></p>
11	<p><b>Building, maintenance and improvement needs for this year</b></p> <ul style="list-style-type: none"> <li>• Update and plan</li> </ul> <p>SL has sent the Quinquennial Condition Survey report from Devon County Council to HP and IS. It is to be assessed at the next Health and Safety review on 4.12.23.</p> <p>IS – there is the big cost of the front door to consider and hopefully the PTA will fund a new pirate ship. The rest is the usual tasks e.g. gutter cleaning, fixing leaks. The new flat roof has big bubbles in it so the builders will need to come back. There is a hole in the field (area with artificial grass laid).</p> <p>HP – There are drainage pipes underneath it and the builders were informed they must not put anything heavy on it. The field was damaged and we need someone to come and assess what work is needed and the cost as it is uneven and has been there for ten years. It gets pools of muddy water on it.</p> <p><b>Q: Does the care-taker have time to look at this?</b></p> <p><b>A: He does the general maintenance and strims areas and puts weed killer down. Other people do the hedge and tree maintenance. The orchard is wild but looks fine.</b></p> <p><b>Q: Regarding the incident when the children left the school without permission, unattended: we haven't discussed it as governors.</b></p> <p><b>A: The governors did a report and the main issues were with the front and back gates and needing a missing children policy. It should be an item on the next FBG meeting to discuss.</b></p> <p><b>Q: The Health and Safety walk after the incident should be on GovernorHub.</b></p> <p><b>A: It is in the Health and Safety Folder on GovernorHub.</b></p> <p><b>ACTION: CLERK TO PUT IT THE SERIOUS INCIDENT ON THE 5.12.23 FBG MEETING AGENDA.</b></p> <ul style="list-style-type: none"> <li>• SL left the meeting at 9.30AM</li> </ul>
12	<p><b>Lead Governor and Terms of reference</b></p> <ul style="list-style-type: none"> <li>• Check terms of reference and levels of delegation agreed by the FGB to ensure committee operates within their remit</li> <li>• <b>The Resources meeting approved the Lead Governor and Terms of Reference.</b></li> </ul> <p>– Chair requested this be moved to September FGB from now on so they can all be reviewed at the same time.</p>
13	<p><b>Policies for review</b></p> <ul style="list-style-type: none"> <li>• Appraisal Policy for Teachers and Head teachers in Schools.</li> </ul> <p><b>The governors approved the policy.</b></p> <ul style="list-style-type: none"> <li>• Pay Policy – for recommendation to FGB in December.</li> </ul> <p>HP – we have not had the new version, it is still a draft, but the teachers' pay has just been approved. It needs to go to the next resources meeting for review and approval if it is not ready for the next FGB meeting.</p> <p><b>Q: Who updates the Pupil Premium Strategy.</b></p> <p><b>A: HP – I do and the latest version is on the school website.</b></p> <p><b>ACTION: PAY POLICY FOR REVIEW BY NEXT FGB. DP TO PUT ON AGENDA . Done.</b></p>
14	<p><b>Governors' monitoring visits from this committee</b></p> <ul style="list-style-type: none"> <li>• Feedback from visits since last meeting</li> </ul> <p>IS – He will do a report regarding Health and Safety (H&amp;S). There is a H&amp;S audit next Monday</p> <p><b>Q: Have the kitchen issues been addressed?</b></p> <p><b>A: Yes. Everything has been replaced with additional capital money.</b></p> <p><b>ACTION: IS TO COMPLETE A H&amp;S REPORT.</b></p>
15	<p><b>Any H&amp;S Issues?</b></p> <ul style="list-style-type: none"> <li>• None identified.</li> </ul>

16	<b>Training</b> <ul style="list-style-type: none"> <li>Feedback from training undertaken</li> </ul> <b>Q: Has anyone done any training yet?</b> <b>A: No.</b> <ul style="list-style-type: none"> <li>Training plans for year for this committee?</li> </ul> <b>No plans were discussed at the meeting.</b>
17	<b>Clerk's report</b> <ul style="list-style-type: none"> <li>None</li> </ul>
18	<b>Clerk's appraisal</b> <ul style="list-style-type: none"> <li>Process, governor responsible and time frame</li> </ul> <b>ACTION: IS AND CLERK TO MEET UP EARLY NEXT TERM TO DISCUSS HOW SHE IS FINDING THINGS.</b>
19	<b>Business brought forward by the Chair</b> <ul style="list-style-type: none"> <li>None.</li> </ul>
20	<b>Date &amp; time of next meeting</b> <ul style="list-style-type: none"> <li>Resources meeting Tuesday 6<sup>th</sup> February 2024 at 8.30am</li> </ul>

The meeting ended at 9.40am

#### Summary of Actions

4	<b>ACTION: IS will look at the Accident Book and see if there is a pattern.</b>	IS	By end of term
4	<b>ACTION: Governor recruitment being brought to the next FGB. DONE.</b>	JB/BN	On agenda for next FGB meeting.
5	<b>ACTION: Check Rob Hill is happy to continue as chair of this committee. DONE.</b>	IS	By end of term
6	<b>ACTION: move 3-5 year action plan to the next Resources meeting. DONE.</b>	Clerk	Within two weeks
6	<b>ACTION: SL to email the laser comparison sheet to the clerk for her to forward to resources committee. DONE.</b>	SL	By end of week.
7	<b>ACTION: JB, IS and HP to meet on Thursday 30<sup>th</sup> November at 1pm and write up some information for the email for prospective parents. DONE.</b>	JB, IS, HP	Within two weeks
8	<b>ACTION: Arrange meeting with deputy head in January. DONE.</b>	IS	By end of term
9	<b>ACTION: Talk to the chef about events he can support</b>	HP	By end of term
9	<b>ACTION: Plan a come dine with me event for January. DONE.</b>	HP	By end of term
10	<b>ACTION: Speak to the current after school provider to see if they can provide cover until 6pm. DONE.</b>	HP	By end of term
11	<b>ACTION: Clerk to put the serious incident on the agenda for the next FGB meeting. DONE.</b>	Clerk	Within one week
14	<b>ACTION: Complete H&amp;S report.</b>	IS	By end of term
18	<b>ACTION: Meet early next term for an informal discussion about her Clerk's job. DONE.</b>	IS/clerk	By end of term