



MEETING OF THE RESOURCES COMMITTEE ON 11TH FEBRUARY 2025, AT 8.30AM IN THE SCHOOL

Present: Mike Waterson (MW), Ian Stewart (IS), Rob Hill (RH) Chair, Hilary Priest (HP) Head, Rich Gibbon (RG) and Jenny Barker (JB)

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

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

	MINUTES
1	Welcome & apologies for absence <ul style="list-style-type: none"> Please send apologies to the clerk before the meeting All committee members were in attendance.
2	Attendance & declaration of Interest* <ul style="list-style-type: none"> Please sign the attendance form. The governors signed the attendance form. <ul style="list-style-type: none"> Governors are reminded that they must declare any conflict of interest which becomes apparent during the meeting There were no declarations of interest.
3	Approval of minutes of last meeting on 19.11.24 <ul style="list-style-type: none"> Please read the minutes (in folder) The Minutes were approved by the Committee and will be electronically signed in Governorhub by the Chair. Matters arising from minutes of last FGB meeting including progress made on the actions raised* <ul style="list-style-type: none"> Another item about recruitment to go in the school newsletter. IS agreed he would try and do this. <ul style="list-style-type: none"> Is Jenny Barker happy to continue as vice-chair of the committee? JB agreed to continue as vice-chair of this committee. <ul style="list-style-type: none"> RH asked for catering budget to go on this agenda – item 8. Clerk to put SIMS on this agenda – item 10. Sandie Lovell (SL) the Business Manager to be asked to take the date out of the Fire, Health and Safety report, item 3.1 and to write termly instead. This has been done. <ul style="list-style-type: none"> Chair to look for relevant budget training. FGB on 25.03.25 agreed this could come off the agenda. <ul style="list-style-type: none"> Governors emailed re Safeguarding training. All governors have completed the training.
4	Head Teacher's report <ul style="list-style-type: none"> Update Report in folder RH: Year 1 seems an anomaly as it has 37 children? HP: Yes, but we have more children joining that year later this term and after Easter. RH: Attendance looks stable with no significant change post-COVID? HP: There has been a lot of illness, especially staff, with most days having at least one member of staff off sick. RH: Do you have to have a qualified teacher in each classroom? HP: A qualified teacher needs to set the work and a teacher needs to be in the classroom. HP: The caretaker is awaiting an operation and will take approximately 6 months to recover afterwards. He is on reduced hours and not doing “heavy work”. We have worked out a plan to cover the central areas, for cleaning and staff help out with other cleaning, as they did when we had COVID. MW: Is there much “heavy work”? HP: Not really, apart from things like strimming hedges etc. and parents have helped in the past. RH: Do we need a caretaker? HP: Yes, as we are having to cover a lot and I had to step in and do some gardening recently.
5	School Improvement Plan (SIP) and Governors strategic plan <ul style="list-style-type: none"> Progress for this term. Spring SIP & Strategic plan in folder. RH: Not sure if this should be in this meeting? MW: It is usually in the FGB and T&L meetings. The governors did not need to discuss this item in this meeting.

6	<ul style="list-style-type: none"> • SL entered the meeting at 9am. <p>Budget/FRS</p> <ul style="list-style-type: none"> • Monitor budget • Identify levels of surplus/deficit balances at financial year end and plans to use/recover these • Monitor progress towards actions identified in external financial reports (e.g. audit) <p>RH: There is a significant deficit but it has improved.</p> <p>SL: At the beginning of the year we allocate money to cost centres and the last FRS was only half-way through the year, but we still had to allocate areas to cost centres. We have had a few staff changes that saved money. We allocated a lot in the energy one and Laser (energy provider) have given an estimate for next year and we have made a £17,000 saving. So now the carry forward is £30,000 instead of £20,000.</p> <p>RH: There is still a deficit of £57,000 in the year.</p> <p>SL: We knew that and as we discussed last year we have a lot of staff and are only reducing staff through natural wastage.</p> <p>HP: We did not borrow money and are using money we saved in previous years.</p> <p>SL: Unless we have some really big bills in the next few weeks, the carry forward will stay as it is. It is very early days for the budget. This year Devon County Council (DCC) are behind as they did not receive figures from the new government, until really late. As a consequence, the budget does not have to be approved until June.</p> <p>We have not had any prices from the service providers recommended by the local authority and are having to estimate them, based on the costs last with inflation factored in.</p> <p>RH: We used to break even over three years.</p> <p>HP: If a school can break even that is excellent, but it has now changed to a one year break even.</p> <p>RH: Would DCC be happy with this budget?</p> <p>SL: Yes, a school only has to go to the Financial Intervention Panel when a deficit shows up in the new year's budget.</p> <p>HP: A lot of schools are being told to make redundancies due to deficits.</p> <p>JB: What are the school's long-term hopes about the budget?</p> <p>HP: Hopefully, the present government will value education. At the moment we are using natural waste when staff leave, but at some point that will no longer be possible. We recently reduced pastoral support from three days to one day, with the staff member now teaching a class for two days.</p> <p>RH: It looks like you have made cuts in the catering budget?</p> <p>HP: Yes, we had a temporary member of staff to cover the school chef while he was working on the cooking curriculum, but that is set up and running now.</p> <p>MW: The income does not seem to increase as fast as the outgoings? For instance, high needs?</p> <p>The governors discussed this area of the budget further.</p> <p>RH: I am confused about the energy section?</p> <p>SL: It has other things in it such as refuse.</p> <p>RH: I thought we had contracted for 3-4 years with Laser and the costs would be predictable?</p> <p>SL: Laser send us a contract every year, with an estimate of energy costs for the upcoming year.</p> <p>RH: So not fixed every month?</p> <p>SL: It depends on how much fuel we use. I regularly have the meters checked so we don't rely on estimated bills.</p> <p>RH: There are significant differences in the energy cost centre of £46,000 this year and £26,000 next year?</p> <p>SL: I tend to err on the side of caution. As already mentioned we have an underspend in the energy cost centre this year.</p> <p>RG: Are the predictions generally reasonable?</p> <p>SL: Usually, but I put more in the budget for fuel in the current financial year as we expected prices to rise, but Laser got us some good deals.</p> <p>IS: So it is still a lot cheaper to go with Laser?</p> <p>SL: Quite a few schools opted out of the Laser contract and regretted their decision.</p> <p>JB: It must take some time and be hard to answer questions as you are missing key information?</p> <p>HP: We always have to do that and we have to predict things like how many repairs we expect to have.</p> <p>RH: Looking at the budget overall, how will we be funding for playgrounds and the area Ken Munro is looking at?</p> <p>HP: Those things are funded separately.</p> <p>RH: What about the repairs in the Quinquennial report? Are the school not doing the recommended maintenance?</p> <p>SL: There was nothing on the list that was urgent.</p> <p>RH: So the maintenance budget is £6,000 each year and not increased?</p> <p>SL: We are hoping DCC will replace the water heater in the summer.</p> <p>IS: Why are we needing to replace that?</p>
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	<p>HP: We haven't got hot water in the kitchen. There is an emergency fund and schools can apply for things like a new roof or boiler and the request goes to a panel for approval.</p> <p>SL: We had a lot of windows and roofing done a few years ago. They look at every school and do surveys and use a pot of money to support schools with replacements/repairs.</p> <p>HP: A new water boiler costs between £10,000-£20,000</p> <p>SL: We cannot use money out of the capital budget for repairs as it is replacing something.</p> <p>RH: The capital budget is increasing.</p> <p>JB: Why cannot we use that?</p> <p>HP: It is ring fenced to be spent on certain things.</p> <p>SL: It also has to be spent within a certain time period. We also are looking at adding in a smaller boiler to cover part of the school.</p> <p>HP: As we do not have a hot water boiler in the kitchen we may put a separate water heater there and that can come out of capital.</p> <p>SL: We have a new team who service the boiler and they say the heating is not working efficiently as the pipes are not big enough.</p> <p>HP: In terms of the budget our pupil numbers are steadily increasing and compared to other local schools we are getting more new children. The numbers tend to be lower in the earlier years and then children start to move here from other schools and by key stage 2 we are full.</p> <ul style="list-style-type: none"> The governors then had a discussion about the local birth rate and catchments areas. <p>RH: What are the next steps?</p> <p>SL: We are awaiting prices from the service providers and need to make sure the money we have in the income side from county is what we are going to get.</p> <p>RH: But the Full Governing Board (FGB) has to approve the budget?</p> <p>SL: It can be approved in the summer term.</p> <p>HP: Do we need the extra Resources meeting in March?</p> <p>SL: The only thing is the SFVS must be done before the end of March and needs FGB approval.</p> <p>ACTION: THE SFVS WILL BE APPROVED BY THE RESOURCES COMMITTEE VIA EMAIL FROM THE HEAD. Done (approved prior to the FGB meeting on 25.03.25)</p> <ul style="list-style-type: none"> Once this has been done it needs to go to the full governors meeting for approval. <p>ACTION: THE NEXT RESOURCES MEETING IS TO BE CANCELLED AND THE 6TH MAY ONE WILL BE THE RESOURCES BUDGET MEETING AND THE BUDGET WILL THEN GO TO THE FGB MEETING ON 20TH MAY FOR APPROVAL. CLERK TO UPDATE GOVERNOR MEETING TIMETABLE. Done.</p>
7	<p>SFVS /Benchmarking</p> <ul style="list-style-type: none"> Identify tasks in readiness for approval at March 25th 2025 FGB meeting. <p>SL: The SFVS needs to be done by 31st March, but a governor needs to do the Benchmarking.</p> <p>RH: I will do that.</p> <p>ACTION: RH TO DO THE BENCHMARKING. Done. SL TO SEND RH THE RELEVANT LINKS. Done.</p>
8	<p>Catering Budget</p> <ul style="list-style-type: none"> Update on progress <p>HP: We have not prepared anything due to BROMCOM – the new information, management and finance system that is replacing SCOMIS.</p> <p>RH: Are the costs increasing?</p> <p>HP: The temporary member of staff employed is leaving.</p> <p>IS: What about the numbers having school meals?</p> <p>HP: They have gone up from approximately 200 to 220 a day.</p> <p>RH: How are the deli boxes going?</p> <p>HP: They are quite expensive to produce and are only available on Thursdays.</p> <p>IS: What is this item about trying food on a Tuesday?</p> <p>HP: Amber Francis, who works in Devon for Chefs in Schools has competed in the BBC's Great British Menus programme, show casing food from this region. To celebrate that, Riverford are supplying "exciting food" for the children to try on Tuesdays. Today there is a green vegetable and blood oranges.</p>
9	<p>School Transport Plan and survey</p> <ul style="list-style-type: none"> Update on progress <p>JB: I have started this project, with some suggestions from DCC and there is a charity which writes free draft surveys and is free to join. If all local schools were involved it would be useful. Totnes Town council want to be involved as their area of interest is Bridgetown.</p> <p>RH: Are we required to do this?</p> <p>JB: Yes, but not in great detail.</p> <p>HP: There is a possibility to close the road in front of the school at drop-off and pick-up times and it can be very busy at certain times.</p> <p>JB: If all the schools work together, hopefully DCC will support us as a lot of parents have concerns.</p>

	<p>We do not know how many parents drive their children to school due to thinking it unsafe to walk. If it was made safer to walk it may encourage parents to do that instead of driving to school.</p> <p>RH: So we are doing a survey?</p> <p>JB: We are working with other schools and aim to come up with a plan.</p> <p>RH: KEVICC (King Edward VI Community College) has an enormous bus network and is different.</p> <p>JB: Yes, but some KEVICC children would walk if it was safer. DCC know they need to do something and it will reduce air pollution.</p> <p>RH: What outcome do we want? Can we stop children being dropped off at the front of school?</p> <p>HP: Not completely.</p> <p>JB: It would be good if we had more children walking to school than the average.</p> <p>HP: There used to be a “walking bus” for children to walk to school under supervision.</p> <p>RG: How old do children need to be to walk on their own?</p> <p>HP: From year 5 onwards.</p>
10	<p>SIMS</p> <ul style="list-style-type: none"> • Update on progress <p>HP: WE have the new information, management and finance system and that will have an effect on the documents SL can provide to DCC. We are moving from SIMS/FMS to BROMCOM, due to internal factors. It has meant that the school has to move over to BROMCOM right in the financial season and the deadline for the move is Easter.</p> <p>RH: Is someone from BROMCOM helping?</p> <p>SL: No we are being supported by SCOMIS. We had to download all the data from SIMS and FMS and upload it all to BROMCOM.</p> <p>RH: Have you done some validation between the two systems?</p> <p>SL: Yes. We have checked our data between the two systems. There are lots of training modules which take 2 hours to do each one.</p> <p>RH: Have you still got access to SIMS?</p> <p>SL: Yes, we can check data, but none of it is up to date and we have not been able to access the finance part since the end of January. We have a meeting with SCOMIS to hand back the finance and they are providing training this week. Some schools moved across at the beginning of January and have not been able to pay bills due to a software issue. The new system looks very good.</p> <p>RH: What about the school suppliers?</p> <p>SL: I have paid them until the end of January, so we are fine at the moment and hopefully after half term I can pay my invoices.</p> <p>I am not sure how I will be able to present you the financial information at the next few meetings onwards.</p> <p>The next system is predicted to be cheaper long-term and the short-term costs are in the budget.</p> <p>IS: The only risks at the moment are possibly not paying bills?</p> <p>SL: Yes.</p> <p>RH: I am nervous about the data on the children.</p> <p>HP: It is their statutory performance on SIMS and we have records in school and also on an Excel spreadsheets.</p> <p>SL: BROMCOM are a very large company and have been involved in this area for a long time so they have the expertise and track record so we can be confident with the switch to them.</p> <p>JB: Yes, but are there risks to changing so quickly?</p> <p>SL: A lot of the Devon Maintained schools are in a similar situation and we are all working together to provide support for each other. DCC are managing the transfer and will have made sure that there shouldn't be any issues with the data.</p>
11	<p>Policies/Reports*</p> <ul style="list-style-type: none"> • Emergency Management Plan & Business Continuity Plan <p>MW: Does it need changing?</p> <p>HP: I will check.</p> <p>MW: Do we have printed copies around the school? There always used to be copies you could grab in an emergency.</p> <p>HP: I will check and will print one off.</p> <ul style="list-style-type: none"> • The governors approved the policy. <p>ACTION: THE EMERGENCY MANAGEMENT PLAN & BUSINESS CONTINUITY PLAN TO GO TO FGB FOR ADOPTION. Done.</p> <p>ACTION: HP TO CHANGE THE DATE ON THE EMERGENCY MANAGEMENT PLAN & BUSINESS CONTINUITY PLAN. Done.</p> <ul style="list-style-type: none"> • Lettings policy <p>RH: It used to have prices in it.</p> <p>SL: It still does. We reviewed the prices last year and spoke to other members of the Primary Partnership (PP). We are on a par with them and we are concerned if we increase the prices we will get less lettings.</p> <p>HP: We have another potential group starting.</p>

	<p>SL: I estimate the income for the budget on the Afterschool Club and any other lettings are a bonus and help with the carry forward. We also get the odd donation, but cannot budget for that.</p> <ul style="list-style-type: none"> • The governors approved the Lettings Policy. <p>ACTION: CLERK TO PUT LETTINGS POLICY TO GO ON FGB AGENDA FOR ADOPTION. Done.</p> <p>ACTION: RH TO TAKE THE COVID INFORMATION OUT OF THE LETTINGS POLICY. Done.</p> <ul style="list-style-type: none"> • P.E and Sport Premium Information <p>MW: The one on the website was 2022-23.</p> <p>HP: We have a new person who works with us on this called Hannah Vitali, to replace Katherine Kneebone.</p> <p>ACTION: HP TO PUT THE UPDATED P.E. AND SPORT PREMIUM INFORMATION ON THE WEBSITE.</p> <ul style="list-style-type: none"> • Probationary Policy for support Staff <p>MW: They have changed the numbering system, so it is easier to keep to the Devon one.</p> <p>The governors approved the Model DCC Probationary Policy for Support Staff.</p> <ul style="list-style-type: none"> • Secondment Policy • Shared Parental Leave Policy & Procedure • Volunteer in Schools Policy <p>HP: These policies are not statutory.</p> <ul style="list-style-type: none"> • The governors approved the policies. <p>UPDATE: The Head sent an email to the clerk on 28.2.24 stating the only policy the school needed to keep is the Shared Parental Leave Policy and Procedure.</p> <ul style="list-style-type: none"> • SL left the meeting at 9.50am
12	<p>Staff Training</p> <ul style="list-style-type: none"> • Review of training requirements of school workforce <p>RH: Anything we need to discuss about training? Are you happy with the training?</p> <p>HP: Yes, it is going well. The last training was on the INSET (In-Service Education and Training) day and all training is ongoing. We have mental health training in a couple of weeks.</p> <p>MW: What about the NPQH (The National Professional Qualification for Headship) training?</p> <p>HP: We are coming to the end of our cycle and staff are finishing their courses. I have just completed a Facilitating Behaviour NPQ.</p>
13	<p>Wraparound Care</p> <ul style="list-style-type: none"> • Including planned free breakfasts for all primary schools (see link below agenda). <p>HP: I need to write a report.</p> <p>MW: They are trialling free breakfasts for every primary school child and will that interact with wraparound care?</p> <p>IS: Do they given an indication of when the free breakfast should be given?</p> <p>HP: Some children get food provided, but most eat at home. I am waiting for more details.</p> <p>JB: Parents have spoken to me and saying they cannot work as they cannot get funded childcare in the area.</p> <p>MW: It needs looking at.</p> <p>RH: The survey needs to happen in the next month.</p> <p>ACTION: HP TO SEND OUT THE WRAPAROUND CARE SURVEY FOR PARENTS WITHIN THE MONTH. Done.</p> <p>ACTION: HP TO BRING THE RESULTS OF THE WRAPAROUND CARE SURVEY TO THE FGB ON 25.3.25 FOR DISCUSSIONS. On the FGB 25.3.25 agenda – clerk.</p>
14	<p>Governor visits</p> <p>Plan for the term – linking to any priorities.</p> <p>IS: I have done a teaching and learning one and need to do the termly walk around.</p> <p>HP: Facilities needs one too.</p> <p>RG: I cover IT (information technology), so who to I speak to about that?</p> <p>ACTION: IS TO ARRANGE THE TERMLY FACILITIES WALK A ROUND.</p> <p>ACTION: HP TO FIND OUT WHICH STAFF MEMBERS COVERS INFORMATION TECHNOLOGY AND SEND THE INFORMATION TO RG.</p> <p>ACTION: RG TO ARRANGE AN “IT” WALKAROUND.</p>
15	<p>Funding/staffing questions from clerk’s brief</p> <ul style="list-style-type: none"> • Decreases in pupil numbers – has the board looked at the strategic plan for the coming years? <p>RH: We have just discussed this.</p> <p>JB: We know numbers are falling and other schools are going to work harder to get new pupils, but our school is fine at the moment.</p> <ul style="list-style-type: none"> • Is current staffing affordable? <p>RH: Yes, we have looked at the budget.</p> <ul style="list-style-type: none"> • What percentage of income is spent on staff? Is the leadership structure right? <p>JH: The budget shows the proportion and the committee looked at it and it is 89%.</p> <p>RH: That is higher than recommended, but we choose to prioritise teachings assistants.</p> <ul style="list-style-type: none"> • Has the board engaged with Integrate Curriculum Financial Planning (ICFP)?

	<p>IS: This is a management procedure to help schools plan the best curriculum for the school children with the funding available.</p> <p>The committee discussed this matter and decided that they did this as they used brought-forward surpluses.</p> <ul style="list-style-type: none"> Are additional funding streams being effectively deployed and having a positive impact on outcomes for pupils? <p>RH: We could do better.</p> <p>HP: I have been bringing in extra money e.g. via the NPQ and have spoken to Devon about supporting other schools.</p> <p>RH: Do other schools hire rooms out?</p> <p>HP: If they are in a little village it is easier, but we have lots of competition. We earn about £2,000 for that.</p> <p>RH: We looked at wraparound care to see if that was an option.</p> <ul style="list-style-type: none"> Do we need to think differently? <p>JB: We are looking at impact measurements.</p> <ul style="list-style-type: none"> Should partnership options be considered? <p>RH: We are already in the Primary Partnership.</p> <p>HP: Yes, and it is going really well. .</p>
16	<p>Governor training</p> <ul style="list-style-type: none"> To identify any training needs <p>MW: I sent that email about the governors response to OFSTED (Office for Standards in Education).</p> <p>HP: The local MP (member of parliament) is coming to discuss how we work with key stages on 28.2.25.</p>
17	<p>Clerk's report</p> <p>See agenda item 15.</p>
18	<p>Correspondence</p> <ul style="list-style-type: none"> Please forward any relevant correspondence to the Clerk or bring to the meeting.
19	<p>Items brought forward by the Chair</p>
20	<p>Date & time of next meeting</p> <ul style="list-style-type: none"> Next Resources meeting on 6th May 2025 at 8.30 am in the school. This is the Budget approval meeting.

Meeting finished at 10.10 am

- * = standing items

Summary of Actions

	To do	By whom	By when
3	An item about governor recruitment to go in the school newsletter.	IS	Next meeting
3	The school Business Manager to be asked to take the date out of the "Fire", health and safety report (item 3.1 says 2015) and writes termly instead of the date. DONE.	Head	Next meeting
3	Governor to search for governor finance training. FGB took off agenda.	RH	Next meeting
6	SFVS to be approved by the Resources Committee via email from the Head. Approved by committee prior the 25.03.25 FGB meeting.	Head	By next FGB meeting.
6	The next Resources meeting to be cancelled and the 06.05.25 Resources meeting will be the Budget meeting. The budget will then go to the FGB meeting on 20.05.25 for approval. Governor meeting timetable to be updated. DONE.	Clerk	Within two weeks
7	Benchmarking to be completed. DONE.	RH	By next FGB meeting
7	Finance Lead to be sent links for Benchmarking. DONE.	SL	Within two weeks
11	The Emergency Management Plan & Business Continuity Plan to go on FGB agenda for adoption. DONE.	Clerk	By next FGB meeting
11	Date to be changed on the above policy. DONE.	Head	By next FGB meeting
11	Lettings policy to go on FGB agenda for adoption. DONE.	CLERK	By next FGB meeting
11	Covid information to be removed from Lettings policy. DONE.	RH	By next FGB meeting.
11	Updated P.E. and Sport Premium information to go on the school website.	Head	By next meeting.
13	Wraparound care survey to be sent to parents. DONE.	Head	Within the month.
13	Results of wraparound care survey to be presented to FGB to discuss. DONE (on FGB agenda).	Head	By next FGB meeting.
14	Termly facilities walk around to be arranged. DONE (on FGB agenda).	IS	By next meeting.
14	Identify the staff member who covers information technology and email RG the information.	Head	By the end of the month.
14	Governor to arrange IT walkaround.	RG	By next meeting