



**MEETING OF THE RESOURCES COMMITTEE ON  
12<sup>TH</sup> FEBRUARY 2026, AT 8.30AM IN THE SCHOOL**

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

**Present:** Rob Hill (RB) Chair, Ian Stewart (IS), Jenny Barker, Sandie Lovell (SL) School Business Manager representing Hilary Priest (HP) who was unavailable for the meeting.

**In attendance:** Dawn Pettipiece (Clerk).

<b>MINUTES</b>	
<b>1</b>	<p><b>Welcome &amp; apologies for absence*</b></p> <ul style="list-style-type: none"> <li>Please send apologies to the clerk before the meeting.</li> </ul> <p>The Head gave her apologies for not being able to attend.</p>
<b>2</b>	<p><b>Attendance &amp; declaration of Interest*</b></p> <ul style="list-style-type: none"> <li>Governors are reminded that they must declare any conflict of interest which becomes apparent during the meeting.</li> </ul> <p>The governors signed the attendance form. There were no declarations of conflict of interest.</p>
<b>3</b>	<p><b>Approval of minutes of last meeting on 20.11.25</b></p> <ul style="list-style-type: none"> <li>Please read the minutes (in folder)</li> </ul> <p>3.1 The committee approved the minutes of the last meeting and the Chair signed them.</p> <p><b>Matters arising from minutes of last meeting including progress made on the actions raised</b></p> <ul style="list-style-type: none"> <li>Update on last facilities meeting.</li> </ul> <p><b>ACTION:</b> This matter was not discussed and will move to the next meeting. <b>DONE.</b></p>
<b>4</b>	<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>Monitor budget</li> </ul> <p>SL: There have been lots of problems with the new system. It had to be shut down for a few days and I was unable to do the FRS. Regarding the budget: some of the columns contain figures for last year. SL explained which columns to ignore. I had to manually input all staff information and contracts as the new system does not transfer the information across like the old system did. The school have still not received figures from Devon County Council (DCC) for services, so the ones you see are last year's without inflation.</p> <p><b>RH: Are you breaking even at the moment?</b> <b>SL: I am not sure as I have not been able to look at the budget in depth or speak to HP. DCC sent an email stating that during half-term the system will be updated. I have a Bursar Briefing on 3rd March and the Finance Officer is coming to the school on the 9th March, so by the next meeting we will have a proper picture of the budget. Last year DCC extended the time needed to approve the budget and I am sure this will happen again. Due to all the ongoing issues with Bromcom DCC have suspended Audits for the Spring term. As you know we have a lot more pupils this year so the income should reflect this.</b></p> <p><b>RH: Is the FRS accurate?</b> <b>SL: No.</b></p> <p><b>RH: Is the surplus showing correct?</b> <b>SL: Yes, but I am not sure if it is accurate.</b></p> <p><b>JB: Is there anything we can do to help?</b> <b>SL: DCC are aware.</b></p> <p><b>JB: There are additional pupils but it seems that staff funding has increased.</b> <b>SL: HP has made some changes and increased staffing. I thought there would be a surplus due to the increase in pupil numbers, but there are increases in staff costs.</b></p> <p><b>RH: The conclusion is that the budget is a work in progress.</b> <b>SL: Yes. We will have more accurate figures for the next meeting.</b></p> <p>The Committee discussed whether it would be prudent to start using the Mutual Fund (insurance policy to cover staff sickness etc.) and decided it should go on the next agenda for further discussion.</p> <ul style="list-style-type: none"> <li>Identify levels of surplus/deficit balances at financial year end and plans to use/recover these. Not discussed as figures not available - move to next meeting.</li> <li>Monitor progress towards actions identified in external financial reports (e.g. audit) Not discussed as figures not available - move to next meeting.</li> </ul> <p><b>The Committee decided that due to faults with the new system they were unable to assess either the budget or the FRS.</b></p> <p><b>ACTION:</b> Put on the next agenda a discussion about re-joining the Mutual Fund. <b>Done.</b></p> <p><b>ACTION:</b> Put all the Budget matters to discuss as on the next agenda as there are no figures available to discuss. <b>Done.</b></p>

5	<p><b>SFVS /Benchmarking</b></p> <ul style="list-style-type: none"> <li>Identify tasks in readiness for approval at March 26<sup>th</sup> 2026 FGB meeting.</li> <li>Benchmarking (see link below agenda).</li> </ul> <p>RH: I need to do these tasks.  SL: Yes and it is quite urgent as the SVFS needs to be sent off and approved by the 31.3.26  <b>ACTION:</b> SL will send RH a link to the benchmarking online forms and he will arrange to meet her.</p>
6	<p><b>Policies/Reports*</b></p> <ul style="list-style-type: none"> <li>Acceptable Behaviour Policy</li> </ul> <p><i>Email from HP: Is this the childrens or parents? The children's behaviour policy was reviewed in September but may need some minor changes. Adults - we have the parent code of conduct policy.</i>  <b>JB: The childrens behaviour policy needs to be integrated with the trauma informed policy.</b>  <b>ACTION:</b> JB will take this forward to the next FGB meeting.</p> <ul style="list-style-type: none"> <li>Accessibility Plan – is the latest one on the school website?</li> </ul> <p><i>Email from HP: Yes.</i></p> <ul style="list-style-type: none"> <li>Emergency Management Plan &amp; Business Continuity Plan</li> </ul> <p><i>Email from HP: This was reviewed in 2024.</i>  <b>The Committee agreed that this policy was approved.</b>  <b>ACTION:</b> To put the policy on the next FGB agenda to report that it can be approved.</p> <ul style="list-style-type: none"> <li>Lettings policy</li> </ul> <p><i>Email from HP: This is still fine unless the governors want to raise any of the charges?</i>  SL: The last time it was reviewed I checked with other providers and other schools in the Primary Partnership (PP) and they were charging similar amounts, so it would be difficult to increase the charges. We charge £15 per hour for a regular commitment and £30 for one-off events.  <b>JB: Are those charges per room?</b>  <b>SL: Yes.</b>  <b>RH: Is that for evenings or are rooms hired out at the weekend?</b>  <b>SL: Some organisations have negotiated a lower rate with HP. That is fine if they are after school, but at the weekend the heating etc., would have to be turned on and that would increase costs for the school. For instance, the afterschool club runs when there are still staff on the premises.</b></p> <ul style="list-style-type: none"> <li>Following discussion, the Committee decided to keep the rates the same and will review the policy next year.</li> </ul> <p><b>ACTION:</b> The Lettings Policy to go on the next FGB agenda to report that it has been approved. <b>DONE.</b></p> <ul style="list-style-type: none"> <li>Social Media Participation</li> </ul> <p><i>Email from HP: The school does not have this policy.</i>  <i>NB from Clerk – Social Media Participation is included in the Staff Acceptable Behaviour Policy.</i>  <b>The Committee agreed this policy does not need to be reviewed as it is not a standalone policy.</b></p> <ul style="list-style-type: none"> <li>Support Staff Appraisal Scheme for Schools</li> </ul> <p><i>Email from HP: We do not have this policy but we do have check-ins and support for staff which works well.</i>  <b>The Committee agreed this policy is not required in the school.</b></p> <ul style="list-style-type: none"> <li>Management of Volunteers (not on agenda but discussed in meeting)</li> </ul> <p>The Committee discussed this matter and agreed that volunteers helping with children in the school needed to comply with the school's policies and procedures and matters such as safeguarding and confidentiality need to be decided.  <b>ACTION:</b> JB and IS will have a meeting to decide whether volunteers would need a contract or a code of conduct. They will work on a document to present to the next FGB meeting.</p>
7	<p><b>Staff Training</b></p> <ul style="list-style-type: none"> <li>Review of training requirements of school workforce</li> </ul> <p><i>Email from HP – the training requirements are all in place.</i></p>
8	<p><b>Governor visits</b></p> <ul style="list-style-type: none"> <li>Plan for the term – linking to any priorities.</li> </ul> <p><i>Email from HP. There is a plan for the term – linking to any priorities. Becky Nel (school governor) came to see behaviour and continuous provision in action. The governors will be invited to curriculum team meetings after Easter.</i>  <b>ACTION:</b> HP to invite governors to the curriculum team meetings after Easter.</p>
9	<p><b>Governor training</b></p> <ul style="list-style-type: none"> <li>To identify any training needs.</li> </ul> <p>There were no training needs discussed in the meeting.</p>
10	<p><b>GOVERNORS REPORT</b></p> <p>This item was not discussed in the meeting.</p>
11	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>Please forward any relevant correspondence to the Clerk or bring to the meeting.</li> </ul> <p>There was no relevant correspondence presented to the meeting.</p>
12	<p><b>Items brought forward by the Chair</b></p> <ul style="list-style-type: none"> <li>The afterschool club</li> </ul>

	<p>HP sent an email to all the governors to discuss new management for the Afterschool Club as the present manager will no longer be running it. Following a discussion these were moved to Part 2 confidential minutes.</p> <p>The meeting moved to Part 2 proceedings at 9.25am and back to Part 1 proceedings at 9.40am.</p>
<b>13</b>	<p><b>Date &amp; time of next meeting</b></p> <ul style="list-style-type: none"> <li>Resources meeting provisionally booked for Thursday 19<sup>th</sup> March 2026 at 8.30 am – Budget meeting.</li> </ul> <p>RH: We cannot do the next meeting without up-to-date information about the school budget. <b>ACTION: SL would contact the governors and clerk if the meeting needs to be re-arranged for a week later.</b></p>

The meeting ended at 9.45 am.

	<b>Action</b>	<b>By whom</b>	<b>By when</b>
<b>3.1</b>	Update on last Facilities meeting	IS	Next meeting
<b>4</b>	Discussion about re-joining the Mutual Fund to go on next agenda <b>DONE</b> .	All	Next meeting
<b>4</b>	Identify levels of surplus/deficit balances at financial year end and plans to use/recover these to be moved to next meeting as no figures available to discuss. <b>DONE</b> .	All	Next meeting
<b>4</b>	Monitor progress towards actions identified in external financial reports (e.g. audit) to be moved to next agenda as figures not available. <b>DONE</b> .	Clerk	Next meeting
<b>5</b>	SL will send RH a link to the benchmarking online forms and he will arrange to meet her.	SL/RH	Next meeting
<b>6</b>	Children's behaviour policy needs to be integrated with the trauma informed policy – to be taken to the next FGB meeting.	JB	Next FGB meeting
<b>6</b>	Emergency Management Plan & Business Continuity Plan to go to next FGB meeting for adoption.	Clerk	Next FGB meeting
<b>6</b>	The Lettings Policy to go on the next FGB agenda to report that it has been approved.	Clerk	Next FGB meeting
<b>6</b>	Management of volunteers – decision about whether there should be a contract or code of conduct.	JS/IS	Next FGB meeting
<b>8</b>	Governors to be invited to the curriculum team meetings after Easter.	HP	Next meeting
<b>13</b>	Governors to be contacted if the meeting needs to move forwards one week <b>DONE</b>	SL	Next meeting

- \* = standing items

<https://www.gov.uk/government/publications/schools-financial-value-standard>

<https://www.gov.uk/guidance/schools-financial-efficiency-financial-benchmarking>