



MEETING OF THE RESOURCES COMMITTEE ON NOVEMBER 19TH 2024 AT 8.30AM IN THE SCHOOL

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

In attendance: Dawn Pettipiece (Clerk)

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

	MINUTES
1	Welcome & apologies for absence* <ul style="list-style-type: none"> Please inform the clerk of any apologies before the meeting <p>Jenny Barker and Rich Gibbon both gave their apologies yesterday and they were accepted.</p>
2	Attendance & declaration of Interest* <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	Approval of the last meeting minutes 25TH June 2024* <ul style="list-style-type: none"> Please read minutes (in folder) <p>The Minutes were approved by the Committee and were electronically signed in Governorhub by the Chair.</p>
3.1	Matters arising from minutes of the last Resources meeting including progress made on the actions raised* <ul style="list-style-type: none"> School Governor Recruitment to go in next school newsletter and the September one. <p>ACTION: IS WILL DO ANOTHER ITEM ON SCHOOL GOVERNOR RECRUITMENT TO GO IN AN UPCOMING NEWSLETTER.</p> <ul style="list-style-type: none"> Letter to year 6 parents regarding contribution to school funds – letter to go to SL to put in information about tax and donations and then letter to go out to parents. <p>HP said the letter had been sent out to parents, although there had been no response.</p> <ul style="list-style-type: none"> Wraparound Care - has been moved to FGB meeting. Done.
4	Election of Chair/Vice of Committee <ul style="list-style-type: none"> Annual elections <p>The committee approved the present chair RH to continue in his role.</p> <p>ACTION: IS CHECKING WITH JENNY BARKER IF SHE IS HAPPY TO CONTINUE AS VICE-CHAIR AS THE COMMITTEE AGREED TO THIS PLAN.</p>
5	Budget <ul style="list-style-type: none"> To monitor latest and approve FRS (in meeting folder, with report from SL). And Budget: implications for SIP <p>RH. It looks like the budget is in deficit?</p> <p>HP: Yes, it was mainly due to the staff pay rises.</p> <p>RH: So, there was a salary increase of 5.5%, but in the budget it is 2%?</p> <p>HP: We took advice from Devon County Council (DCC) and they funded above 3%, but the formulae used was not helpful to our school.</p> <p>In the government's latest budget, they talked about the money they are putting into schools but the funding formulae is not available yet. A lot of it will go into “special needs” as all the country is massively overspent in that area.</p> <p>MW: The increases for employers for national insurance is coming in next April and that will cost money.</p> <p>HP: The government will have to do something about that for schools.</p> <p>RH: It looks like we have a £10,000 overspend in the catering budget. Can we talk about that?</p> <p>HP: That is because we had to employ an extra part-time catering staff member so we can fulfil the “cooking curriculum”. It is a temporary position. This is because the chef has to come out of the kitchen at certain times of the day to teach the children to cook. We had to employ someone to cover him as we had already lost kitchen assistant hours and covering the chef is approximately 2 hours a day. The contribution from the parents for the cookery is to go towards that.</p>

	<p>RH: Did the governors know about the catering assistant position?</p> <p>MW: We were not aware of it.</p> <p>HP: The chef is making cakes, we are selling breakfast buns, pesto and are doing a cookery book.</p> <p>RH: How much will a cookery book bring in?</p> <p>HP: Hopefully about £4000.</p> <p>RH: The costs appear to be creeping up in the catering budget. How long are we committed to keep the temporary kitchen assistant?</p> <p>HP: Until April.</p> <p>HP: We had to go to a meeting to discuss the budget and it does balance, although we knew it would be tight. I have worked hard to increase pupil numbers and as a result we will get more money in the next census.</p> <p>MW: Why is there a deficit for the educational visits?</p> <p>HP: We had a struggle getting children to go to the residential as parent's said they could not afford it and for the first-time, due to budget constraints, we could not offer help with this. The "free school meal children" don't pay the full cost of the residential and we have to fund the difference.</p> <p>RH: Do you pay a fixed cost to the residential place?</p> <p>HP: We pay for the children that are actually going and recommend parents take out insurance to cover illness etc.</p> <p>MW: There are other areas where there are plans and we are going to have to decide the priorities.</p> <p>RH: Is there anything we need to do about the budget?</p> <p>MW: Maybe we should not replace staff when they leave.</p> <p>HP: Natural wastage of staff is a lot cheaper than making people redundant. When one teaching assistant (TA) goes on maternity leave we are not getting a temporary TA to cover her hours and one TA is going down from full-time to 3 days a week after Christmas.</p> <p>RH: That is the obvious solution, but do we need to do something more serious?</p> <p>HP: We need to wait to see what the government funding is going to be, which we should know by Christmas. There are elements in the budget which have had a forecast to be spent and we probably won't spend the money and the budget is a "worse case scenario".</p> <p>RH: So, for the moment we just keep monitoring the budget.</p> <ul style="list-style-type: none"> Any multi-year financial plans in place? <p>This was not discussed in the meeting.</p> <p>ACTION: RH ASKED FOR THE CATERING BUDGET TO GO ON THE NEXT MEETING AGENDA. Done.</p>
6	<p>Head Teacher's Report</p> <ul style="list-style-type: none"> Any Questions? <p>RH: There are quite a few spaces in years 1 and 2.</p> <p>HP: We are gradually filling those and reception is fairly full and I am showing lots of prospective parents around the school and they are being very positive, so I anticipate a full reception class next year.</p> <p>RH: What is PAN?</p> <p>HP: Planned admission numbers.</p> <p>IS: What about IT, some equipment may breakdown?</p> <p>HP: We can spend money on hardware such as laptops and they are essential for teachers. We make do with a lot of things and we try and build money up, so if something expensive is needed we have the money. We are not allowed to spend "Capital" on maintenance.</p> <p>For Continuing Professional Development, we are doing training "in house", apart from in June when all the teachers in the Primary Partnership (PP) are attending "Oracy" training which the PP is funding. Our children are very articulate, but countrywide there is an issue with speaking and a massive push for oracy across the country and particularly in "early years".</p> <p>MW: Having moved here from Essex, children here are a lot better with oracy.</p> <p>HP: They are very articulate and we do spend time covering it in school, so the PP thought it would be beneficial</p> <p>MW: Is someone external doing it?</p> <p>HP: Yes, a speaker is coming from the Cambridge University Oracy Department at a reduced cost to the PP.</p>
7	<p>SIMs (School Information Management System) replaceme</p> <ul style="list-style-type: none"> Update on plans to replace SIMS <p>RH: What is SIMS?</p> <p>HP: It is the school information management system and all the information about the children, test results etc., personal details and staff information is on it. Payroll has now moved to iTrent and the Child Protection Online Monitoring System (CPOMS) is not on it.</p> <p>HP: We are awaiting instruction about this from DCC.</p> <p>ACTION: THE CLERK TO PUT SIMS ON THE NEXT RESOURCES MEETING AGENDA. Done.</p>

8	<p>Review Asset Management Plan</p> <ul style="list-style-type: none"> Maintained schools don't have a physical plan as Devon County Council manage it but if any governors wish to see the online plan liaise with Sandie Lovell (SL). <p>IS: I review this with SL (school business manager) termly when we do the Health and Safety Walkabout..</p>
9	<p>School Meals</p> <ul style="list-style-type: none"> Update on Chefs in Schools <p>RH: Do you want to talk about this as we have covered it in the Budget item?</p> <p>HP: Yes. For the first year Chefs in Schools match fund it and after that schools don't pay. Chefs in Schools are looking at asking schools to buy in to them and get support. For instance, in areas like London, where there are a lot more schools, Chefs in Schools will help with procurement and supports bulk buying which means food etc. is cheaper for schools. In our area there are not many schools, so we cannot do that. The school budget would not be able to support the payment to Chefs in Schools either.</p> <p>IS: Are the costs of a meal are less than a pound?</p> <p>HP: That is just for the cost of the food. We are trialling "Deli bowls", but they are quite expensive. At the end of this half-term we will review it and see if it has brought in more custom.</p>
10	<p>Safeguarding</p> <ul style="list-style-type: none"> Anything to report? <p>HP: I have the Safeguarding audit that I do for the school for DCC and will pass it onto MW to look at as he is the governor safeguard lead.</p> <p>RH: Anything for us to be aware of?</p> <p>HP: No,</p> <p>IS: Are staff OK in this area?</p> <p>HP: Yes. Four staff members did J9 domestic abuse training yesterday (named after a woman who was murdered by her husband). All the safeguarding team (who are female) did it and one male teacher as men can also experience domestic abuse.</p> <p>RH: So, if anyone suffers from domestic violence they can come to you for help?</p> <p>HP: We already offered support and we did this training as an update and as it was a local version.</p>
11	<p>Health and Safety</p> <ul style="list-style-type: none"> Anything to report? <p>HP: No.</p> <ul style="list-style-type: none"> Health and Safety Reports to review <p>MW: There are three assessments in the folder, but they appear to be all done by one person?</p> <p>HP: They are forms created by DCC and the Health & Safety team check them during their audit every three years.</p> <p>MW: The "Fire" one says 2015 on item 3.1</p> <p>HP: That is just an error, I will get SL to change it and take the date out and write termly.</p> <p>MW: With Health & Safety it needs to have a "fresh pair of eyes" sometimes to pick things up.</p> <p>ACTION: HP will ask SL to take the date out of the Fire, Health & Safety report and write termly instead.</p>
12	<p>Governors' monitoring visits from this committee</p> <p>IS: I did a walk around for the Health & Safety one. We have not had a Facilities one yet. There are a few small things and SL has given the caretaker a list of things to do and we will do another list in January.</p> <p>NB: SL arranged a date for the Facilities meeting after the meeting.</p>
13	<p>Clerk's appraisal</p> <ul style="list-style-type: none"> Process, governor responsible and time frame. <p>The committee agreed to carry on the same process as before, which was to have an informal appraisal next June with IS as the Chair of Governors doing it with the clerk.</p>
14	<p>Policies</p> <ul style="list-style-type: none"> Teachers Appraisal Policy for review and then to go to FGB for adoption <p>MW: It is the same as previous years and I am surprised as there are going to be changes, but just carry on with it for the moment.</p> <p>HP: The change will be that staff will no longer have performance related pay.</p> <ul style="list-style-type: none"> Teachers Pay Policy for review and then to FGB for approval. <p>MW: I have made all the relevant changes. The only question is about the Leading Practitioner.</p> <p>HP: Let us take out that. There is a paragraph that says we can keep it under review and we can have that instead.</p> <ul style="list-style-type: none"> Employee Behaviour Policy (Staff Code of Conduct) for review and then to FGB for adoption. <p>MW there is a paragraph that says people don't agree with this – so I will remove it. It did appear strange that people need to who the designated safeguarding lead is.</p> <p>RH: That makes sense.</p> <p>MW: I will leave it in.</p>

	<p>HP: It is in the school handbook every year. RH: Do staff have to acknowledge it? HP: They have to sign that they have read Keeping Children Safe in Education (KCSIE) and have completed the relevant safeguarding training. RH: Is it on the noticeboard in the staff room? HP: It is kept on the school drive on computer and everyone has access to it. RH: So we approve these changes? The changes were approved by the committee. ACTION: MW WILL UPDATE THE POLICIES AND SEND A COPY TO HP AND ONE TO THE CLERK TO PUT ON GOVERNORHUB, SUBJECT, IF RELEVANT TO FULL BOARD APPROVAL. Done.</p>
15	<p>Training</p> <ul style="list-style-type: none"> Any for next term for this committee? <p>RH: I am going to look for some relevant training, possibly an update about school budgets. HP: The governors all have to have done the safeguarding training, some attended the session in school and everyone else has to have done the session that was emailed to them. UPDATE: MW and RH did the school training. JC has done level 3 and HP has done the relevant training. The clerk and RG have watched the powerpoint training. IS, JB and Becky Nel have not confirmed they have completed the training. It is something that governors have to complete yearly as part of their role. ACTION: RH TO LOOK FOR RELEVANT BUDGET TRAINING. ACTION: CLERK TO EMAIL GOVERNORS TO CHECK WHO HAS DONE THE POWERPOINT SAFEGUARDING TRAINING. Done. Email and powerpoint sent to governors after the meeting ended.</p>
16	<p>Business brought forward by the Chair RH: I think the governor reports that SL does are very good and answer the questions well. The Committee agreed with RH.</p>
17	<p>Clerk's report I have nothing relevant to report</p>
18	<p>Date and time of next meeting</p> <ul style="list-style-type: none"> Resources meeting Tuesday 11th February 2025

MEETING FINISHED AT 9.45AM.

Summary of Actions

	To do	By whom	By when
3.1	Item to go in school newsletter about school governor recruitment	IS	End of term
4	Check whether JB wishes to continue as vice-chair of this committee.	IS	By next Resources meeting.
7	SIMS to go on the next Resources meeting agenda	Clerk	By next Resources meeting.
11	Ask SL to remove the date from the "Fire" H&S report	HP	By next Resources meeting.
14	Policies to be updated and a copy to go to HP and the clerk to put on Governorhub, subject to full board approval. DONE.	Clerk	By next Resources meeting.
15	Governor to find and book relevant Budget training	RH	By next Resources meeting.
15	Email to be sent to governors to remind them about safeguarding training. DONE. All governors have done the training.	Clerk	With one week.