



## MEETING OF THE RESOURCES COMMITTEE ON NOVEMBER 20<sup>TH</sup> AT 8.30AM IN THE SCHOOL

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

**Present:** Ian Stewart (IS), Hilary Priest (HP) Head, Rob Hill (RB)  
and Jenny Barker (JB).

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

MINUTES	
1	<p><b>Welcome &amp; apologies for absence*</b></p> <ul style="list-style-type: none"> <li>Please inform the clerk of any apologies before the meeting</li> </ul> <p>All the committee members attended the meeting.</p>
2	<p><b>Attendance &amp; declaration of interest*</b></p> <ul style="list-style-type: none"> <li>Please sign the attendance form</li> </ul> <p>The governors signed the attendance form</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>There were no declarations of conflict of interest.</p>
3	<p><b>Minutes of the last meeting on 17<sup>th</sup> June 2025*</b></p> <ul style="list-style-type: none"> <li>For approval. Please read the minutes (in meeting folder)</li> </ul> <p>The committee approved the minutes of the last meeting and the chair signed them.</p>
4	<p><b>Matters arising from the last meeting*</b></p> <ul style="list-style-type: none"> <li>Was the communication about why children should have a school meal sent out?</li> </ul> <p>The committee requested this matter to come off the agenda as it has already been completed.</p> <ul style="list-style-type: none"> <li>Update on contacting school leavers parents asking them to contribute to the Benevolence Fund?</li> </ul> <p>RH: Maybe something should be added onto Parentpay or communicated in some other way, saying what the fund pays for and how much is in it.</p> <p><b>Action:</b> HP to communicate via Parentpay or some other way how much is in the Benevolent Fund and what it is used for. When it has been put as an item on the newsletter nobody has contributed but that may be because no-one understands what it is for. <b>DONE. In newsletter 4.12.25</b></p>
5	<p><b>Election of Chair and Vice-chair of Committee</b></p> <ul style="list-style-type: none"> <li>Annual elections</li> </ul> <p>The committee approved the present chair RH to continue in his role and JH to continue as Vice-chair.</p>
6	<p><b>Budget*</b></p> <p>To monitor FRS (in meeting folder)</p> <p><b>SL entered the room at 08.45am</b></p> <ul style="list-style-type: none"> <li>Review any multi-year financial plans in place and assess impact of these on school improvement/development plans</li> </ul> <p>SL: The new document from BROMCOM that replaces the FRS is different to the FRS and is a “work in progress” document that will take some time to get used to. As Devon County Council (DCC) have not named the document we can call it the budget monitor, for the time being, instead of the FRS.</p> <p><b>RH: Is there an excel spreadsheet for this and can that be included when you send the documents?</b></p> <p><b>SL: Yes, I will do that.</b></p> <p><b>RH: Is the nursery income on line three and how is that going?</b></p> <p><b>SL: Those are the figures for the children we have currently and that can change, depending on the hours the children attend.</b></p> <p><b>RH: Is the nursery putting any strain on the school?</b></p> <p><b>HP: No, it is going really well.</b></p> <p><b>RH: How many children are there in the nursery?</b></p> <p><b>HP: Eight with three new ones after Christmas and two more after Easter.</b></p> <p><b>RH: What is the capacity?</b></p> <p><b>HP: At the moment eleven for each session and in the new year we will have ten on Wednesday and Thursday mornings.</b></p>

	<p><b>SL: When you look at the “high needs income” on the budget monitor you can see we have received additional funding for some children and are awaiting more money for one child.</b> The committee discussed this area of the budget and also staff changes and their effect on the budget.</p> <p><b>SL: Training cost more than anticipated but that was due to mandatory safeguarding and first aid training. The nursery has to have a paediatric trained first aider due to new legislation out this year.</b></p> <p><b>IS: Is that training yearly?</b></p> <p><b>HP: No, every three years.</b></p> <p>SL: In “Premises”, due to the caretaker being on long-term sick leave we have had to spend additional money in respect of cleaning. The original plan for cover did not work out. Now a parent who used to run a cleaning business is doing that. Initially she did a “deep clean” and she will train one of the staff members, who is taking on the cleaning role.</p> <p><b>RH: Do the children still clean their classrooms?</b></p> <p><b>HP: Yes, they have a vacuum cleaner in each class and wipe down and clear up after lunch in the hall.</b></p> <p>IS: The school used to have a company that did the gardening and with the caretaker no longer doing cleaning he will do that as well as some minor repairs and painting etc.</p> <p><b>RH: With a school of this size you can justify having a cleaner and a caretaker?</b></p> <p><b>HP: Yes.</b></p> <p>SL: Everything else in the budget is on track.</p> <p>HP: We have used the surplus.</p> <p>RH: The budget deficit has been managed very well.</p> <p>SL: Our forecast is that now we are looking at a small overspend. We were cautious with the budget in many areas so hopefully will spend less than predicted.</p> <p>HP: The nursery funding is increasing the budget income and we also have more children on roll. Last year on census day we had around 310 children and this year we had 337, including 8 nursery pupils. We get £5000 in funding for each child.</p> <p><b>RH: We seem to contribute a lot of money to things like the residential week?</b></p> <p><b>HP: We have to support children who have free school meals using the pupil premium by paying for the travel and activities.</b></p> <p><b>SL: I have not finished the figures and some parents pay for the residential in instalments and so those amounts are not in the budget yet. The budget looks a lot healthier.</b></p> <p><b>RH: Why is that?</b></p> <p><b>HP: Because of the extra pupils, the nursery children and increased pupil premium.</b></p> <p><b>SL: The income for trips etc. is not up to date as everything has been frozen by Devon County Council (DCC) due to issues with BROMCOM, so we have not yet received the relevant data.</b></p> <p><b>RH: Why do you have higher income and lower food costs?</b></p> <p><b>SL: The chef has changed the way he gets supplies and also has got a discount.</b></p> <p><b>RH: Do we pay Chefs in Schools anything now?</b></p> <p><b>HP: No, as I do lots of things for them, such as attending meetings to discuss the way forward and marketing. The school is also in a small Department of Education new food standards trial and the school is getting £500 for that.</b></p> <p><b>RH: Do you think there will be many big changes in the budget?</b></p> <p><b>SL: There should be the income from the parents paying instalments for the residential and hopefully we will spend less than projected and that will help with the carry forward.</b></p> <ul style="list-style-type: none"> <li>• SL left the meeting at 9.20am.</li> </ul>
<p><b>7</b></p> <p><b>7.1</b></p>	<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>HP: We discussed this earlier in the meeting. (Under item 6).</p> <p><b>H&amp;S issues</b></p> <ul style="list-style-type: none"> <li>• Are there any?</li> </ul> <p><b>RH: Any H&amp;S issues?</b></p> <p><b>HP: There are a couple of things that always come up and we need a facilities meeting to discuss them.</b></p> <p><b>RH: How is the fund raising for the astro turf going?</b></p> <p><b>HP: Ongoing as it will cost around £60,000.</b></p> <p><b>Action:</b> IS to organise a facilities meeting with himself, HP and SL and then provide an update at the next meeting. NB: the meeting was arranged for 09.12.25.</p> <p><b>IS: Was the stage rebuilt?</b></p>

7.2	<p><b>HP: Yes, and it is bigger and very popular.</b>  <b>RH: It looks like for next year's budget the cleaning and maintenance need to be split up.</b></p> <p><b>Asset Management Plan</b></p> <ul style="list-style-type: none"> <li>Devon County Council manage this but if any governors want to see the online plan contact SL.</li> </ul>
8	<p><b>School Meals</b></p> <ul style="list-style-type: none"> <li>Update</li> </ul> <p>Discussed earlier in the meeting under item 6.</p>
9	<p><b>Pupil admissions</b></p> <ul style="list-style-type: none"> <li>Current and projected pupil numbers and impact</li> </ul> <p>Discussed earlier in the meeting under item 6. (It is under the remit of the T&amp;L committee and was discussed in detail at the meeting on 11.11.25).</p>
10	<p><b>Policies for review</b></p> <ul style="list-style-type: none"> <li>Adoption Policy</li> <li>Drugs &amp; Alcohol Policy (this is not a statutory policy and HR no longer have a model policy as it is discussed in the Disciplinary Policy) so do governors still want this policy? (See below).</li> <li>Managing Information Disclosed During Employment</li> <li>Maternity Policy</li> <li>Pay Policy</li> <li>Recruitment and Selection Policy</li> <li>Teachers appraisal policy</li> </ul> <p>HP: most are Devon County Model Policies. With the Teachers Appraisal Policy, the biggest change is that appraisal is not pay related.  The governors discussed the Drugs &amp; Alcohol policy and decided to continue with it as a standalone policy.  RH: Are the governors happy to approve these policies?</p> <ul style="list-style-type: none"> <li><b>The Committee approved the policies.</b></li> </ul>
11	<p><b>Governors' monitoring visits from this committee</b></p> <ul style="list-style-type: none"> <li>Learning and impact from visits</li> </ul> <p><b>RH: Has anyone done any of these?</b>  None has been done yet.  <b>HP: When do you do the Benchmarking?</b>  <b>RH: Early spring.</b></p>
12	<p><b>Training</b></p> <ul style="list-style-type: none"> <li>Feedback from training undertaken</li> <li>Training plan for year for this committee</li> </ul> <p>HP: Everyone needs to do safeguarding training.  RH: I will look for the email.  <b>Action:</b> Clerk to email the link from HP for the safeguarding training to the FGB. <b>DONE.</b>  <b>NB: HP approved the clerk to book Appraisal training for one of the governors which would cost approximately £40 and come out of the governors part of the budget.</b></p>
13	<p><b>Clerk's appraisal</b></p> <ul style="list-style-type: none"> <li>Approve FGB Chair to continue to be responsible for this and the informal procedure to continue</li> </ul> <p><b>HP: Is everything going well in this format?</b>  <b>IS: Yes. We meet in June and it is very informal but works.</b></p> <ul style="list-style-type: none"> <li>The Committee approved the present format of the clerk's appraisal to continue.</li> </ul>
14	<p><b>Business brought forward by the chair</b></p> <ul style="list-style-type: none"> <li>Is there any?</li> </ul> <p>There was none.</p>
15	<p><b>Date &amp; time of next meeting</b>  Thursday 12<sup>th</sup> Feb 2026 at 8.30am</p>

- \* = standing items

Meeting ended at 9.30am

	Action	By whom	By when
4	Communication to go via Parentpay or some other method to explain how the Benevolent Fund is used and how much money is in it. <b>DONE.</b>	Head	Next meeting
7.1	A facilities meeting to be organised with SL and HP and update the next meeting. (Meeting arranged for 9 <sup>th</sup> November).	IS	Next meeting

<b>12</b>	Safeguarding training email link from HP to be emailed to FGB. <b>DONE.</b>	Clerk	Within one week
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