MEETING OF THE RESOURCES COMMITTEE ON MAY 7TH 2026 AT 8.30AM IN THE SCHOOL

"We are a community with a lifelong passion for learning."

Present: Ian Stewart (IS), Hilary Priest (HP) Jenny Barker (JB).

In attendance: Dawn Pettipiece (Clerk).
Attended first part of meeting: Sandie Lovell (SL) School Business Manager.

MINUTES

1	**Welcome & apologies for absence** • Please inform the clerk of any apologies before the meeting Rob Hill (RB) Chair, did not attend the meeting. IS chaired the meeting in his absence.
2	**Attendance & declaration of interest** • Please sign the attendance form The attendees signed the form. • Governors are reminded that they must declare any conflict of interest which becomes apparent during the meeting There were no declarations of conflict of interest.
3	**Minutes of the last meeting 19TH March** • For approval. Please read the minutes (in meeting folder) The minutes were approved and IS signed them as acting chair.
4	**Matters arising from the last meeting** • The actions from the last meeting were completed. • The consultation asking parents if there is a need to extend the afterschool club/hours and/or open on Fridays and any suggestions on how to improve the club will be going out in the last newsletter before summer half term, so the Clerk has moved this matter to the 18th June agenda.
5	**Budget** • To monitor latest budget monitor (FRS) - in meeting folder, with report from SL SL: The FRS/Budget Monitor that I sent is in respect of the year end and is showing how much has been spent in all the cost centres. The forecast of the carry forward is £57,841. Devon County Council (DCC) is showing £200 more compared to the school's figures on Bromcom. I do need to match our budget figures to DCC before 25/26 is finalised. The problem is that DCC had to change all the coding on our system to match their new system, but now we cannot do a trial balance to their system. I spent quite some time trying to find why there is a difference of £200 but ran out of time before the meeting. I had to manually look at every single ledger code and cross check it against DCC. This has made it very difficult, but going forward this situation should improve. We ended the year well, financially. The income we received from the nursery was similar to the head's prediction. The income from the afterschool club, which we took over on the 1st April March has been moved forward to the new financial year. We were unable to pay a lot of the bills at the end of the last financial year due to the coding changes. We had to follow a debtors and creditors process to move the funds into the new financial year so that the payments can be made in the new financial year. **SL: Any questions?** **HP: How much was in capital?** **SL: Just over £3,000.** **HP: We updated some staff computers. The ipads are really old.** **SL: We have to pay for the apps to update ipads, but all the old ones cannot be updated now.** • **HP: Well done and thank you Sandie, for the hard work you have done, especially with the issues you have had with BROMCOM.** • The final budget – for approval (then to go to FGB for approval) HP: There is a slight adjustment to be made in staffing. We have slightly more staff hours, but they are covered by income from the nursery and hopefully, the afterschool club will also provide income for staff. HP: We are getting less money for children with high needs and DCC are refusing all EHCPs (education, health and care plans) at present. I think that is temporary. SL: I have adjusted the figures in respect of the High Needs Block to reflect this. HP: Every school is looking at this area. Schools are having lots of pupil exclusions and DCC are aware of this issue. Due to this we want to get the Oak Room up and running. **IS: Do you need to recruit more staff and is there extra money in the budget if you do?** **HP: We are having some movement of staff. I will send a simplified version of the staffing levels etc. to the committee**.

	JB: It would be good to have that, so we can see how children with high needs, is impacting the plan. **HP: All classes have a teacher and a TA (teaching assistant). The Oak room will have a specialist SEND (special educational needs and disabilities) teacher. There will be a timetable for children to use the Oak room and there will be a response service for dysregulated children. There will be sessions every day to improve the children' communication and interaction. That does not take anything away from the ordinarily available inclusive provision.** **JB: Is the funding for this coming from the nursery?** **HP: No, it is a lot more complicated than that. Staff will be utilised in a different way. I will send you the plan, which will remain confidential until after half-term. The school is full now.** **IS: Are there any more questions on the budget, it looks better than expected?** SL: We have looked at all the cost centres and increased some in relation to last year. The curriculum budget has increased considerably because we purchased "accelerated reader" for five years and that is due for renewal this year. We have been quoted £12,000 for a further five years so we have included the cost for this in the curriculum budget. We have also increased the curriculum budget from £5,000 to £10,000 as this cost centre hasn't been increased for a number of years. HP: If RH was here he would be looking at repairs. There is £6,000 in the budget for those and whilst I was off sick there were discussions in governor meetings as we are not re-joining the mutual fund insurance policy which pays towards the costs of covering staff off sick. I understand the governors wanted to consider whether we put £10,000 in supply to cover staff absences. SL: I have not put that £10,000 in the budget yet. IS: It would be useful for the FGB to look how staff could be utilised in various scenarios. SL: As long as the FGB approve the budget before 1st June I can make adjustments and I will make it clear to the FGB which cost centres have been amended. IS: It would be worth putting the £10,000 in the supply cost centre to cover staff absence as it does not mean it will be spent. **SL: Shall I put the £10,000 in the budget?** • **The committee approved this action.** **ACTION:** HP to send a simplified version of staffing levels to the committee. **DONE.** **ACTION:** Item to go in the FGB agenda looking at how staff could be utilised to cover for absent colleagues in various scenarios. **DONE.**
6	**CFR report** • Review SL: I contacted my finance officer, Helen Wright and she advised me that as the DCC do the CFR report for the school, schools do not have to do the report at the present time. **IS: So we do not have to do that at all?** **SL: Not at the moment. It is probably due to issues with the system.**
7	**Staffing structure and needs for the next year** • Review. Any recruitment issues? **IS: Have you had any interest with recruiting new staff?** **HP: We have a teacher position available from September for two days per week. I contacted someone we interviewed before Christmas who came a close second to the teacher we recruited and he will inform me of his decision soon. The main impact on staff has been due to the recent death of a teacher. We are looking at whether we pay support staff to cover for absences or give them TOIL (time off in lieu).** **SL: I have worked out roughly the cost of the cover accrued so far and it is approximately £5,000 if we can afford to pay it.** **HP: We need to have a discussion about either TOIL or pay and consider a cap on how much TOIL staff can build up as when they take time off it has a big impact on staffing levels.** **JB: We do not want TA's covering teachers for a prolonged period of time.** **HP: We never have TA's covering teachers long term.** **IS: We could say that staff taking TOIL, have to take it within a certain period of time.** **SL: We do that with the staff wellbeing day off.** Staff wellbeing, any absence trends? Any impact on children caused by staff absences? HP: The deputy head is teaching more. **IS: Is she coping with that?** **HP: Yes.** **IS: How are you Hilary? Are you taking time off for your treatment?** **JB: You should book time off for the radiotherapy and plan for that.** **HP: My next appointment is tomorrow lunchtime and I will go home afterwards. I am trying to pre-emp what I need to do, but I am unsure how the radiotherapy will affect me. That makes it hard to plan, but I try to not book too much in my calendar when I am having treatment.**
8	**Meals/ Catering/ Food** • Update

	HP: The head chef aims to make each meal at a cost of around £1 per head. We have had lots of discussions about how to finance the school meals. The main issue is that support staff have had salaries increases and increases in national insurance costs, so this area has a slight deficit. We get support towards qualified teachers staff costs, but none for support staff. I did some research with other schools in the PP (primary partnership) and they all made a loss. Some buy in caterers and all the school meal funding goes to them. The caterers need to make a profit and one school is charged £2 per meal. **JB: It is pretty good that food costs are £1 per meal, especially with the increases in wages, food, fuel etc.** **SL: I think it is more than £1 per meal so need to check this. The price increase last September helped with the catering budget.** **HP: 95% of infants in Wales and Scotland have meals and the schools get funded approximately £3 per meal**. **SL: I think some parents look at the price of £2.75 per meal and decide they can make a packed lunch for less so you can see why they provide packed lunches for their children.** **HP: I had a discussion with people from Chefs in Schools yesterday and they were talking about children having chocolate and crisps etc. in their lunch boxes.** **JB: It is a big issue about what goes in lunch boxes.** **HP: I think we need to do some work on what goes in lunch boxes.** **SL: There is a lot of food waste, but we have to follow guidelines about what to feed the children and how do we get the children to eat healthier meals?** **HP: We need a governors' "food" subgroup to look at the figures and how we can increase profits. The head chef can do more in the hours he works.** • The governors discussed various ideas about how to ways to increase income to support the food budget. **ACTION:** An item to be put on the next FGB agenda asking governors to form a sub-group to find a way to do things to bring in funds for the food budget. **DONE.** • Does the school have any vending machines? HP: We do not have vending machines in primary schools.
9	**Extended school provision** • Update on afterschool club SL: I believe I sent the budget out yesterday to governors and have not printed it off. There is expenditure for the snacks we purchase weekly for the club. **HP: I would like to say a massive thank you to SL for setting up and organising the afterschool club.** SL: It has been difficult explaining to parents the process needed so to access the funds the government provides towards their childrens places. HP: The profit made will benefit the afterschool club. SL: We are going to do a survey about extending the afterschool club's hours and the viability of that and also of providing a club on Friday afternoons. We will need two members of staff to do the extra hours and already have staff who are prepared to do that. Running the club has been a learning curve. We have had a few discussions with parents as we had a short time to take the club over. We need to have guidance so that all parents know what is expected from them and what we will provide. HP: We can put up "terms and conditions" for the club up on the school website. SL: DCC send a link we have to complete so they are aware of how many children attend the sessions. • Review breakfast club/holiday clubs etc. The governors discussed the present holiday club, which has an external provider. They had received a reduced fee for using the premises etc. to support them while the holiday club up. The school will look at increasing their fee. HP: There are not a lot of children who attend the breakfast club, but it works well.
10	**Facilities meeting/ H&S walk update** • Update on latest ones SL: We need to do that. IS: I shall come in on Monday to look at the paperwork etc., then we can plan to do a walk around the school and have a meeting after that. **ACTION:** IS to come into school next Monday to look at the paperwork for health and safety etc. and plan a walk around of the school and have a meeting with SL. • SL left the meeting at 9.25am.
11	**Policies for review** • Accessibility plan (school led, monitored by Resources) Is the latest one on the website? • The committee discussed the accessibility plan and approved it with the plan updated from 2022-25 to 2026-29. **ACTION:** Clerk to update the accessibility plan and put the new one on the school website. **DONE.** • Whistleblowing Policy (then to FGB to adopt) HP: Nothing has changed. IS: So just the dates need changing. **ACTION:** To go to the next FGB meeting for adoption.

	JB: Do we have a volunteering policy as there are a lot more requests? **HP: We have a handbook for guidance but we do not have a policy.** **JB: I think we need a policy, especially if an adult is alone with a child.** **HP: I will ask other schools in the PP if they have one.** **ACTION:** HP will create a volunteering policy and bring it to the next meeting.
12	**Governors' monitoring visits from this committee** • Feedback from visits since last meeting IS: There is a meeting for curriculum leads and governors can attend that on the 18th May.
13	**Training** • Any for this term for this committee? No one has training booked.
14	**Clerk's report** • Feedback from termly clerk's briefing (for this committee)
15	**Business brought forward by the Chair** There was a discussion about governor vacancies and IS talked about the applicants who had applied for posts. JB's term as a parent governor has ended. Following a discussion, the committee agreed that she could re-apply for the vacant post of a co-opted governor. Co-opted governors do not need to be elected, but have to be approved by the FGB. The governors decided that IS would go ahead and speak to the proposed new governors. **ACTION:** JB's proposed appointment as a Co-opted governor to go on the next FGB meeting agenda. **DONE.**
16	**Date & time of next meeting** • Resources meeting 18th June at 8.30am 2026

The meeting ended at 9.35 am.

	Action	**By whom**	**By when**
5	A simplified version of staffing levels to be emailed to the committee. **DONE.**	Head	Within one week
5	Item to go in the FGB agenda looking at how staff could be utilised to cover for absent colleagues in various scenarios. **DONE.**	Clerk	Within one week
8	An item to be put on the next FGB agenda asking governors to form a sub-group to find a way to do things to bring in funds for the food budget. **DONE.**	Clerk	Within one week
10	IS to come into school next Monday to look at the paperwork for health and safety etc. and plan a walk around of the school and have a meeting with SL.	IS	Within one week
11	Clerk to update the accessibility plan and put the new one on the school website. **DONE**	Clerk	Within one week
11	Whistleblowing Policy to go to the next FGB meeting. **DONE.**	Clerk	Within one week
11	HP will create a volunteering policy and bring it to the next meeting.	Head	Next meeting
15	JB's proposed re-appointment as a Co-opted governor to go on the next FGB meeting agenda. **DONE.**	Clerk	Next FGB meeting