



MEETING OF THE RESOURCES COMMITTEE ON NOVEMBER 8TH 2022 AT 8.30AM IN THE SCHOOL

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

Present: Mike Waterson (MW), Ian Stewart (IS), Rob Hill (RH) Chair, Jenny Barker (JB).

In attendance: Debbie Horton (Clerk), Sandie Lovell, Business Manager

Minutes

1	Welcome & apologies for absence There were no apologies.
2	Attendance & declaration of interest The governors signed the attendance form. There were no declarations of interest.
3	Minutes of the last meeting of 28.6.22 They were approved as a correct record.
4	Matters arising from the last meeting <ul style="list-style-type: none"> • Online payments – check on transaction fees and final costs by December 2022 – SL. This had not been progressed. Governors asked for investigations to continue and for a proposal at the next Resources meeting. They felt that Parentpay would soon become standard practice in schools. • For JB, RH, HP and SL to meet with the kitchen manager. Head to arrange date within the next 3 weeks. Done, and inquiry is ongoing, see item 8 • For SL to acquire 2/3 school dinner outsourcing quotes from catering companies, to include their food offers. See item 8 • Clerk to include annual staff survey in cycle of business. Done • IS to check risk registers, and H&S compliance. Done, see item 10, Health and Safety policy. • Two visit reports due – IS and JB. Noted, see item 11. <p>ACTION: Parentpay proposal - SL</p>
5	Election of Chair and Vice-Chair of Committee Rob Hill was elected Chair for one year. There were no nominations for Vice-Chair.
6	Budget SL and the Head reported that the budget had changed significantly from the original but was still manageable. The updated support staff payroll had been included in the budget. It was being managed carefully, to avoid deficits in the future. The main changes : <ul style="list-style-type: none"> • Staff salaries - a 2.5% pay rise had been budgeted for originally, but this has since doubled. • Costs have risen – in energy, food and paper, for example. The photocopying budget has been overspent so paper is being rationed. Energy bills are rising, so heating is being used sparingly, which is not a problem whilst the weather is mild. The governors noted that it was fortunate that the school decided to stay with Laser, as this lessens exposure to the market. However, there will still be an increase in energy costs, but the actual amount won't be known until invoices are received. • Maternity cover has been provided for internally, with savings. <p>Q: Should we invite someone in to discuss energy efficiencies? A: Since the majority of the school building is fairly new, it's well insulated, and meets the latest building regulations, so this doesn't seem necessary.</p> <p>There has been a significant turnover of TAs, with 7 leaving. The main reason has been that the average TA salary is no longer sufficient to meet the cost of living. This has also meant that it is difficult to recruit new TAs. 2 have been replaced, leaving 21 in total. This is sufficient to meet the needs of the school at the moment, as there are fewer children with special needs.</p> <p>Q: Does the reduction in number of TAs affect teaching?</p>

	<p>A: No, there are enough for the school to deliver the curriculum and support children. Q: Are there things that can't be done because of budget constraints? A: Not at the moment, but new books are needed for the second year of the new curriculum. The PTA might be able to help. The curriculum will have to be prioritised, and planning will have to be tight to ensure that there isn't a deficit after this year.</p> <p>RH thanked SL for her careful management of the budget. The monitor was approved.</p> <ul style="list-style-type: none"> • Consideration of procedure for future responses to Devon funding formula consultations. (Current one ended on 16.10.22). This was not discussed.
7	<p>Pupil admissions Current and projected pupil numbers and impact.</p> <p>On census day, the school was down 16 children. This is because there were more Year 6 children leaving than coming in to Reception (which isn't full (41/45). Some children have moved out of the area, and lower birth rates have meant that there are fewer children entering primary school. This has a significant impact on the budget, meaning planning is essential.</p>
8	<p>School Meals (2) Report back from Lead and working party. The committee had a full discussion of the findings and suggestions of the working party. It had met twice, once with the kitchen manager and once without. Further meetings are planned.</p> <p>Governors felt that the direction of travel was a whole school approach to school meals, where they are fully integrated into the school, with links to the curriculum (PHSE and Food technology). They wanted it to be a social and learning experience which children can enjoy. They felt that this could be achieved in-house rather than through outsourcing. The committee recognised that there were considerable challenges to their vision, and further inquiry and information is still needed. In particular, ideas needed to be costed.</p> <p>Points raised:</p> <ul style="list-style-type: none"> • To increase uptake by KS2 children was considered essential. Suggestions for this included asking parents to share a school meal, classes choosing menus, linking meals with events and making it into a fuller experience. If the experience improved, then more children would choose it. • The tables are heavy and replacing them with lighter ones would make the lunchtime process much simpler. This cost could come from the capital budget, but the new entrance door is the current priority. • The role of TAs and MTAs should be examined. At the moment, TAs do spend half an hour doubling as MTAs, as the school only has 2 MTAs who work 4 days a week. • Other schools use the curriculum budget to contribute to catering. To do this would mean having the whole school behind the new approach to school dinners. • The catering budget has only started to make significant losses post-Covid. • A visit to a maintained school, which catered in-house, would be useful. Kingkerswell school is a possibility. <p>Q: Should we use the curriculum budget to partially fund catering? A: £10, 000 is contributed at the moment, and as the budget stands, using the curriculum budget is not realistic.</p> <p>Q: Does there need to be more than one cook in the kitchen. A: Again this comes down to the budget.</p> <p>Q: There is currently a lot of waste. How can this be reduced? A: This links to a potential bonus of Parentpay. If parents could pre-order, that might help. But, pre-ordering dinners doesn't mean they get eaten. More thought is needed.</p> <p>The meeting moved into Part 2 confidential minutes at 9.15am.</p> <p>Q: Do we need the kitchen manager role? It seems that having a separate cook and kitchen manager is unusual. Could the role be blended? A: This would put us into a redundancy situation. However, it is important that we look at staff</p>

	<p>roles during this inquiry. Job descriptions do need to be re-visited and the financial implications of changes fully costed.</p> <p>The meeting returned to Part I minutes at 9.20am.</p> <p>The committee agreed that the financial impact of ideas should be the focus of a future meeting of the working party. Governors also noted the importance of getting the whole school behind the vision of a more integrated school kitchen and positive school dinner experience for children.</p> <p>ACTION: Continued inquiry into catering by the working party, and costing of different ideas.</p>
9	<p>Building, maintenance and improvement needs for this year</p> <p>Update and plan</p> <ul style="list-style-type: none"> • SL reported that the school is now responsible for financing a 10 year glazing survey, which is due. • DCC is financing the replacement of windows and repairs to the flat roof. • Quotes for fencing have come in, and are expensive. • Some internal decoration needs doing, but is low priority. <p>IS and SL have planned a facilities meeting and will report back with a visit note, and an update at the next Resources meeting.</p> <p>IS suggested that requests for funds to the PTA should also include maintenance as well as curriculum needs.</p>
10	<p>Policies for review</p> <ul style="list-style-type: none"> • Health and Safety. MW and IS gave feedback on the new model from DCC. There have been changes, for example, the new policy includes a section on tree management. The committee approved the new policy, subject to customisation to the school, (filing in of relevant names etc). MW, IS and HP will liaise and provide governors with the final version. <p>Q: MW asked if all the relevant risk assessments had been done.</p> <p>A: IS and HP could confirm that they have.</p> <ul style="list-style-type: none"> • Teacher's Appraisal - this was reviewed, and remains unchanged. • Gifts and Hospitality - this was reviewed and remains unchanged. • Pay policy - MW had reviewed this ready for recommendation to the FGB in December. <p>Q: If pupil numbers have gone down, has the school now moved groups and does this affect the pay policy?</p> <p>A: The drop in numbers isn't sufficient to cause a change in school group, so the policy is unaffected.</p>
11	<p>Governors' monitoring visits from this committee</p> <p>IS and JB have 2 outstanding visits to write up.</p> <p>RH has made a finance visit and IS a Health & Safety. Visit notes pending.</p> <p>ACTION: Outstanding visit notes. Planned visit: facilities.</p>
12	<p>Training</p> <p>None for this committee (although RH has attended a Head's Appraisal training).</p>
13	<p>Business brought forward by the Chair</p> <p>None</p>
14	<p>Date & time of next meetings</p> <p>Resources meeting 7th February 2023</p>

The meeting ended at 9.35am

Summary of Actions

4	Online payments – proposal	SL	Next Resources meeting
8	Continuing inquiry into school meals and costing of ideas. To report back to Resources committee (and visit note where appropriate).	Working party	Next Resources meeting
11	Outstanding visit notes and planned facilities visit	IS, RH & JB IS	Visit notes and next meeting

