



MEETING OF THE RESOURCES COMMITTEE ON MAY 7TH 2024 AT 8.30AM IN THE SCHOOL

Present: Mike Waterson (MW), Ian Stewart (IS), Rob Hill (RH) Chair, Jenny Barker (JB), Hilary Priest (HP), Rich Gibbon (RG)

In attendance: Dawn Pettipiece (Clerk), Sandie Lovell, Business Manager
(part of meeting)

MINUTES	
1	<p>Welcome & apologies for absence All members were present.</p>
2	<p>Attendance & declaration of interest The governors signed the attendance form. There were no declarations of interest. SL entered the meeting at 8.40am RH entered the meeting at 8.45am JB entered the meeting at 8.50am</p>
3	<p>Minutes of the last meeting on 19th March 2024 The Minutes were agreed as a correct record. The Chair signed the Minutes.</p>
3.1	<p>Matters arising from minutes of the last Resources meeting including progress made on the actions raised*</p> <ul style="list-style-type: none"> • Update following Health & Safety meeting: regarding Quinquennial report and review of accident book to see if there is a pattern to accidents. <p>IS and SL did a health and safety walk on 1.5.24. There were no major issues, just a few leaks. Regarding the report there was nothing in the Priority one area. There were a few in Priority 2, which should be done within two years, for instance wooden windows that need painting. They need repair or eventually they will rot. HP: I will put it on the Caretakers list to be done in the summer holidays. IS: We will discuss the report at the next facilities meeting. HP: We are still trying to get KEIR to sort out some leaks. SL: So everyone is aware of what is on the report but understands we cannot afford to do anything yet. All governors agreed with this statement and will review the report in a year's time. ACTION: IS TO DISCUSS THE REPORT AT THE NEXT FACILITIES MEETING. ACTION: QUINQUENNIAL REPORT TO BE REVIEWED IN A YEAR'S TIME.</p> <ul style="list-style-type: none"> • Map to be added to Evacuation Plan. DONE. • Pay Policy and Benchmarking was approved at last FBG meeting. DONE. • Babcock information and date removed from Evacuation Plan. DONE. • Generating income to go on this agenda as an item (See car park fund raising, After School Club etc.) DONE.
4	<p>Budget</p> <ul style="list-style-type: none"> • To monitor latest FRS (in meeting folder, with report from SL) <p>Discussing the Governors report: SL: We got a reasonable amount of money back from the Mutual Fund, but not in time to put in the budget. We also got some funding for SEND (special education needs and disabilities) children in respect of EHCPs (Education and Health Care Plans) which we were waiting for. That all helped us to gain an extra £15,000 carry forward in the budget. We also gained money as one staff member did not apply to go up a grade last year. As it is still early days in the financial year the money allocated to the cost centres is projected to be spent. There was some confusion with the new Finance Officer regarding one of the cost centres (as explained in the Governors report). SL: For instance, it shows money in the children's kitchen cost centre which is not there. JB: Is money for the school meals ring-fenced SL: Yes. If we have not spent it all the money allocated to certain cost centres the remaining balance goes in next year's budget. We have set up separate costs centres for things like the Benevolent Fund so we can see what is happening and then it is decided which cost centres are ring fenced for the following years budget. We use RM Education for our broadband and the cost of that has gone up 24%, although we were not informed. I am in discussion with them to see if we can reduce our bill. We have had to use all</p>

	<p>the Information Technology money to fund the broadband and this cost centre is currently overspent.</p> <ul style="list-style-type: none"> To approve CFR (consistent financial reporting) report and final FRS <p>SL: The CFR is about all of our costs and everything has a ledger code and these are grouped into expenditure codes. The expenditure codes are decided by Devon County Council (DCC) and the Department of Education (DoE) so all schools report the same way. For instance, in our budget we have a cost centre for the Benevolent Fund, but we have to link it to the CFR codes. We have no control over how it is set up, but the governors need to see it and approve it as it shows a true reflection of how the budget was spent over the last 12 months.</p> <p>MW: Asked various questions about the catering budget.</p> <p>ACTION: THE GOVERNORS REQUESTED THAT THE CATERING BUDGET BE PUT ON THE NEXT FGB AGENDA FOR FEEDBACK OF A MEETING BETWEEN SL AND HP. DONE.</p>
5	<p>STAFFING STRUCTURE</p> <ul style="list-style-type: none"> Review current staffing structure and staffing needs for the next academic year – for ratification at next FGB meeting. <p>HP: The only change is that we no longer have a full-time deputy head and we will continue with the deputy working in that role for two days a week. We have increased SEND to five days a week, but that is needed and we will have to make economies elsewhere if required.</p>
6	<p>School Meals/Nutritional Policy</p> <ul style="list-style-type: none"> Chefs in Schools - to monitor <p>HP: at the moment we have a lot of visitors who come to talk to us about Chefs in Schools and chefs work alongside our chef Marco for a day to build up their skills. We don't pay the consultancy fee anymore to Chefs in Schools, but still work with them as it helps develop our skills. Three local schools have signed up so that helps with Procurement. I am also generating income by writing articles about Chefs in Schools and am doing a workshop in London for a Head Teacher magazine. We are also on the BBC Radio 4 programme on 23rd May 2024. The school has also been short-listed for a Jamie Oliver award.</p> <ul style="list-style-type: none"> Review - The Grove School Food Vision/Food Plan – shared from SIP (in folder) <p>If you look at the Food Plan, there is planning to raise funds. Marco wants to make pesto and sell it.</p> <p>RB: When I was at school we produced a cookbook, could the school do that?</p> <p>HP: We are doing one now and will have “family favourite” recipes in it and some from Marco.</p> <p>IS: There is quite a lot in the food plan about what Marco is doing and are the plans sustainable?</p> <p>HP: We are looking at developing cooking skills throughout the school and I have written a plan for Early Years, which that team have approved and will do plans for the older children.</p> <p>I had a discussion with staff and some secondary schools do not progress food learning with children, unless they take that subject as a GSE. We are looking at teaching basic cooking skills, so the children have those in place before they leave The Grove.</p> <p>JB: Is Marco employed from 7am to 3pm?</p> <p>HP: He is paid full-time for a school day, but finishes at different times so he can fit in teaching etc.</p> <p>JB: So we have scope to use his skills?</p> <p>HP: Yes, but we need to make sure he teaches different skills to each year group.</p>
7	<p>EDI (Equality, diversity and inclusion) group/Governor recruitment</p> <ul style="list-style-type: none"> How can the group help with Equality, Diversity and Inclusion in school. ?Role as associate governor? <p>IS: We can confirm that we do not want an associate governor, but a full governor would be suitable. With the EDI group the deputy head and JB are involved and could work with them to add value to the curriculum, for instance in Religious Education (RE).</p> <p>The governors had a discussion about RE to support children in school who are refugees.</p> <ul style="list-style-type: none"> Ideas about governor recruitment? <p>IS: At the Primary Partnership meeting last week all of the schools except one had a small board.</p> <p>HP: In the past we have put signs up asking for governors on telegraph poles and in the Mansion. Some large businesses are supportive for staff to become school governors and we gained one that way in the past.</p> <p>MW: As Chair I wrote to local businesses, but did not get much response, There always used to be a councillor on the board, maybe we could contact the Town Council?</p> <p>SL: Is it worth putting something in the newsletter and asking the schools in the Primary Partnerships to include this in their newsletters?</p> <p>ACTION: IS WILL DO A REPORT TO GO IN THE SCHOOL NEWSLETTER ABOUT SCHOOL GOVERNOR RECRUITMENT.</p>
8	<p>GOVERNOR INDUCTION PROCESS</p> <ul style="list-style-type: none"> Review of the process <p>IS: How did you find the new governor induction process RG?</p> <p>RG: I was pleasantly surprised as I had been warned about it.</p>

	<p>IS: The previous clerk did lots of work to take irrelevant stuff out of it. The governors agreed to continue with the present induction procedure.</p>
9	<p>GOVERNORS' MONITORING VISITS FROM THIS COMMITTEE</p> <ul style="list-style-type: none"> • Feedback <p>IS: I did a health and safety visit, but have not written it up yet. JB: The curriculum meeting had EDI in it.</p>
10	<p>GENERATING INCOME</p> <ul style="list-style-type: none"> • Ideas? <p>HP: We recently made some money selling tomato plants and the Gardening Club are intending to do the same. The cake sales are starting this week. The deputy head and I are looking at ways to raise funds. I teach for the NPQ (National Professional Qualification) and get £2,500 for that and £400 for other work. RG: There will be a lot of children moving to secondary school later in the year. Perhaps we could write a letter to their parents, about how wonderful their education here has been and would they like to contribute to the school funds to show their support. RG: What about selling plants and pesto at the market square? HP: That is a great idea, but I am not sure what the rules are ACTION: RG WILL DRAFT A LETTER TO YEAR 6 PARENTS TO CONTRIBUTE TO SCHOOL FUNDS.</p> <ul style="list-style-type: none"> • Car Park <p>HP: We use the car parks every Saturday and more often in the school holidays. IS: It works unless there is no-one available to volunteer. RG: I was going to look at this, but haven't yet. IS: I used a car park near Exeter Football club that did not need to be manned. I looked on the JustPark app and found a nearby church which had spaces. I had to book online and was sent a message about how to enter the car park. RH: Who owns the car park? HP: DCC, but lots of schools use theirs to raise funds. Perhaps we could use JustPark at the front of the school?</p> <ul style="list-style-type: none"> • Language School <p>JB: My link is happy to talk to anyone who is interested in pursuing this area.</p> <ul style="list-style-type: none"> • Discussion with School Advisor – any ideas? <p>HP: The School Advisor has been really helpful as she enabled me to get the workshops I am doing and a news article I am being paid for, but as lots of the funding is international we are looking at how to access that.</p> <ul style="list-style-type: none"> • Breakfast Club – outcome of investigations and then discussion if the school take it on. <p>HP: The Breakfast Club works fine under the new government rules and I will speak to the person running it.</p> <ul style="list-style-type: none"> • After School Club – report from sub committee <p>RH: Sandie - I thought you were having a chat with the woman who runs the After School club? HP: SI has been researching after school clubs. SL: If the person who runs the "club" does not want to do Friday's or later hours maybe she could employ some-one who can. I have written to some of the Partnership schools asking them who runs their "clubs" and 4 or 5 have responded. They all make a profit but have an issue with the government funded part of the fees as it takes a while to come through. HP: We need to ask the person running it now and take it from there. RB: It would appear that in other schools the Business Manager, Administrator and Teaching Assistants are involved. SL: Parents can use "Parent Pay" to pay their fees. ACTION: HP WILL TALK TO THE WOMAN WHO RUNS THE BREAKFAST CLUB. ACTION: HP WILL TALK TO THE AFTER SCHOOL CLUB PROVIDER AND THE SCHOOL ADMINISTRATOR ABOUT ADDITIONAL ADMINISTRATOR TASKS. SL left the meeting at 9.55am.</p>
11	<p>POLICIES</p> <ul style="list-style-type: none"> • Whistle blowing review March 2024 <p>MW: I have reviewed the policy and it is fine.</p> <ul style="list-style-type: none"> • Governors' Allowances/Expenses Policy Feb 2024 <p>MW: This is fine too.</p> <ul style="list-style-type: none"> • Charging and Remissions Policy May 2024 <p>MW: This policy is also fine.</p> <ul style="list-style-type: none"> • Maternity & Adoption Support Leave Policy May 24

	<p>MW: This is a new one from DCC and there is a lot of items that have been taken out of it, such as keeping in touch days, so maybe we should think about adding some of those things back in</p> <p>HP: We have to pay staff to attend those days and the budget cannot support them.</p> <ul style="list-style-type: none"> • Flexible Working Requests Policy <p>MW: A lot has changed due to government legislation. Previously the first committee was involved in authorising requests.</p> <p>HP: It has always come to me</p> <p>The governors approved all the policies but requested the wording be changed on the Flexible Working Policy, so that appeals first went to the Head and if necessary after that to go to the First Committee. HP did this immediately after the meeting.</p>
12	<p>TRAINING</p> <ul style="list-style-type: none"> • There has not been any training booked by any of the governors on the committee.
13	<p>CLERK'S REPORT</p> <ul style="list-style-type: none"> • Financial Matrix Competencies for Resources Committee to complete <p>Clerk: it is an audit requirement that all members of the Resources Committee do this annually.</p> <p>ACTION: JB AND RH TO SEND THE COMPLETED FORMS TO THE CLERK. UPDATE: RH SENT HIS TO THE CLERK STRAIGHT AFTER THE MEETING.</p>
14	<p>Business brought forward by the Chair</p> <ul style="list-style-type: none"> • The committee discussed days and times for next year's meeting timetable. <p>IS: The Business Manager requests this meeting to be held in the middle of the month as it fits better with financial planning.</p> <p>JB: It is hard to get here for 8.30am but I will trial leaving my child with their teacher as other members do that.</p> <p>ACTION: THE MEETING TIMETABLE TO GO ON THE NEXT FGB AGENDA FOR DISCUSSION. DONE.</p>
15	<p>Date and Time of next meeting</p> <ul style="list-style-type: none"> • Tuesday 25th June at 8.30am in the school.

The meeting ended at 10.10 am.

Summary of Actions

3.1	Quinquennial report to be discussed at next facilities meeting	IS	At next meeting
3.1	Quinquennial report to be reviewed in a year's time. UPDATE: in clerk's diary.	Clerk. CofG	Within two weeks
4	The governors requested that the catering budget be put on the next FGB agenda for feedback of a meeting between SL and HP. DONE.	Clerk	By next meeting
7	Governor recruitment report to go in school newsletter	IS	By next meeting
10	Draft letter for parents of year 6 requesting contribution to school funds	RG	By next meeting
10	Discussion with Breakfast Club provider	HP	By next meeting
10	Discussion with After School Club provider and the school administrator about admin tasks	HP	By next meeting
13	Financial Matrix form to be completed and sent to clerk	JB	By next meeting
14	New school year governor meeting timetable to go on next FGB agenda and draft of the timetable to be ready. DONE.	Clerk	By next meeting