



MEETING OF THE RESOURCES COMMITTEE ON FEBRUARY 6TH AT 8.30AM IN THE SCHOOL

PRESENT: Simon Gifford-Mead (SGM), Mike Waterson (MW), Hilary Priest (HP), Nicky Rajska (NR)

IN ATTENDANCE: Debbie Horton (Clerk), Madeline Eaton (ME), potential governor

Minutes

1	<p>Welcome & Apologies for Absence Madeline Eaton, who is thinking of becoming a governor, was welcomed to the meeting. Laura Partridge gave her apologies and Jen Tierney was absent. It was agreed that Simon Gifford-Mead would be Chair for the meeting.</p>
2	<p>Attendance & Declaration of Interest The governors signed the attendance form. There was no declaration of interest.</p>
3	<p>Election of Vice-Chair There were no nominations for the position. It was agreed to bring this item forward to the next meeting.</p>
4	<p>Approval of minutes of last Resources Committee meeting on October 17th 2017 The minutes were agreed as a correct record.</p>
5	<p>Matters Arising from minutes of meeting including progress made on the actions raised 5. The annual cycle of business 2017-18 has been posted on the governors' section of the website. 9. The posting of governor photos and biographies on the website has not been completed. Action: The clerk will email Laura Partridge to find out if she can take this forward. NR offered to help with this task, if LP is unable to complete it. 9. An extra Resources meeting was not necessary and did not take place.</p>
6	<p>Budget monitor The governors had received the FRS information with the agenda, which was accompanied by notes from Sandie Lovell. HP said that a carry-forward to the next budget is expected, but it will not be as large as forecast at the beginning of the financial year.</p> <p>Q: SGM asked about pupil numbers for September 2018 A: HP said that although numbers had risen, she said that the school would not be full throughout the years. She said that there will be another Year 5/6 class in September and that there is a waiting list for Years 2 and 3, The governors noted that a lot of children had joined the school recently, after census day, but funds for them are not received until the following census day.</p> <p>Q: SGM asked why the purchase of consumables had risen A: HP said that since the caretaking and cleaning contract with NORSE had ended, consumables in this area were now coming out of the budget. She reported that the grounds maintenance contract had also been stopped, and this had been taken in-house. The governors noted that the contractors had not been coming monthly as agreed. HP said that hedgetrimming would be contracted out, but strimming could be done by the caretaker and the children had been involved in weeding. She has asked the PTA if they might be able to fund a strimmer.</p> <p>Q: MW asked about next year's budget. A: HP said that she and Sandie Lovell had been working on a blind budget and they had seen the Finance officer. The draft budget from the Local authority is expected at the end of February. She said that another Resources Committee meeting before the next FGB on March 13th will be needed. The governors agreed to meet on Monday 5th March at 8.30am.</p>

6.1	<p>Bought in services</p> <p>HP said that the figures for services for next year are just coming in and suggested discussing these at the next Resources meeting with the new budget.</p>
7	<p>School's financial Value Statement (SFVS)</p> <p>The governors noted that all members of the Resources committee should complete an SFVS skills audit. The governors noted that they still need a Finance lead.</p> <p>Action: the clerk will circulate a copy of the skills audit to all members who haven't completed one.</p>
8	<p>SIP (areas relevant to this committee)</p> <p>HP said that the PTA has raised funds of £11,000. It was agreed that the Chair would write to them to thank them for all their hard work and success. HP said that more parents need to become involved because currently there is only a small group who are organising events.</p> <ul style="list-style-type: none"> • ME said that some parents might want to get involved for one-off events but couldn't commit long term. • NR suggested a What's App group for each year, where parents could contact each other and help could be requested. • NR said that it would be good to think about what parents would get out of supporting the PTA, as well as raising funds for the school • SGM said that once the new budget is settled, a new plea for members in conjunction with clear goals for the funds might be put out to parents. • NR said that she will look into grants, compile a list of possible applications, meet with • HP and go from there • HP said that a visual target indicator would be a good idea for specific goals. ME agreed to make one. <p>Action: Letter to PTA from Chair</p> <p>Action: NR will look into grants and meet with Head.</p> <p>Action: ME to make Fundraising target indicator</p>
9	<p>Staffing and personnel matters</p> <p>HP reported that interviews are being held on March 8th 2018 for a teaching position starting in September. MW and SGM will attend and NR will attend in the morning. HP said that a Teaching Assistant position will be advertised later in the year.</p>
10	<p>Buildings, Health and Safety</p> <p>SGM reported that the snagging list is still being worked on with Keir. The CO2 and ventilation problems are the major items on the list. Other minor issues are being chased. He said that the storage container is installed in the car park, a new office for the new IT member of staff is partly fitted out, fencing is going up outside the Reception class and will increase the size of the play area, and an outside canopy is being constructed by a builder.</p> <p>Q: MW asked about the school's insurance</p> <p>A: HP said that it is all done through Devon County with Zurich.</p> <p>SGM said that he and Sandie Lovell will do a Health and Safety walk around later this term. ME agreed to go with them.</p> <p>Action: Health and Safety walk, SGM, ME, SL.</p>
11	<p>Policies</p> <p>HP had been working on the merged Business Continuity and Emergency Plan. It is partially complete and will be brought to the next Resources meeting.</p> <p>Q: MW asked what support the Local Authority give in the event of an emergency.</p> <p>A: HP said that they will provide funds, but it is the school which has to work out what to do in particular situations.</p> <p>Q: MW asked if there is an alarm for lock-down.</p> <p>A: HP said that there wasn't, and it should not be the bell or the fire alarm, but something different such as a whistle.</p> <p>She said that a printed copy of the plan will be available in the school office and with Rebecca Rocket on Reception. She said that all governors should see it. It was suggested that a lock down practice should take place like the Fire drill.</p> <p>Action: HP will look into setting up a clear lock-down procedure, alarm and practice.</p>
12	<p>Data Protection</p> <p>The Head reported that SL went on data protection training. It was suggested that the Data Protection</p>

	Officer role could be shared between a governor and a member of the Senior Leadership Team. ME volunteered for this role. Action: HP to assign DPO role to a member of the SLT.
13	Safeguarding The governors had received the termly safeguarding report with the agenda. All governors had completed their L2 safeguarding training apart from NR and Suzanne Bryant. Action: Clerk to send safeguarding training link to NR, SB and ME.
14	Governor visits
14.1	Reports back from governor visits since last Resources meeting See item 10 for buildings, health and safety visit. There were no other visits from this committee.
15	Date & time of next meetings Resources Committee 5 th March 8.30am FGB meeting March 13 th 6pm

The meeting ended at 9.50am

Actions Table

Item	To do	By whom	By when
5	Email Laura Partridge to find out if she can take this forward.	Clerk	Next week
7	Clerk will circulate a copy of the skills audit to all members who haven't completed one.	Clerk	Next week
8	Letter to PTA from Chair	Chair	Before half term
8	NR will look into grants and meet with Head.	NR/Head	Before end of term
8	ME to make Fundraising target indicator	ME	Before end of term
10	Health and Safety walk, SGM, ME, SL.	SGM	Before end of term
11	HP will look into setting up a clear lock-down procedure, alarm and practice.	Head	Before end of term
12	HP to assign DPO role to a member of the SLT.	Head	Before end of term
13	Clerk to send safeguarding training link to NR, SB and ME.	Clerk	Next week