



MEETING OF THE RESOURCES COMMITTEE ON OCTOBER 15TH 2018 AT 8.30AM IN THE SCHOOL

PRESENT: Mike Waterson (MW), Hilary Priest (HP), Rob Hill (RH), Simon Gifford-Mead (SGM), Nicky Rajska (NR), Ian Stewart (IS)

IN ATTENDANCE: Debbie Horton (Clerk), Sandie Lovell (SL), Business Manager

Minutes

1	Welcome & Apologies for Absence Ian Stewart, Associate Member, was welcomed to the meeting. There were no apologies. Laura Partridge and Jen Tierney were absent. MW was elected temporary Chair of the meeting.
2	Attendance & Declaration of Interest The attendance register was signed. There were no declarations of interest.
3	Minutes of last meeting on June 21st 2018 The minutes of the last meeting were accepted as a correct record.
3.1	Matters arising from last minutes SL and RH had met to discuss the budget. The Charging and Remissions policy had been prepared by HP (see item 8). HP had checked the Lettings policy and it will be brought to the December FGB for approval. The Head reported that lettings were going well, and providing a source of income for the school. SL and RH agreed to meet to discuss the annual benchmarking exercise. Q: RH asked if there was a national standard of good practice. A: SL said there wasn't but it was nevertheless useful to benchmark against similar schools. The Finance Lead's terms of reference were approved at the September FGB meeting. <u>ACTION</u> Benchmarking – SL and RH
4	Election of Chair and Vice-Chair This item was moved to the end of the meeting.
5	Budget SL reported that the latest monitor had not changed since the last monitor to the full governing board meeting in September. HP said that the position was better than originally forecast as there were more pupils on roll than anticipated (302 in total). HP reported that the government was not wholly funding teachers' pay rises, but the school had included 1% in the school budget for that pay increase. She informed governors that teacher pensions were due to rise next year, and it was not clear how this would be funded. Q: MW asked whether the catering budget was now in balance and asked for a breakdown of costs in this area. A: SL said that raising the price of a meal to £2.50, and cutting back on expenditure as much as possible had meant that the budget was on track. She said that staffing was going well and that a change to lunch hour times now meant that mealtime assistants had the time they needed to organise the school hall for lunchtimes. SL said she would provide a more detailed summary for this cost centre to the governors. SL reported that an insurance claim for guttering damaged by snow had been successful and all the guttering on the old building had now been replaced.
5.1	Capital budget SL reported that financial plans for the year were on track. Laptops had been bought and insulation for the old building was the next planned item of capital expenditure.

	<p>Q: MW asked how the outdoor canopies were progressing. A: HP said that the first one was being trialled in the Reception class outdoor area. She said that the PTA had said they would pay for the canopies.</p> <p>HP was able to confirm that that the school would be receiving monies from the Growth Fund.</p> <p>Q: SGM asked if the damage to the car park barrier will be covered by Zurich insurance. A: SL said that is not known yet, and she plans to contact them today.</p> <p>HP said that the IT technician's planned move was now imminent, and exploratory moves by the school to find potential replacements for interview had been fruitful. ACTION: SL to provide governors with detailed catering costs.</p>
6	<p>Asset Management Plan for review HP said that the school does not have an asset management plan as such, but an inventory is currently being carried out and an assessment had been done for contents insurance, when the new build had been completed. She said that detailed records from Kier state what they installed during the build and confirmed that all fixtures and fittings were covered under Devon County's building insurance. MW said that if there was a fire, for example, the school would need to know what had been destroyed. RH said that an Asset Management Plan was needed urgently, and he and NR agreed to monitor its progress. ACTION SL to compile an Asset Management Plan, and RH and NR to monitor and report back to the committee.</p>
7	<p>Health and Safety and Facilities HP reported that at the latest Facilities Meeting, members went through Devon County's quinquennial Conditions Survey. It has been forwarded to Kier. There are still several outstanding issues with Kier, notably ventilation, a drain survey and water temperature. HP said that the exterior music room has been reinstated as there is not enough room in school for music tuition. The peripatetic music teachers will fund the supply of electricity to the outdoor music room. HP reported that there have been two fire drills this term, the second to trial adaptations, which went well. Staff also had a lock down drill. It was confirmed that IS will take the lead on Health and Safety and Premises issues. ACTION: IS and SGM to meet to discuss Health, Safety and Premises.</p>
8	<p>Policies The latest 2017 version of the Charging and Remissions Policy was agreed under delegated authority. The September 2018 Safeguarding policy was agreed under delegated authority. The clerk informed governors that the latest 2018 Pay policy was now available. She informed the committee that governors were expected to read the Whistleblowing and Safeguarding policies and she agreed to circulate them to the board and ask governors to sign that they have read them. ACTION: Clerk to circulate Safeguarding, Whistleblowing and 2018 Pay policies to board.</p>
9	<p>Governors' monitoring visits from this committee IS will be included in the next termly Health and Safety walk. RH said that he would like to have a school meal and he will book a time with Rebecca Rocket.</p>
10	<p>Business brought forward by the Chair There was none.</p>
4	<p>Election of Chair and Vice-Chair of the committee. RH self-nominated as Vice-Chair of the committee. He was elected by show of hands. The election of the Chair was postponed until the next Resources meeting.</p>
11	<p>Date & time of next meeting Resources Committee Monday 4th March at 8.30am</p>

The meeting ended 9.30am

Summary of Actions Table

Item	To do	By whom	By when
3.1	Benchmarking	SL/RH	Before end of term
5.1	SL to provide governors with detailed catering costs.	SL	By next Resources
6	SL to compile an Asset Management Plan, and RH and NR to monitor and report back to the committee.	SL/RH/NR	Before end of term
7	IS and SGM to meet to discuss Health, Safety and Premises.	SGM/IS	By end of term
8	Clerk to circulate Safeguarding, Whistleblowing and 2018 Pay policies to board.	Clerk	By October half-term

