



MEETING OF THE RESOURCES COMMITTEE ON 12TH NOVEMBER 2019 AT 8.30AM IN THE SCHOOL

PRESENT: Hilary Priest (HP), Rob Hill (RH), Ian Stewart (IS), Mike Waterson (MW), Claire Jones (CJ)

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

Minutes

1	Welcome & apologies for absence Ceri Goddard gave her apologies. Laura Partridge was absent.
2	Attendance & declaration of interest The governors signed the attendance form. There were no conflicts of interest.
3	Elections RH was elected Chair of the committee for a year and Ian Stewart was elected Vice-Chair for a year.
4	Minutes The minutes of the last Resources committee meeting on July 9 th 2019 were agreed as a correct record.
4.1	Matters arising from last minutes for this meeting 3.1 Lettings Strategy - RH/Head. HP reported that the school was now being let more regularly and was receiving more requests for rental. In these circumstances, the committee decided that the need to devise a strategy was not necessary at the moment. SL said that the heating for the school hall couldn't be isolated from the rest of the building which was a problem, as the rental charge of £15 per hour was not enough to cover heating the whole school as well. In response to this, the rental had been reduced to £10 an hour with no heating. For those who required heating, the charge would have to be raised above £15 per hour. It was agreed that the option of changing the heating system would be too costly at the moment. It was agreed that the hall would not be let for children's parties. 3.1 Energy supplier quotes and ongoing insurance question - SL. SL said that the school had a 12 month contract with Laser so new quotes could not be obtained until April 2020 at the earliest. The committee agreed to look at it then. 5. Work bench in kitchen to be extended – HP HP informed the committee that this work had been dropped, as the costs involved could not justify the limited benefits of such a small extension. 10. Outdoor Activities policy to be brought to the next Resources Committee meeting – RH. See below at item 9
5	Budget Monitor The governors had received the 4.11.19 budget monitor, cover page and notes from SL. SL reported that the budget is on track, with most funds being used as anticipated. The meeting moved to Part 2 minutes at 8.45am. The meeting moved back to Part 1 minutes at 9.50am HP said that she would like an extra layer of security for the front entrance and SL is currently looking into quotes for a door that would allow for a lobby between the door and the reception desk. RH thanked SL for controlling costs so successfully. The governors agreed the 4.11.19 monitor. 3-5 year financial plan SL reported that this is unchanged since it was last brought to the committee. HP said that she was planning to buy 41 Ipads from the capital budget, so that each class could have 12. SL had obtained three quotations, one each from BT Direct, PC World and CCS Media. SL recommended the CCS Media quote of £10, 250, which was slightly more expensive than the other two, but the school had bought from them before and their aftercare was good.



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	<p>The committee agreed that the school should purchase 41 iPads from CCS Media.</p> <p>Q RH asked how the school restricted access to the internet. A: HP said that there was a South West Group Learning firewall, plus other firewalls in place. Additionally, children were not left unmonitored whilst using the internet.</p> <p>Pupil numbers update and implications. HP reported that the school is almost at its capacity of 320, with 317 pupils on roll. There were 318 pupils on census day. The current budget is based on last year's roll on census day, which was 304, but the difference in funds will be received in April.</p> <p>HP reported that a new admissions portal tool meant the school could now know the admissions figures sooner.</p>
6	<p>Wish list for subject leaders HP said that most, but not all, subject leaders had come up with rough wish lists. RH asked if they could be transferred to a spread sheet and then prioritised, in readiness for budget setting next year. HP considered Maths and English to be priorities and estimated that about £10, 000 could be spent on each to update resources.</p> <p>Q: SL asked if training had been requested, in the light of cuts to the training budget. A: HP said there hadn't been any requests, but a lot of training, from Babcock for example, had been free or low cost, and the school had joined the Maths Hub, which had trained three teachers in the school, also for free.</p> <p>Q: CJ asked about training Forest School teachers A: HP said that ideally all teachers should be trained, but the school could manage with the current levels of training. Action: HP to make a wish list spreadsheet ready for the next Resources meeting.</p>
7	<p>Safeguarding</p> <ul style="list-style-type: none"> • The Head confirmed that there were no major safeguarding issues to report. • CJ, the new Safeguarding lead and MW, Deputy Safeguarding lead, will meet soon. • The Devon Safeguarding Audit will be finished by November 31st. • CPOMs had become embedded in the school, though some teachers were using it more than others. This will be discussed at a staff meeting. <p>Q: IS asked if the use of CPOMS had changed the numbers of children being monitored. A: HP said that it hadn't at the more serious level, but it was possible to see patterns emerging at a less serious level. Q: MW asked if the transition of children to home schooling was supported in any way. A: HP said that there had been experience of that in the school and that conversations took place with those children. However after they had left, they dropped out of the system altogether.</p>
8	<p>Governor visits Latest visits from this committee. IS had done a facilities and health and safety visit. All governors had received his reports. He reported that the snagging list with Kier had been signed off, but outstanding issues still included the water temperature and a window in Willow classroom. Simon's cabin is leaking, and this is being investigated with the supplier,</p>



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	and a builder who had not been involved with its build. It appears to be a design fault rather than a building problem. Q: CL asked if the school had a risk register. A: HP said it was within the Emergency and Business continuity plan. It was agreed that Facilities should become a standing item on the agenda.
9	Policies For review Outdoor Activities, 2018 version. It was noted that the current policy is the 2016 version, which is now out-of-date. MW said that there were a number of changes, including a rise in the number of adults needed for school trips and offsite activities. HP agreed to look into emergency cards, which would give brief summaries of actions to be taken in a crisis, and to put in a requirement for risk assessments for SEND children. She would also include Sam Wilkinson and Sandie Lovell as deputy EVCs. The policy would be amended as discussed and brought to the next Resources meeting for approval Accessibility Plan 2019-23 IS had reviewed the plan and recommended it for agreement. It was approved. Ceri Goddard had reviewed the Governor Expenses Policy and recommended it for agreement. It was approved. The Teachers' Appraisal 2013 policy was approved. The Finance policy would be brought to the FGB for approval as the draft sent for review was not the latest version. The Pay policy 2019 is now available but would also be brought to the FGB for approval, once HP had checked it through. Action: Outdoor Activities Policy to be prepared for next meeting.
10	Business brought forward by the Chair There was none.
11	Date & time of next meeting Tuesday March 10 th 2020 at 8.30am. Given the gap between this meeting and the next, it was agreed that a working party, to include RH and SL, should meet in the new year to prepare the SFVS, which has changed in its requirements, so that it can be approved at the March 10 th meeting.

The meeting ended at 10am.

Summary of actions

Item	To do	By whom	By when
6	Wish list spreadsheet to be ready for the next Resources meeting.	Head	Next Resources
9	Outdoor Activities Policy to be prepared for next meeting.	Head	Next Resources