



MEETING OF THE RESOURCES COMMITTEE ON JULY 9TH 2019 AT 8.30AM IN THE SCHOOL

PRESENT: Hilary Priest (HP), Rob Hill (RH), Ian Stewart (IS), Laura Partridge (LP), Mike Waterson (MW).

IN ATTENDANCE: Debbie Horton (Clerk)

Minutes

1	Welcome & apologies for absence There were none.
2	Attendance & declaration of interest The governors signed the attendance form. There were no conflicts of interest.
3	Minutes of last meeting on 9th May 2019 They were approved as a correct record and signed by the Chair.
3.1	Matters arising from last minutes for this meeting 3.1 Devise a lettings strategy. This is still to be done. Rescheduled for next meeting. 3.1 Check on progress of energy supplier quotes and ongoing insurance question. To be rescheduled for next meeting. 3.1 RH and SL to review catering costs (see item 5 below) Done. 4. SL to send 5 Year Plan to the committee. Done. HP reported that capital funds had been earmarked for IT upgrades and an additional 1:1 room. 4. For discussion at the next Resources meeting, the question of whether or how much to spend or hold over of the extra funds received into the budget. See item 4 below. 4. Communicate capital budget priorities to parents in the school newsletter. This had not been done, and the committee decided to leave this for the moment. HP informed the committee that the PTA cannot continue, as it doesn't have parent members. She said that staff have been running it for quite some time. It was agreed that it should not close, and therefore lose its charity status. RH and IS agreed to take up positions in the PTA. 4. Quote for roof insulation. No longer necessary. 7. Clerk to start a slimmed down two-tier system for induction. Done. 7. Clerk to check latest advice about number of parents on governing board. Done. Whilst not in breach of any regulations or statutory guidance, it is not best practice to have a governing board dominated by parents. The committee recognised that this balance has currently been lost, but on a skills basis the appointments make sense. The aim will be to restore balance, when possible. 8. IS to do the Emergency Plan and Business Continuity policy and RH, the Outdoor Activities policy. See item 10. Action: Lettings strategy – follow up Action: Energy supplier quotes and ongoing insurance question – follow up
4	Budget Monitor The latest FRS had been circulated to the committee. LP noted that it was healthy. HP reported that the SEND need is growing in the school, with 1 in 6 children belonging in that category. HP reported that as a result of the increase in SEND needs, the SLT had agreed to increase staff provision by 2 days in October. She reported that the school had also bought into CPOMs. The FRS was agreed and signed by the Chair of the committee.
5	Catering costs SL and RH had produced a report on catering costs, which had been circulated with the agenda. The main points to note were: <ul style="list-style-type: none"> The system is working well; a small surplus is being made, so nothing needs to change. The main reason for the improved financial result is the 80p target meal cost (changed from 90p), increased KS2 cohort and increased KS2 take-up of school lunches (approximately 50% at present). If these trends continue then a surplus will continue to be made.

	<ul style="list-style-type: none"> Concerns included the physical labour of moving tables and chairs by two people, the tight fit in the dining room and a sense of isolation amongst the kitchen staff. <p>MW expressed concern about the drop in the amount spent on food, which is now below 80p per head. HP said that the quality of food had not been compromised.</p> <p>Q: MW asked if portion sizes were right, if food was being wasted. A: HP said that they were okay, and the kitchen did re-use as much food as possible, but there was inevitably some wastage. Q: IS asked if the school would be criticised for making a profit, when it was supposedly run as a not-for-profit entity. A: HP said that it had only just become profitable, but if this continued, the cost of a meal would be dropped in response. Action: arrange for work bench in kitchen to be extended.</p>
6	<p>Head's report Consideration of sections relevant to this committee. Catering had been dealt with under item 5, and staff under item 7. MW asked for a budget section to be included in future reports.</p> <p>Q: MW asked about IT support in the school. A: HP said that it was working well and she was very happy with the new member of staff.</p>
7	<p>Staffing structure for next year, staff training and well-being. HP reported that teaching staff would remain the same as last year, with the SENDco on maternity leave, and three teachers returning from maternity leave. TA cover had been increased for the Year 5/6 class from 3 to 5 days. A new 1:1 TA has been appointed. RH commented that there was a great mix of male and female teachers in the school.</p> <p>Training: HP reported training of first aiders on the recent INSET day. Safeguarding training has been arranged after school on Monday September 16th (3.30 – 5pm) and governors are invited to attend. On the September 2nd INSET day focus would be on growth mind set, CPOMs, attachment mentoring and the co-ordinator role.</p> <p>Well-being HP reported that she had just completed a staff surgery, where staff are given a 15 minute slot to talk to about any concerns they might have.</p> <p>Q: RH asked if staff surveys were done. A: HP said they weren't, and that the surgery worked well.</p> <p>Q: MW asked where staff would take issues with the Head, if they had any. A: HP said they knew to go to the Chair of governors or the Deputy Head. IS noted that not many staff took time off with stress, nor were there any known grievances.</p>
8	<p>Facilities Group report The group were due to meet before the end of term. The building has now been signed off. Some volunteers had come in to do some painting and decorating.</p> <p>Q: RH asked if there was a routine maintenance schedule. A: HP said that SL had a servicing plan, with some servicing covered by MPS. A conditions survey is done at regular intervals.</p>
9	<p>Health and Safety HP reported that annual and three yearly risk assessments had taken place and that there would be a Health and Safety audit in September. IS had done a premises walk with Sandie Lovell, but nothing major had been spotted. The termly fire drill had been done. HP confirmed that since the School's Health and Safety policy is the Devon model, it is compliant.</p>
10	<p>Policies Outdoor Activities and Emergency Plan and Business Continuity – review IS had adapted the Emergency Plan and Business Continuity Plan as follows:</p> <ul style="list-style-type: none"> Windows in classrooms were added to the check list, also the door onto the roof. Details of the emergency management team were not in the policy. HP said that personal numbers shouldn't be in the policy, but staff know them. She suggested adding the local police phone number.

	<ul style="list-style-type: none"> IS suggested that a hard copy of the plan is kept with the fire plan, in case IT became inoperable in an emergency. <p>The committee approved the Emergency Plan and Business Continuity policy.</p> <p>Action: Outdoor Activities policy to be brought to the next Resources Committee meeting.</p>
11	<p>Business brought forward by the Chair</p> <p>There was none.</p>
12	<p>Date & time of 2019/20 meetings</p> <p>To be agreed at the FGB meeting.</p>

The meeting ended at 9.35am

Summary of actions

Item	To do	By whom	By when
3.1	Lettings Strategy	Head/RH	Next Resources
3.1	Energy supplier quotes and ongoing insurance question	SL	Next Resources
5	Work bench in kitchen to be extended	Head	By Autumn half term
10	Outdoor Activities policy to be brought to the next Resources Committee meeting.	RH	Next Resources