



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

PRESENT: Hilary Priest (HP), Rob Hill (RH), Ian Stewart (IS)

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

MINUTES

1	Welcome & Apologies for Absence Laura Partridge and Mike Waterson sent their apologies.
2	Attendance & Declaration of Interest The governors signed the attendance form. There were no conflicts of interest.
3	Minutes of last meeting on 21st March 2019 The minutes of 21 st March 2019 were signed as a correct record. Matters arising from last minutes for this meeting
3.1	3.1 Resources Committee to look into other sources of income generation, in particular through lettings. This is ongoing. HP had made local enquires about what other venues charged for letting for children's parties, but had not been able to find any figures. SL had researched prices from the Civic Hall. The committee agreed to come up with a strategy about the kind of lettings they would like, after half-term. 3.1 SL to obtain quotes from energy suppliers before September 30th 2019. This is ongoing and will be available towards the end of the summer term. 3.1 RH and SL to review catering costs. This had not been done. SL and RH will organise the next step after the meeting. 3.1 The facilities group to attend to the outstanding repair and maintenance issues and report back to the Resources committee. IS reported that most repairs had been addressed. The panel in the kitchen is outstanding and Simon Gifford-Mead would obtain a quote for its repair. A team of voluntary painters will be spending a day painting and decorating in the school. HP reported that a cabin (funded by the PTA) is to be constructed on one of the classroom balcony areas. Attempts to find out the exact weight bearing capacity of the roof, via the architects, hadn't been conclusive, but the concrete construction of the balcony and some information on the number of people it could hold suggested it would be adequate. Q: RH asked if planning permission was needed for the cabin. A: HP said this had been checked, and it wasn't needed because it will be a temporary structure. The same applied to the recently constructed canopies. The facilities group report will be a standing item on the Resources agenda in the future. 4.1 LP to contact Towergate insurance. SL had obtained a quote from Towergate and one other company. The Towergate premium was quoted at £10, 878 which was more expensive than the mutual fund premium that it might replace, for the same level of cover. The quote from the other company was considerably cheaper for the same cover at £4069. Explorations will continue. ACTION: Devise a lettings strategy. ACTION: Check on progress of energy quotes at next Resources meeting and ongoing insurance question.
4	Budget SL reported two changes to this year's budget, both favourable. The teacher's Pay award will be funded by the government and paid into the school budget in two parts. The Pensions fund grant will also be paid by the government, and £23, 000 will be paid into the budget in September, for the period September to April 2020. HP said that there is a possibility that there will be a further Pensions fund grant next year but this was to be confirmed. This meant that the carry-forward had increased to £70, 000. Q: RH asked how much of this should be held over and how much could be used this year. He suggested that some funds could be spent on books, for example. A: SL said that up to 5% of the total budget could be held over, which meant that about £10, 000 should be spent this year. HP said that before any spending decisions were made, she would need

	<p>to make some checks.</p> <p>Capital budget SL reported nearly £13,000 in the capital budget. Priorities, outlined in the Five Year Plan, included an IT upgrade, and insulation in the roof of the old school building.</p> <p>RH asked for the Five Year Plan to be sent to members of the committee and HP agreed to price up the roof insulation. IS suggested letting the school community know about the school's capital priorities, as this might motivate fundraising or provide a good cause for ongoing fundraising efforts.</p> <p>ACTION: SL to send 5 Year plan to committee. ACTION: 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. ACTION: Communicate capital budget priorities to parents in the school newsletter. ACTION: Quote for roof insulation</p>
5	<p>Staffing structure for 2019/20 For information and consideration HP informed the committee that a new Year 5/6 teacher had been recruited. The plan for next year is that apart from the new teacher, the staffing structure will mostly stay as it is. Class numbers are good, and the school will be full next year. Reception will be full in September.</p>
6	<p>Extended school provision To monitor current system HP informed the committee that the Breakfast and After School Clubs are running well. They run independently from the school and provide a valued service to parents. The clubs are not charged rent by the school, but they are charged for cleaning. Q: IS asked if they had an effect on attendance. A: HP said that they didn't but they did help parents.</p>
7	<p>Governor induction For review (please see attachments) The governors noted that the number of parents on the board was high. The clerk agreed to check the latest advice about the size of the parent cohort on a governing board and to check the agreement governors made about a healthy balance when the board reconstituted in 2016. IS said that Simon Gifford-Mead had been a useful mentor to him, and emphasised the importance of mentoring. The governors noted that the Chair and the Clerk had looked at the Induction documents last year and split them into a pre-pack (including the code of conduct and meetings timetable) and a post-appointment pack, and slimmed down the paperwork as much as possible, as it was felt to be overwhelming to new governors. The post-appointment pack still included 15 documents, and it was agreed that these could be sent in two tranches, with the most essential documents only in the first tranche. These were agreed to be the KCSiE document, the Safeguarding, Governors' Expenses and Whistleblowing policies, the Governance handbook and governor contact details. RH suggested a social event for governors and staff. HP said that the January Induction Day that governors were invited to was a good way for governors and staff to meet and socialise. ACTION: Clerk to start a slimmed down two-tier system for induction. ACTION: Clerk to check latest advice about number of parents on governing board.</p>
8	<p>Policies To agree who will bring Outdoor Activities and Emergency Plan and Business Continuity policies for review at next Resources meeting on June 10th. ACTION: IS will do the Emergency Plan and Business Continuity policy and RH, the Outdoor Activities policy. HP will check the policies and send (and also send RH the Emergency Plan and Business Continuity policy)</p>
9	<p>Business brought forward by the Chair HP reported to the committee that the school did not win the bid to support Dartington School.</p>
10	<p>Date & time of next meeting The time for the next Resources Committee meeting was changed to Tuesday July 9th at 8.30am. SL informed the committee that the best Resources Committee meeting time from the budget point of view was the second or third week of the month. This will be taken into consideration when next year's timetable is produced.</p>

The meeting ended at 9.35am

Summary of Actions Table

Item	To do	By whom	By when
3.1	Devise a lettings strategy.	All	For next Resources meeting
3.1	Check on progress of energy supplier quotes and ongoing insurance question.	SL	For next Resources meeting
3.1	RH and SL to review catering cost.	SL/RH	By summer half- term
4	SL to send 5 Year Plan to the committee.	SL	By half -term
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.	All	For next Resources meeting
4	Communicate capital budget priorities to parents in the school newsletter.	SL	By end of term
4	Quote for roof insulation	SL	By next Resources meeting
7	Clerk to start a slimmed down two-tier system for induction.	Clerk	By half-term
7	Clerk to check latest advice about number of parents on governing board.	Clerk	By half-term
8	IS will do the Emergency Plan and Business Continuity policy and RH, the Outdoor Activities policy. HP will check the policies and send (and also send RH the Emergency Plan and Business Continuity policy).	IS/RH/HP	By next Resources meeting