

# COCKWOOD PRIMARY SCHOOL

## Governing Body

Resources Committee Meeting – Part I Minutes							
Date/Time	29 <sup>th</sup> March 2017, 6pm	Location		Cockwood Primary School			
Attendees	Initials			Attendees	Initials		
Glynis Buckle	GB	Co-opted Governor (Chair)		Roger Hirst	RH	Co-opted Governor	
Lee White	LW	Parent Governor (Vice-Chair)		Lorraine Curry	LC	Headteacher	
Nick Tallamy	NT	Co-opted Governor					

Apologies	Initials	Reason (Category of Governor)
Richard Crompton	RC	Work commitment (Parent Governor)

Absent without Apology	Initials

In Attendance	Initials	
Brigitte Hawkins	BH	

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
<b>PROCEDURAL ITEMS</b>		
1	Welcome & Apologies	GB
2	Declaration of interest	GB
3	Confidentiality	GB
4	Minutes of previous meetings	GB
5	Matters arising from the previous Resources Meeting	Various
<b>STRATEGIC ITEMS</b>		
6	HT Update	LC
7	Budget	GB/LC
8	School Meals/After School Clubs	GB/LC
9	Service Contracts	GB/LC
10	School Improvement Plan	GB/LC
11	Expansion	NT
12	Sports Premium	RH
13	Pupil Premium	RH
14	Building Maintenance	LC/GB
<b>OPERATIONAL ITEMS</b>		

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15	Health & Safety	LW/LC
16	Policies	Various
17	Next Resources Committee Meeting	GB

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1	<b>Welcome &amp; Apologies</b> GB welcomed everybody to the meeting. An apology was received from RC and sanctioned by the governors present.	Decision		
2	<b>Declaration of Interest</b> GB read out the Declaration of Interest on the agenda. No declarations were made.			
3	<b>Confidentiality</b> GB referred governors to the confidentiality statement on the attendance sheet which was signed by all governors present.			
4	<b>Minutes of Resources Meeting held on 8<sup>th</sup> December 2016</b> These minutes were attached for information only. They were signed off during the last full governing body meeting on 19 <sup>th</sup> January 2017. No further comments were made.			
<b>5. Matters arising from the previous Resources Meeting held on 8<sup>th</sup> December 2016</b>				
5.1	<b>5.1 previous minutes – Redrow funding towards IT equipment</b> LC met with a representative from Redrow recently and discussed how they could support us and how we could work with them to benefit both parties and the community. LC provided them with a 'wish list' and Redrow have agreed to purchase a new sports kit for us, featuring their logo. GB asked if anybody was aware of any conflicting issues with this, but following a brief discussion, governors felt that there was no reason for concern.  LC added that following a meeting with John Clatworthy, he funded the purchase of 2 new laptops.	Decision		
5.2	<b>14. previous minutes – BH to arrange a meeting with DCC to discuss possible collaboration - update</b> LC explained that DCC are keen for us to work with them in the future and contacted us a few weeks ago to discuss their intentions. At a more recent Headteachers' meeting of the Dawlish Learning Partnership (DLP), all schools talked about the options they were looking into in relation to becoming academies and joining multi-academy trusts. DCC have now asked us to send a letter to our parents regarding their intentions of working together with another secondary school and local primary schools. Following a discussion, the governing body decided not to forward this letter to parents at this stage because of our current intentions to join a different MAT. NT updated governors briefly on our current situation and said that	Decision		

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	<p>we are waiting on a response from the RSC (Regional Schools Commissioner) following our application to becoming an academy and joining a MAT.</p> <p>LC added that we were recently approached by another Devon Primary School who is looking to set up a MAT for small village schools. <b>Governors agreed that we will continue to look at other MATs, however our main intention remains with the MAT we identified through the meetings we attended and the research we have undertaken over the last couple of years.</b></p> <p>NT also updated governors on recent information he received at the Chair's update regarding the number of MATs. There are currently 130 academies, of which 99 are in MATs. There are 21 MATs, ranging from 2 to 15 schools. The current RSCs vision for Devon is to have a total of 8 MATs.</p>			
5.3	<p><b>15.7 previous minutes – Road Safety – Governor to attend Cockwood Residents meeting – update</b></p> <p>Governors have not attended a meeting yet, but will follow this up next term.</p> <p>There have been a few incidents again with residents complaining about parents parking near the school along Cofton Hill and causing an obstruction. Governors and parents have also raised concerns about the speed some parents drive up Cofton Hill at drop-off and pick-up times. LC also received a complaint from a local resident who spoke to one of our parents because they were parked at the bottom of School Hill in a private parking area. Unfortunately the parent refused to move their car, even though they were causing an obstruction and preventing the resident from parking in their private space.</p> <p>LC added that some residents are being very rude to staff at the school when complaining about the parking, which is not acceptable.</p> <p>LC and governors agreed to arrange a Road Safety Day where we monitor parking around the school with the help of our pupils, a Teignbridge Road Safety representative and the local Police Support Officer during the 2<sup>nd</sup> half of the Summer Term.</p> <p>GB and NT to write to individual parents who are causing these issues. The letter will be drafted and sent by the Safeguarding governors.</p>	<p>Action NT</p> <p>08.12.17</p> <p>Summer Term</p>		
		<p>Action LC</p> <p>29.03.17</p> <p>Summer Term (2<sup>nd</sup> half)</p>		
		<p>Action GB/NT</p> <p>29.03.17</p> <p>Summer Term (1<sup>st</sup> half)</p>		
5.4	<p><b>16.7 previous minutes – Outdoor Ed &amp; Visit Policy – minibus requirements regarding hire and drivers – update</b></p> <p>LC updated governors on the decision to use hired coaches rather than minibuses for the Class 1 Residential in June.</p>	<p>Decision</p>		
<b>6. HT Update</b>				
6.1	<p><b>Pupil Numbers</b></p> <p>We currently have 94 pupils on role with 14 leaving in July and 14 starting in September. We have budgeted for 15 and are confident that we will have 95 pupils from September.</p>			

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<b>6.2</b>	<p><b>Staffing</b></p> <p>Sue Cunliffe, Mealtime Assistant (MTA) is retiring on Friday (31.03.17), after 29 years of service. We have not replaced her at this stage due to budget restraints and lack of interested and suitable candidates.</p> <p>There has been a lot of staff sickness over the last couple of terms which has put a strain on staff in general, however the team are working well together and supporting each other through these challenging times. The most recent incidences are due to a sickness bug which has affected staff and pupils.</p> <p><i>The meeting moved into Part 2</i></p> <p><i>The meeting came out of Part 2</i></p> <p><u>Staffing requirements for 2017/18</u></p> <p>The majority of contracts are in the budget for the next 3 years, but will be reviewed annually. This decision was reached during a meeting with LC, GB and NT, following lengthy discussions and looking at various options. Teaching Assistants contracts were reviewed and are remaining in place until August 2018 before being reviewed again. All hours for afterschool clubs will be on a supply basis and are no longer contracted. Some TAs have agreed to reduced hours from April 2017 which has caused some concern among the staff who have raised issues with LC. Governors discussed the potential to reinstate some hours; however they agreed that with the current budget restraints, this is not possible, but that they will consider this in the future.</p> <p><u>Staff absence</u></p> <p>Autumn Term – 21 days of TA and Admin absence. GB asked if there are any concerns or if there are any trends showing up? LC explained that it is all related to sickness and some bereavement and medical appointments and that she is keeping detailed records of staff attendance.</p>			
<b>7. Budget</b>				
<b>7.1</b>	<p><b>Budget Monitor 2016/2017</b></p> <p>Governors are pleased that the current spend has come in within 3k of the budget, which in relation to the overall budget is a small amount of overspend.</p> <p>LC added that C01 General Supply is higher than budgeted due to the cover we had in place for 1 term in Class 2. And C04 Course Fees also shows an over-spend of 3k due to additional training opportunities we took advantage of. We would have been reimbursed for some of these for example through the DLP or through student days.</p> <p>LC made governors aware that the catering costs are around 7.5k. Although we budgeted 7k, it is disappointing that the cost has come in higher. Going forward we have budgeted 5k as we know the</p>			

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	costs will reduce due to staff changes and meal charges will be increased by 5p from the Summer term which was agreed by governors.	Decision		
<b>7.2</b>	<p><b>Budget 2017/2018</b></p> <p>LC explained that it has been a huge challenge to balance the budget for the next 3 years. All costs have been cut to an absolute minimum and we have to ensure we take in 15 children every year to remain at our current income. GB asked if we could consider taking children in other year groups should we not get 15 new foundation children. LC said that this is only possible in Year 1 in Class 3 as the other classes are already at full capacity.</p> <p>LC has negotiated a discount in PE costs of £900. We have also reduced photocopying, supply teaching – which will be covered by LC - and training costs, although LC and governors realise the importance of staff development. Unfortunately our IT costs for the final budget will be higher than initially planned as the providers have increased their charges.</p> <p>Staff costs have been reduced due to some TAs reducing their hours as discussed previously.</p> <p>GB asked what is covered under the Babcock Services listed in the budget. This includes School Improvement (HT Appraisal), Finance Consultancy, Fischer Family Trust (Data provider) and Governor Support. LC also clarified that School Improvement Consultancy listed in the budget is for external support and not through Babcock. The services we sign up to have been cut heavily due to our current budget restraints and are down to the absolute minimum. This also applies to the LA services.</p> <p>Governors agreed to recommend the budget to the full governing body for approval.</p> <p>GB thanked Sue Jago (SJ) and LC for compiling the budget.</p> <p>Governors had a brief discussion regarding redundancy costs which have not been budgeted for so far and GB asked SJ to check with HR regarding contracts and redundancy for various scenarios.</p>	Decision		
		Action GB/SJ	29.03.17	22.06.17
<b>8</b>	<p><b>School Meals/After School Clubs</b></p> <p>A letter has been sent to parents regarding the increase in School Meals of 5p and the increase in after-school clubs to £7.50. The letter explained the financial challenges we are facing at the moment as the reason for the increase.</p> <p>No comments have been made by parents so far.</p>			
<b>9</b>	<p><b>Service Contracts</b></p> <p>These were covered in detail during the budget discussions (see 7.2)</p>			
<b>10. School Improvement Plan</b>				
<b>10.1</b>	<p><b>School Improvement Plan</b></p> <p>DfE are completing a buildings condition survey and we have had to provide a lot of information in advance. The survey will take place on 26<sup>th</sup> April and LC will feedback anything significant at the next resource meeting.</p>	Action LC	29.03.17	22.06.17

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	<p>There have been some costs this month relating the continuous issues around the blocked drains. A survey of the pipes found that they are blocked by roots from neighbouring trees. Going forward we will ensure the roots are cut back regularly (every 6 to 12months).</p> <p>We have also had to purchase a new water heater and there will be more repair costs to walls in the lower playground. <b>NT asked if we could claim on the insurance,</b> however we are weary that any claims will increase our premiums and also repairs to the wall will only be covered if they are over 2k.</p>			
<p><b>10.2</b></p>	<p><b>Award for All Grant</b></p> <p>We have received a grant of 9.5k. We will hold a big celebration to further our pupils understanding of the community they live in and also link it to the Enterprise project. We are planning on purchasing sun-shades to be fitted within the playground and a net that will divide the playground plus other items that will benefit the school longer-term. We have also asked the PFA for a contribution.</p>			
<p><b>10.3</b></p>	<p><b>Early Years Outside Area Grant</b></p> <p>GW has submitted an application for a grant to improve the Early Years Outside Area and we are awaiting their response.</p>			
<p><b>11</b></p>	<p><b>Expansion</b></p> <p>NT updated governors on the land in question and confirmed that it is in an EN2 zone and can therefore not be built on. LC and NT have also met with Sarah Radnitch and John Clatworthy who advised us on the process of changing the land from EN2 status which would have to be done through Teignbridge council. NT showed governors a map where the potential land would be for us to build on.</p> <p>Governors agreed to continue looking at all the various options, including looking at the option again to increase our outside area.</p>			
<p><b>12</b></p>	<p><b>Sports Premium</b></p> <p>RH updated governors following a meeting with Gill Watts (GW) and said that all pupils will make expected progress in PE. Nathan Keist (NK) is continuing to provide PE on Fridays, as well as Fun Fit sessions for KS2 pupils and an after-school club.</p> <p>We are continuing to take part in sports fixtures with Gatehouse School and the DLP. Recent events have included dodge ball, football, netball, tag rugby and cricket, as well as cross country running.</p> <p>We also continue to have a large number of lunch-time and after-school sports clubs available for children to take part in, including a football club run in connection with Exeter City Football Club.</p> <p>The new playground facilities have also had a massive impact on the children, particularly the climbing wall.</p> <p>We have secured another grant to contribute towards tennis sessions at Dawlish Lawn Tennis Club for either Class 1 or Class 2. Going forward we will focus on creating further opportunities for our G&amp;T pupils, as well as up-skilling our Class 2 and 3 teaching staff by creating team-teaching opportunities with NK and Lewis Harben</p>			

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	as the Sports Premium is only guaranteed until 2020.			
<b>13</b>	<p><b>Pupil Premium</b></p> <p>From April we will have 9 children on Pupil Premium and 1 service child which is an income of £12,180. There have been a number of interventions in Maths and Literacy to support children and LC is looking into the progress these pupils are making and will report back at the next meeting and produce the annual report by the end of the summer term.</p>	Action LC	29.03.17	22.06.17
<b>14. Building Maintenance</b>				
<b>14.1</b>	<p><b>Asset Management Plan</b></p> <p>LC presented the Asset Management Plan to governors and confirmed that all urgent items have been dealt with. BH will scan the report and upload it onto google drive. LW to review the report in more detail and look at any issues from a H&amp;S perspective.</p>	Action BH Action LW	29.03.17 29.03.17	Asap 22.06.17
<b>14.2</b>	<p><b>Identify building maintenance and improvement needs</b></p> <p>LW will provide a summary of the report at the next meeting for governors to review.</p>	Action LW	29.03.17	22.06.17
<b>15. Health &amp; Safety</b>				
<b>15.1</b>	<p><b>H&amp;S Walkabout – feedback and actions</b></p> <p>LW presented a summary of the H&amp;S walkabout report which he has already discussed with LC prior to this meeting. There were three issues raised outside regarding the wall, an air vent and broken storage bags which could present a hazard for children. There were no internal issues.</p>			
<b>15.2</b>	<p><b>Accident Log</b></p> <p>Accidents are reducing significantly partially due to the new playground surface. Staff have had a discussion to reaffirm when to issue accident slips to ensure this is being done consistently. No issues were identified during the discussion. We are currently well staffed at lunch-times; however, we need to monitor the situation going forward as we will have reduced cover by one Meal Time Assistant from the Summer Term.</p>			
<b>15.3</b>	<p><b>Fire Drill</b></p> <p>The fire drill was completed this week in LC's absence. It took place during assembly time with two blocked exits. Staff highlighted that it was difficult to hear the alarm in Class 1 while all the children were singing. Following a brief discussion, governors agreed that the bell in class 2 is sufficient and that the door to class 1 be left open during assembly time. The school was evacuated within 3mins 30secs which is good considering the blocked exits. The fire logs were updated correctly.</p>			
<b>15.4</b>	<p><b>Risk Assessments</b></p> <p>LC and LW have met and continue the review of the risk assessments. In particular the fire risk assessment, including the village hall. Their committee is in the process of compiling all the</p>			

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	information with LC's support to ensure they are adhering to the fire risk requirements.			
15.5	<p><b>E-Plus/Legionella Update</b></p> <p>All of the reporting and paperwork from E-Plus is up to date, except for some training documentation.</p> <p>Churchill completed their 6-monthly visit but no paperwork has been received. LC/SJ will chase this.</p> <p>LW explained that SJ had to chase Churchill to complete their 6-monthly review which he noticed had not been done during one of his regular audits.</p>	Action LC/SJ	29.03.17	22.06.17
15.6	<p><b>Road Safety</b></p> <p>Already discussed – see 5.3</p>			
<b>16. Policies</b>				
16.1	<p><b>SFVS (Schools Financial Value Statement)</b></p> <p>The SFVS was reviewed, agreed and signed off by GB.</p>	Decision		
16.2	<p><b>Emergency Management Plan</b></p> <p>Move to next meeting</p>	Action BH	29.03.17	22.06.17
16.3	<p><b>Health &amp; Safety Policy</b></p> <p>This policy was reviewed by governors, agreed and signed off with minor changes.</p> <p>LC will review the first-aid trained staff list following training in June.</p>	Decision Action LC	29.03.17	22.06.17
16.4	<p><b>Whistleblowing Policy</b></p> <p>This policy was reviewed by governors, agreed and signed off.</p>	Decision		
16.5	<p><b>Lettings Policy</b></p> <p>This policy was reviewed and agreed by governors and signed off.</p> <p>BH to review the Babcock model policy and compare it to our version.</p>	Decision Action BH	29.03.17	22.06.17
16.6	<p><b>Equality Objectives 2014 - 2017</b></p> <p>The updates were reviewed and agreed. This document will be reviewed with further updates at the next resources meeting.</p>	Action BH	29.03.17	22.06.17
17	<p><b>Next Resources Meeting</b></p> <p>Governors agreed to move the next Resources Committee Meeting from Thursday 8<sup>th</sup> June to Thursday 22<sup>nd</sup> June 2017.</p>			
	<b>The meeting closed at 20:20</b>			

Detail of next meeting			
Date/Time	Full Governing Body Meeting, Thursday 27 <sup>th</sup> April 2017, 6pm	Location	Cockwood School
Date/Time	Teaching & Learning Committee Meeting, Thursday 25 <sup>th</sup> May 2017, time tbc	Location	Cockwood School



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Date/Time	Resources Committee Meeting, Thursday 22 <sup>nd</sup> June 2017, 6pm	Location	Cockwood School
Date/Time	Full Governing Body Meeting, Thursday 20 <sup>th</sup> July 2017, 6pm	Location	Cockwood School