

# COCKWOOD PRIMARY SCHOOL

## Governing Body

### Resources Committee Meeting – Part I Minutes

Date/Time	8 <sup>th</sup> December 2016, 6pm	Location	Cockwood Primary School				
<b>Attendees</b>	<b>Initials</b>			<b>Attendees</b>	<b>Initials</b>		
Glynis Buckle	GB	Co-opted Governor (Chair)		Roger Hirst	RH	Co-opted Governor	
Lee White	LW	Parent Governor (Vice-Chair)		Richard Crompton	RC	Parent Governor	
Nick Tallamy	NT	Co-opted Governor		Lorraine Curry	LC	Headteacher	

Apologies	Initials	Reason (Category of Governor)
Roger Hirst	RH	unavailable (Co-opted 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	Terms of Reference	GB
7	HT Update	LC
8	Budget Monitor	GB/LC
9	School Improvement Plan	GB/LC
10	Expansion - Part 2	NT
11	Sports Premium	RH
12	Pupil Premium	RH
13	Benchmarking	GB/LC
14	MAT – Resources Committee Non-Negotiables	All
<b>OPERATIONAL ITEMS</b>		
15	Health & Safety	Various
16	Policies	Various

# COCKWOOD PRIMARY SCHOOL

## Governing Body

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 RH which was sanctioned by all governors.	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 7<sup>th</sup> July 2016</b> These minutes were attached for information only. They were signed off during the last full governing body meeting on 21 <sup>st</sup> July 2016. No further comments were made.			
<b>5. Matters arising from the previous Resources Meeting held on 7<sup>th</sup> July 2016</b>				
5.1	<b>7. previous minutes – Budget Monitor – Redrow funding towards IT equipment</b> LC has written to Redrow to ask for a contribution to supply us with 5 Chromebooks but has not received a reply. She has now also written directly to the development in Dawlish and their head office and is awaiting their reply. This request is based on Redrow making a donation to Gatehouse school a little while ago, even though we are the school within their catchment. LC will keep the governors updated.	Action LC	07.07.16	29.03.17
5.2	<b>15.4 previous minutes – Equality Objectives 2014-2017 – annual update</b> LC and the governors discussed the updates that can now be added to the report. We can update the data for our vulnerable children, as well as all the work we have completed to do with Fairtrade. LC has completed the Safer Recruitment Training which covers discrimination and harassment. We have also completed some of the area around disability, taking part in events for children with special needs, and one of our teachers will work a couple of sessions at one of the special schools in Dawlish to build on their experience and knowledge with clear objectives on how our children will benefit from this. We are also able to show how our SEND children have been able to take part in all activities provided at our school and that we have made special provisions if necessary to enable them to take part. NT and LC will update the document for review at the next Resources Meeting.  Governors decided to keep this item on the agenda at all future meetings.	Action NT/LC  Decision	07.07.16	29.03.17
6	<b>Terms of References</b> LC asked for governors to consider these terms of reference when looking at joining a MAT, and decide which areas we consider to be essential for our governing body to retain. <b>Governors had a discussion around the main area for consideration which</b>			

# COCKWOOD PRIMARY SCHOOL

## Governing Body

	<p>revolves around finance and also how we currently delegate to our head teacher. GB reiterated the importance of these terms of references, supporting the committees in their work and ensuring we meet the requirements.</p> <p>Governors agreed to move this item to the next FGB meeting and use the terms of reference as a template to determine our non-negotiables both from a Resources and a Teaching &amp; Learning perspective.</p>	Action BH	08.12.16	19.01.17
<b>7. HT Update</b>				
7.1	<p><b>Staffing</b></p> <p>LC said that we have had a very busy term as far as training is concerned, which has had an impact on our supply budget as we have had to put cover in place through overtime when staff have been out on training. LC added that we have overspent on training this year, but that there won't be a lot more now until the end of the financial year in March. The training has focused on either Maths or Literacy, as well as SEN and Safeguarding and has all been essential to enable us to improve our teaching and the provision for our children.</p> <p>Mel Windsor (MW) has been working to support a child in Class 3. This will now come to an end and MW is aware that her position was only temporary.</p> <p>Debbie Russell (DR) has one more week left with us before Alison Roper (AR) starts with us again in January.</p> <p>We have had some staff sickness which has proved challenging at times and LC will be able to share the staff absence results at the next meeting. LC reassured governors that staff only take time off if absolutely necessary.</p>	Action LC	08.12.16	29.03.17
7.2	<p><b>Pupil Numbers</b></p> <p>We are losing a child in Class 2 at the end of this term. The child is moving to another local school. There appear to be a combination of reasons for this move, relating to the size of the year group, as well as a sibling starting school next year.</p> <p>This will take us down to 94 pupils. LC and governors considered carefully whether to fill this space from our waiting list, but felt that it is not appropriate at this time, until we have made a decision on the numbers of our new reception intake.</p>	Decision		
8	<p><b>Budget Monitor 2016/17</b></p> <p>The school has submitted a recovery plan to FIPS which has been accepted by Devon County Council and agreed by governors.</p> <p>The new monitor is showing a better picture, following the submission of the recovery plan. There is still a slight overspend, which is a concern. To try and avoid the overspend we continue to apply for grants to support us financially. Just recently we have been able to secure funding very quickly for a child in Class 3. We also tend to overestimate the costs such as energy and supply, when in reality some of the supply cost was part of the enterprise project and was covered by this grant.</p> <p>GB asked if we have any redundancy costs built into our budget for when we lose the 2 SEN children who will be leaving in September. LC explained that because we lose the funding, 2 members of staff will be at risk of redundancy. GB asked LC to provide a cost/benefit analysis to be reviewed at the next resources committee meeting on 29th March 2017.</p> <p>RC asked if LC had any concerns that governors needed to be aware of. LC said that we have overspent in staff training, but that we always try our</p>	Decision		
		Action LC	08.12.16	02.03.17

# COCKWOOD PRIMARY SCHOOL

## Governing Body

	<p>best to secure value for money. LCs biggest concern is that every year our costs increase and we are having to pay for services we never had to pay before. We are also aware that the money per pupil may reduce next year due to the shortfall in the Devon County Council special needs budget as the suggestion is that the money will come from the normal school budget. Another main concern is to try and keep staff as we lose funding and as our costs increase.</p> <p>NT asked if we are able to offset some of our costs against training that has been done for staff? This might be an option but we need to try and earn more money as a school and become more creative on how to increase our income. GB asked if we could take another student, and LC said that we already have a few students booked in for next term and that they do provide a useful source of income. LC also said that we have provided our staff to give training to other schools, but we have not been able to charge for this.</p> <p>Governors agree that ideally we need to expand and take on another 15 children to become more financially viable. Schools around the local area are filling their spaces easily as their appears to be an increased number of children mainly due to higher birth rates and the recent developments that have been built around the area.</p> <p>NT and LC will work out options of how many new foundation children we could take in September for discussion at the next FGB meeting.</p> <p>Governors thanked Sue Jago (SJ) for all the work she has done on the budget and getting us value for money whenever possible.</p> <p>LC also mentioned that they are slightly concerned about the new finance officer who is supporting us currently, as there have been some mistakes and issues recently.</p>	Action LC/NT	08.12.16	19.01.17
9	<p><b>School Improvement Plan</b></p> <p>LC said that we have applied for a grant of 10k to improve the Early Years Outdoor Learning Environment and Gill Watts (GW) has met with a number of contractors to supply us with quotes should we be successful in our application.</p> <p>There are no other areas for the resources committee to consider in the SIP currently, other than the expansion, which is covered under a separate agenda item.</p>			
10	<p><b>Expansion</b></p> <p><i>The meeting moved into Part 2</i></p>			
11	<p><i>The meeting came out of Part 2</i></p> <p><b>Sports Premium</b></p> <p>Due to RH's absence this item was not discussed.. Governors will be able to review an update in the forthcoming Leadership Report Autumn 2016 on the spend and the impact of the Sports Premium.</p>			
12	<p><b>Pupil Premium</b></p> <p>Due to RH's absence this item was not discussed. Governors will be able to review an update in the forthcoming Leadership Report Autumn 2016 on the spend and the impact of the Pupil Premium.</p>			

# COCKWOOD PRIMARY SCHOOL

## Governing Body

<b>13</b>	<p><b>Benchmarking</b></p> <p>Governors reviewed and discussed the benchmarking document which was distributed with the agenda. RC asked what is included in the 'Occupation per pupil'. LC explained that this all relates to premises and includes the rates, the rent of the hall, the hygiene and consumables the caretaker uses, all the testing we have to complete etc.</p> <p>They all agreed that the overall picture looks good and there are no concerns.</p>			
<b>14</b>	<p><b>MAT – Resources Committee non-negotiables</b></p> <p>GB produced a document based on our meeting on 31<sup>st</sup> October where staff and governors started discussing our non-negotiables.</p> <p>LC said that she is concerned that even if we join a MAT now, based on our non-negotiables, there is no guarantee that these will remain in place long-term. Governors agreed and even though they share the same values as the staff, they are not able to guarantee anything longer term. NT said that there will be some guidelines coming out in January which will hopefully help us through this process.</p> <p>LC also said that it is important we don't discount anything at this stage and that we remain open to other options such as federation and collaboration with local schools for now.</p> <p>NT added that Dawlish Community College (DCC) have approached us and other local schools to meet with them to talk about the possibility of exploring a partnership. This does not mean they are no longer looking at other options they have previously looked into. LC added that we have to remember that they are unable to set up their own MAT, as this is no longer an option, so unless they are looking to federate, they would also have to join an existing MAT.</p> <p>BH to liaise with the Clerk to Governors at DCC to arrange a meeting in the new year.</p>	Action BH	08.12.16	January
<b>15. Health &amp; Safety</b>				
<b>15.1</b>	<p><b>H&amp;S Audit – Update on Actions</b></p> <p>LW confirmed that all 3 actions that got picked up during the audit are in hand and being dealt with. LC is attending a refresher course on fire safety in January, SJ has attended an asbestos training session and LC will be using the OSHENs system for the Display Screen Equipment assessments when they are due next, as we have completed them but unfortunately not on the auditor's preferred system.</p>			
<b>15.2</b>	<p><b>H&amp;S Walkabout – feedback and actions</b></p> <p>LW confirmed that all points picked up in the July walk about have been completed, except for the ongoing issue with the hatch. NT explained that we need to keep looking at this and possibly get some further quotes to resolve this issue.</p> <p>LW has completed a new walk about last week and the only issue outstanding is the hatch.</p>			
<b>15.3</b>	<p><b>Accident Log</b></p> <p>The report shows a significant decrease in accidents in the playground which is mainly due to the new surface of the playground.</p>			
<b>15.4</b>	<p><b>Fire Drill</b></p> <p>LC said that we have completed our first Fire Drill with the new foundation children and we successfully managed to evacuate the school within 2</p>			

# COCKWOOD PRIMARY SCHOOL

## Governing Body

	minutes. There were no issues to report at all.			
15.5	<b>Risk Assessments</b> NT said that all the risk assessments are up to date. In January, NT will hand over the responsibility of the Risk Assessments to LW, who will liaise with LC and ensure they are being kept up to date.			
15.6	<b>E-Plus/Legionella Update</b> LW has reviewed the E-Plus/Legionella folders and everything is up to date. There was a slight issue again with the water temperature, but nothing else is outstanding. LW added that Churchills were due in October to do the 6-monthly check, and LC confirmed that they have now been in to complete this.			
15.7	<b>Road Safety</b> LC explained that we have got a new community police officer who has been to the school almost every week. Unfortunately the police don't have any jurisdiction over parking. There have been some complaints recently again about parking and neighbours of the school are writing to Highways to consider putting double yellow lines in place. LC and the governors are in support of this move as it is not fair on our staff to have to continuously take on complaints from residents when we have tried everything possible to discourage parents from parking near the school. Our local community police officer has leaflets he can hand out to parents or leave on cars to make them aware of blocking the road should an emergency vehicle need access to the top of the village.  NT suggested that we attend the next residents meeting to represent our school and inform them of what we are doing to try and discourage parents from parking near the school.	Action NT	08.12.16	Spring Term
<b>16. Policies</b>				
16.1	<b>Charging and Remission Policy</b> This policy was reviewed and agreed by governors and signed off.	Decision		
16.2	<b>Recruitment and Selection Policy</b> This policy was reviewed and agreed by governors and signed off.	Decision		
16.3	<b>Staff Leave &amp; Absence Policy</b> This policy was reviewed by governors and signed off with some minor amendments.	Decision		
16.4	<b>Volunteer in Schools Guidance</b> Governors agreed to continue using the school's 'Information and Guidelines for Parent Helpers and Volunteers' rather than adopt this new policy.	Decision		
16.5	<b>Maternity and Adoption Support Leave Policy</b> This policy was reviewed and agreed by governors and signed off.	Decision		
16.6	<b>Shared Parental Leave Policy &amp; Procedure</b> This policy was reviewed and agreed by governors and signed off.	Decision		

# COCKWOOD PRIMARY SCHOOL

## Governing Body

16.7	<p><b>Outdoor Ed &amp; Visits Model Primary Policy</b> This policy was reviewed and agreed with some changes and signed off.</p> <p>Based on this policy governors had a discussion around using mini buses for the Class 1 residential trip in June. LC will double check with Health &amp; Safety as to the requirements for hiring and driving mini buses and update governors at the next meeting.</p>	Decision		
		Action LC	08.12.16	29.03.17
	The meeting closed at 20:00			

Detail of next meeting			
Date/Time	Full Governing Body Meeting, Thursday 19 <sup>th</sup> January 2017, 6pm	Location	Cockwood School
Date/Time	Teaching & Learning Committee Meeting, Thursday 9 <sup>th</sup> February 2017, 6pm	Location	Cockwood School
Date/Time	Pay and Performance Review Meeting, Thursday 2 <sup>nd</sup> March 2017, 6pm	Location	Cockwood School
Date/Time	Resources Committee Meeting, <b>Wednesday</b> 29 <sup>th</sup> March 2017, 6pm	Location	Cockwood School