

COCKWOOD PRIMARY SCHOOL

Governing Body

Resources Committee Meeting – Part I Minutes							
Date/Time	22 nd June 2017, 6pm	Location			Cockwood Primary School		
Attendees	Initials			Attendees	Initials		
Glynis Buckle	GB	Co-opted Governor (Chair)		Lorraine Curry	LC	Headteacher	
Lee White	LW	Parent Governor (Vice-Chair)		Richard Crompton	RC	Parent Governor	
Nick Tallamy	NT	Co-opted Governor					

Apologies	Initials	Reason (Category of Governor)
Roger Hirst	RH	Work Commitment (Co-opted Governor)
Brigitte Hawkins	BH	Unavoidable absence (Clerk to Governor)

Absent without Apology	Initials

In Attendance	Initials	
Andy Lawrence	AL	New Governor

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
PROCEDURAL ITEMS		
1	Welcome & Apologies	GB
2	Declaration of interest and Confidentiality	GB
3	Minutes of previous meetings	GB
4	Matters arising from the previous Resources Meeting	Various
STRATEGIC ITEMS		
5	HT Update	LC
6	Budget	GB/LC
7	School Improvement Plan	GB/LC
8	Expansion	NT
9	Sports Premium	RH
10	Pupil Premium	RH
11	Building Maintenance	LW
OPERATIONAL ITEMS		
12	Health & Safety	LW/LC/GB

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13	Policies	Various
14	Skills Audit	All Governors

Ref	Action or Decision	Action/ Decision
	BH was not able to attend this meeting. The minutes were produced using a recording of the meeting.	
1	Welcome & Apologies GB welcomed everybody to the meeting, in particular Andy Lawrence (AL) who will become our LA governor at the next FGB meeting. An apology was received from Roger Hirst which was sanctioned by the governors present. The meeting was confirmed as quorate.	Decision Decision
2	Declaration of Interest and Confidentiality GB referred governors present to the Declaration of Interest and the Confidentiality Statements which can be found on the Attendance Sheet signed by all governors present.	Complete
3	Minutes of Resources Meeting held on 29th March 2017 These minutes were attached for information only. They were signed off during the last full governing body meeting on 27 th April 2017. No further comments were made.	Complete
4. Matters arising from the previous Resources Meeting held on 29th March 2017		
4.1	5.3 previous minutes – Road Safety – Governor to attend Cockwood Residents meeting Governors have not attended a Residents Association meeting yet. Action - NT will contact the Chair of the Residents Association and arrange to attend their next meeting.	Action NT
4.2	5.3 previous minutes – safeguarding governors to write to individual parents causing road safety issues A letter was sent to a small number of parents. Feedback has been received from one parent and negotiations are taking place on how to resolve their concerns, possibly through staggered drop-off and pick-up times. LC updated governors on an incident that took place recently involving a parent who has been sent a letter. Members of staff and other parents witnessed the potentially dangerous driving/parking and have reported this to the police. Governors agreed to continue to raise awareness regarding road safety with pupils and parents for the safety of our children.	
4.3	7.2 previous minutes – Budget 2017/18 – update on research of contracts and redundancy costs GB has not received any feedback from SJ regarding this; however LC and governors confirmed that redundancy costs would be based on the full term of employment and not just the most recent fixed contract. GB therefore asked for redundancy costs to be taken into account when the budget is being produced. LC reassured governors that this is being discussed with the Finance Officer regularly and will be taken into account if staff redundancies are being made.	
4.4	10.1 previous minutes – School Improvement Plan – Update on buildings condition survey which took place on 26th April 2017 (if available) This report is not available yet. Action BH – move this item to the next FGB meeting.	Action BH

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5. HT Update	
	<p>Pupil Numbers 94 pupils on roll An exclusion has taken place last week following a Health & Safety incident. The pupil was excluded for 4 days for the remainder of that week. LC has now put further risk assessments in place and additional staffing to cover lunch- and break-times, as well as severe restrictions on the pupil's movement around the school.</p>
	<p>Staffing</p> <p><u>Staffing in general</u> Sheree Jason-Ryan has started as the new kitchen manager and successfully completed her first, rather challenging week, with issues around water and electricity.</p> <p><u>Staffing structure for next year</u> Daniel Fenton will be teaching 3.5 days in Class 2, with other teachers picking up the remaining 1.5 days, including Gill Watts teaching Science in Class 2. Alison Roper will be teaching in Class 1 from September. LC also updated governors on the challenges she faced this week when talking to next year's Year 4 parents about which classes they will be taught in.</p> <p><u>Staff development CPD</u> There has not been a significant amount of CPD taking place, partially due to funding restraints, however a large proportion of TAs and teachers had both first aid and safeguarding training on the non-pupil day.</p> <p><u>Staff absence</u> LC has reviewed the data and reported that 54 days were reported as absences. This does not take into account any time that is subsequently made up. NT asked governors to consider reviewing the meal-time assistant staffing levels. Following a brief discussion, LC and governors agreed to monitor the levels closely over the next few months and consider increasing staffing levels if required. LC reassured governors that she has no concerns regarding any members of staff or the amount of absences.</p> <p><u>Headteachers' work/life balance</u> LC does feel that she is going through a rather challenging time because of all the events taking place this term, such as Road Safety Day, Sports Day, Pupil Issues etc. Governors asked if there was anything they could do to support LC and the staff team. LC asked governors to be mindful of the current workload, but that there is nothing specific that can be done to reduce this at present.</p>
6. Budget	
6.1	<p>End of Year Reports 2016/17</p> <p>FRS report School Budget Share</p> <p>FRS report Capital Fund</p> <p>CFR Report</p>

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	Governors approved the End of Year Reports for 2016/17	Decision
6.2	<p>Budget Monitor 2017/2018 There have not been many changes to date and governors are satisfied with the current status of the budget. NT asked if we had any further information regarding the missed pension contribution payments, but LC confirmed that no further information has been received.</p> <p>LC also updated governors on the 10k grant we have received to upgrade the Early Years Outside Area. The work will be carried out during Wc 24th July 2017.</p>	
7	<p>School Improvement Plan No further updates or comments were made.</p> <p style="color: blue;">Action BH - remove 'Monitor premises aspects of the SIP' as there are no items relating to this in the current SIP.</p>	Action BH
8	<p>Expansion There are no further updates. NT made governors aware that discussions with a local land owner have taken place in the past to enable us to enlarge the playground. NT and LC will set up a meeting with them to discuss the possible options available to the school.</p> <p style="color: blue;">Action NT/LC – set up meeting with local land owner</p>	Action NT/LC
9	<p>Sports Premium No update due to RH absence.</p>	
10	<p>Pupil Premium No update due to RH absence. LC updated governors on the impact the Maths and Literacy interventions are having including the training costs and staffing requirements. The staff delivering the Maths training found that it took longer than initially anticipated, but that the outcomes were good. LC has also received feedback from the TAs running the Literacy interventions however she will be able to present better data at the end of the year when the results are available. LC explained how successful interventions are taking place in Class 3 which resulted in the excellent outcomes in the phonics screening tests with all pupils passing.</p>	
11. Building Maintenance		
11.1	<p>Asset Management Plan Plan uploaded to Google Drive – COMPLETE</p> <p>LW to review report in detail and look at any issues from a H&S perspective LW presented a summary of the report and highlighted the current priorities. LC explained that we need to prioritise from a safeguarding perspective and that the main concern is currently the stone wall with loose rocks. This has been raised with NPS and Devon County Council and is an ongoing issue. We have made some repairs, however further work is required.</p> <p>LC also updated governors on further issues with the drains which have not been resolved by cutting all the roots in the pipes, as we had a further incident of blocked drains.</p>	
11.2	<p>Identify building maintenance and improvement needs LW to provide a summary of the report for review See above</p>	

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12. Health & Safety		
12.1	H&S Walkabout Not discussed	
12.2	Accident Log See copy of accident log. Accidents have reduced again and are very small in numbers. There are no particular issues to report.	
12.3	Fire Drill A fire drill took place this week which caused concerns about an issue with the main gate, which has now been addressed.	
12.4	Risk Assessments LC continues to complete the ongoing risk assessments, including parents being able to transport other children during the school day to take them to and from school events. LC also confirmed that the Fire Risk Assessment is complete.	
12.5	E-Plus/Legionella LC/SJ to chase Churchill on 6-monthly visit paperwork LW is still chasing the paperwork, which is proving challenging to get hold of, as everything is completed online. Action LW – continue to chase paperwork and update governors at the next resources meeting.	Action LW
12.6	Road Safety The Road Safety day was very successful and children enjoyed spending time with the police officer who visited the school. Children spent time in assembly talking about safety on the roads and they got the opportunity to have a close look at a police van. NT asked about the posters the children could create to raise driver awareness and LC will discuss this further with the staff. She has also asked GW to raise the road safety issues during the New Parent Home Visits which are taking place next week.	
12.7	Review catering/school meals/vending machines and reaffirm food standards in line with statutory duties GB asked governors to consider creating a 'School's food policy'. Governors agreed and GB will produce the policy next term. LC will add this to the School Improvement Plan and link it with another item to do with Healthy Living.	
13. Policies		
13.1	Emergency Management Plan This plan was reviewed, agreed and signed off.	Decision
13.2	SERR policy (Significant Event Recording and Reflection) This policy was reviewed, agreed and signed off. GB suggested that we use this to review the recent issue with the gate during the fire alarm, and LC added that she will also use it to reflect on events that resulted in the recent exclusion.	Decision
13.3	Exclusion Policy This policy was reviewed agreed and signed off.	Decision
13.4	Health & Safety Policy LC to update the first-aid trained staff list in the policy – COMPLETE	

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13.5	<p>Lettings Policy BH to review the Babcock model policy and compare it to our version. Following the review by BH and GB, we are satisfied that our policy is fit for purpose in its current format.</p>	Decision
13.6	<p>Equality Objectives 2014 - 2017 NT will add some further updates once he has met with LC and inform the governors further in the autumn term when a complete review of the objectives is necessary. Action NT – review and re-set 3-year Equality Objectives in the Autumn Term</p>	Action NT Autumn Term
14	<p>Skills Audit All remaining governors to complete their skills audit to enable analysis of our training requirements as individuals and as a governing body. Action BH – complete analysis for review at the FGB meeting on 20th July 2017.</p>	Action BH 06.07.17
The meeting closed at 19:30		

Detail of next meeting

Date/Time	Full Governing Body Meeting, Thursday 20 th July 2017, 6pm	Location	Cockwood School
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