

COCKWOOD PRIMARY SCHOOL

Governing Body

Resources Committee Meeting – Part I Minutes

Date/Time	7 th December 2017, 6pm	Location	Cockwood Primary School			
Attendees	Initials			Attendees	Initials	
Glynis Buckle	GB	Co-opted Governor (Chair)		Lorraine Curry	LC	Headteacher
Roger Hirst	RH	Parent Governor (Co-opted Governor)		Richard Crompton	RC	Parent Governor
Nick Tallamy	NT	Co-opted Governor		Andy Lawrence	AL	LA Governor

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials

In Attendance	Initials	
Caroline Wright	CW	Clerk to Governors

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	Resources Committee Terms of Reference	GB
6	Budget	GB/LC
7	Pupil Numbers	GB/LC
8	Expansion	NT
9	Benchmarking	
10	Building Maintenance	GB
OPERATIONAL ITEMS		
11	Health & Safety	LW/LC/GB
12	Policies	Various

Ref	Action or Decision	Action/

COCKWOOD PRIMARY SCHOOL

Governing Body

		Decision
1	Welcome & Apologies GB welcomed everybody present to the meeting. No apologies were received. The meeting was confirmed as quorate.	Decision
2	Declaration of Interest and Confidentiality GB referred Governors to the Declaration of Interest and the Confidentiality Statements which can be found on the Attendance Sheet. This was signed by all Governors present.	Complete
3	Minutes of Resources Meeting held on 22nd June 2017 The minutes of the 22 nd June were attached for information only. They were signed off during the last Full Governing Body meeting on 20 th July 2017. No further comments were made.	Complete
4. Matters arising from the previous Resources Meeting held on 22nd June 2017		
4.1	5.3 previous minutes – Road Safety – Governor to attend Cockwood Residents meeting Governors have not yet attended a Residents Association meeting. NT agreed to contact the Chair of the Residents Association and arrange to attend their next meeting. A discussion took place around local resident concerns regarding road safety. AL reported that a resident had been seen taking number plates of vehicles parked at the top of School Hill. LC commented that there had been a recent incident where an emergency vehicle was prevented from passing through a residential road due to vehicles parked inconsiderately around the school. LC reported that the school supports resident' concerns and continue to advocate road safety messages to all parents. LC commented to the group that a Devon County Council representative has previously confirmed that additional signage will be sought and placed at the bottom of School Hill together with zig zag lines. LC agreed to contact Devon County Council for an update on progress. LC reported to the group that there will be a road closure around the school on 11.12.17. As a consequence, LC is working to ensure that the closure will not compromise the safety of children at the beginning and end of the day. A further discussion took place concerning the danger of driving and parking near to the school. RC proposed a pressure group. AL proposed to monitor with a view to approaching parents who continually choose to park at the top of School Hill and potentially compromise the safety of children as they arrive and leave for the day. The group welcomed this. RH to support AL.	Action NT Action LC Action AL & RH
4.2	12.5 Previous minutes – E Plus/Legionella LC agreed to continue to chase Churchill with regard to the six-monthly visit paperwork and update Governors at the next Resources meeting on Wednesday 28 th March 2018.	Action LC
	All actions are either included under separate agenda items or were dealt with during the FGB meeting on 20 th July 2017.	
Strategic Items		
5	Resources Committee Terms of Reference There were no further comments concerning these ToR.	Decision
6	Budget LC summarised concerns regarding the current budget, with a specific focus on additional cost pressures which have surfaced. The main concern is around catering costs. LC reported that there has been an increase in the number of school children bringing in packed lunches as opposed to opting for school meals. This adds pressure to catering costs. The group discussed ways to encourage children to have meals. One theory put forward by LC was that children were not keen on the menu and therefore the menu has now changed for the start of the new term. Prize incentives were also proposed to encourage children to opt for meals. The worst case scenario would be a £6000 variance on catering not accounted for. LC discussed budget spend on staffing. The budget forecasts incorporated spend on casual staffing hours for teaching assistant 'AM' in Class 2. LC commented that the recent wave of recruitment has led to many	

COCKWOOD PRIMARY SCHOOL

Governing Body

	<p>DBS checks for which there is a cost pressure. Science appears to forecast a variance on spend, however, a grant sought will cover a large part of this overspend. LC reported that there is a variance of £1600 for Physical Education due to the partnership work with Dartmoor School Partnership. LC reiterated that catering spend is the main area of risk of overspend. A discussion took place regarding the new payment system and the need to chase for payments. LC reported that there is less administration for SJ and the system is proving easier for parents to make payments online.</p> <p>GB asked if a financial impact assessment been carried out regarding the formation of the proposed MAT. NT replied that the impact assessment is a notional exercise and would be carried out. Costs for the Local Authority to process all paperwork were reported higher than originally quoted. There will be a blanket cost of £7k which will come out of the £25k grant the school receives. GB asked if there would be any detrimental impact to Cockwood with regard to cash flow due to monthly allocation of funding. LC replied she and NT have met with key representatives of the MAT and do not feel that this will be an issue. LC commented that there will be a centrally retained budget for specific items.</p> <p>GB asked what happens to PFA money when the school becomes part of the MAT. NT replied that the PFA are a separate entity with their own bank accounts and LC confirmed PFA funds will remain designated for the use of the school. NT reaffirmed to the group that the school only receives money from the PFA upon an approved request.</p> <p>It was reported by LC & NT that there are many unknowns at the moment and everyone is working to establish how the MAT will function financially. LC commented that it is assumed by members of the MAT that the funds are a universal pot of money. Specifically, for example, if a school was in crisis, Cockwood would need to join as a trust and provide financial support and vice versa.. Discussions concluded with mention of the 3 to 5 year financial plan which will outline responsibilities as well as set out a clear plan for spend.</p>	
7	<p>Pupil Numbers</p> <p>NT and LC recently reviewed projected numbers on roll at the school over a three year period. The projections had to be sent to the Department of Education. LC reported that the school had recently incurred a reduction in the number of pupils on roll, to a total of 92. Three children have left the school since October. LC explained that the school are currently able to take a full complement of children in foundation in September 2018, which lessens the concern around the reduction in-year. LC reported that the school continues to receive a large number of calls for available. places. All these requests so far have been regarding Class 1 and 2. Where there is no spare capacity. There is a possibility the school could take extra children in Class 3. This needs further consideration.</p>	
8	<p>Expansion</p> <p>NT reported to the meeting that it has not yet been possible to arrange a meeting with the Local Authority. It is unclear what needs to happen with regard to plans to become part of the MAT. NT posed the question whether the school needs to move quickly before becoming part of the MAT or wait until this process is finalised and incorporate MAT as part of the negotiation process but in doing so we need to make sure prospective land is still available and consider any time constraints. NT agreed to discuss further with LC about how to progress this.</p> <p>RC asked in what ways will the MAT be beneficial in terms of negotiating. NT replied that the group needs to be clear with regard to Local Authority contracts and find the best deal for the benefit of the school</p>	Action NT
9	<p>Benchmarking</p> <p>LC discussed benchmarking against other comparable schools in the context of spend. An exercise which looked at schools, comparable in terms of size, rurality and number of pupils on roll and demonstrates that our budget is well managed and that Cockwood has sound overall expenditure.</p> <p>A finance audit is taking place in January and GB requested that each Governor on the Resource committee completes a financial skills audit which should be returned to CW by 15th December 2017.</p>	Action all
10	<p>Building Maintenance</p> <p>LC summarised findings from a review of the management plan. The plan is 19 pages long covering a four to five year period. LC reported that there are no issues reported under priority one. However, there are quite a few issues reported under priority two. LC commented that an up-to-date survey from the Department of Education had been undertaken. LC reported that a considerable amount of money has been</p>	

COCKWOOD PRIMARY SCHOOL

Governing Body

	<p>spent on premises this term. The school needs to consider what long-term costs are needed. Parts of the roof may need doing in the next few years and painting.</p> <p>NT questioned safety of electrics within the school. LC replied that all who have surveyed electrics have reported that the systems are perfectly sound. GB asked RC if there are any concerns which came to mind during his walk round and who has watching brief. LC reported that Steve (caretaker) is very good at flagging any issues and RC ensures any issues are dealt with following his H&S reviews and if anything comes up as a high priority it is dealt with straight away.</p> <p>LC commented that the Department of Education are undertaking assessments on all buildings. Upon receipt, there will be a priority list. Some likely issues may be the outside wall and updating of the heating system. GB asked if the current system is adequate during the winter. LC replied that the heating does work and does not consider this a big issue. AL asked if there is a regular time when electrics get tested. LC replied that they are tested on a 5 yearly period together with annual Portable Appliance Testing. LC commented that the school will have a company who will assess compliance as part of the MAT.</p>	
Operational Items		
11	<p>Health & Safety</p> <p>LC asked RC if there were any concerns following the recent walk round. RC replied that there were no concerns and everything appeared in good condition. RC commented that he has a few questions which need to be discussed with LC. These include hazard taping and minor issues; emergency lighting in toilets. RC asked LC if the fire service have commented on the lack of emergency lighting. NT replied that the school can arrange for the fire service to come in and review. LC agreed to arrange. RC asked if any fingers had previously been trapped in the door to Class 3. LC commented door bars have been fitted to all doors.</p> <p>LC commented that she had attended a health & safety briefing last week and is aware that as head teacher, there is a legal responsibility and a need to take a moment to reassess health and safety and look at risk assessment practice. LC reported on a few areas where progress has been made including alarm testing and fire extinguisher testing; new gates fitted; checking of the wall at the bottom of the playground and new desks provided to improve the posture of teachers.</p> <p>It was agreed that the PFA are responsible for risk assessing their events and NT asked if there is a generic risk assessment form to help the PFA to comply. LC replied that there are generic ones for walking to the hall; PE; and going to the village green and transport.</p> <p>LC shared the accident log with members of the group. Accidents during the Autumn term were noted as being minor and generally play related . e.g. playing and bumping heads which as the playground being well staffed during break times means that everything is reported.</p> <p>LC commented that a teacher in Class 3 sustained an injury to her foot caused by treading on a piece of lego this week which will need to be reported to Devon County Council.</p>	<p>Action RC</p> <p>Action LC</p>
12	Policies	
12.1	<p>Charging & Remission Policy</p> <p>GB asked if everyone has had the opportunity to read the policy. GB asked if there are any parents who don't pay for chargeable events and items. LC replied that there is a cohort of parents who continually falter on payments due. LC reported that the school heavily subsidise events to give all pupils the opportunity. NT asked LC if we can we request help from the PFA, LC replied that this would be an option if the need arises. Everyone agreed that the needs and interest of the children are our priority.</p>	
12.2	<p>Equality Objectives</p> <p>NT reported that the objectives have been online since 2014. It was agreed that the objectives would not updated until it is clear what is happening with the MAT as they will then be taken up centrally.</p>	
12.3	<p>Teachers' Appraisal Policy</p> <p>GB asked if there were any comments on the Teachers' Appraisal Policy. LC replied that it was standard and there should be no issues.</p>	Completed
13	Any Other Business	

COCKWOOD PRIMARY SCHOOL

Governing Body

	<p>Consent needed that the grant for Celebration Event has been approved. This was confirmed.</p> <p>Christmas Fayre. The group discussed possible health and safety risks around the event e.g. people walking around with hot drinks and lack of supervision for children playing outside. This is a PFA event and AL asked LC if it was possible to carry out risk assessor training for PFA.</p> <p>Twitter – GB asked LC if there is additional parental consent required to post photos on twitter (as opposed to the school website). LC to confirm.</p> <p>Photos on Social Media – It was agreed to reaffirm to parents that photos of children during school time and events should not be posted on social media. LC agreed to raise in newsletter again and send a further email.</p>	<p>Action LC</p> <p>Action LC</p> <p>Action LC</p>
The meeting closed at 19:35		

Detail of next meeting			
Date/Time	Full Governing Body Meeting, Thursday 18 th January 2018, 6pm	Location	Cockwood School