

COCKWOOD PRIMARY SCHOOL Governing Body

Final

Resources Committee Meeting – Part I Minutes

Date/Time	28 March 2018, 6pm	Location	Cockwood School				
Attendees	Initials			Attendees	Initials		
Glynis Buckle	GB	Chair, Co-opted Governor					
Richard Crompton	RC	Vice-Chair Co-opted Governor		Andy Lawrence	AL	L.A. Governor	
Lorraine Curry	LC	Headteacher					

Apologies	Initials	Reason (Category of Governor)
Nick Tallamy	NT	Co-opted Governor. Work Commitment

Absent without Apology	Initials

In Attendance	Initials	
Liz Groves	LG	Clerk

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
PROCEDURAL ITEMS		
1	Welcome & Apologies	GB
2	Declaration of interest & Confidentiality	GB
3	Minutes of previous meeting held on 7.12.17 already signed	GB
4	Matters arising from the previous meeting 7.12.17. Remaining governors to complete the annual financial skills audit	ALL
STRATEGIC ITEMS		
5	Identify surplus/deficit budget	GB
6	Budget monitoring	GB/LC
7	Additional funding	GB/LC
8	Pupil Premium Report	GB
9	Budget recommendation for GB	GB
10	SFVS-agree and sign off for submission 31.03.18	GB
11	Staff wellbeing & absence	LC
12	Actions from External Audit Report	LC
13	Expansion	NT
14	Ofsted Report	NT/LC
OPERATIONAL ITEMS		
15	Bought in Services	GB
16	Training	LC
17	Health & Safety	RC

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18	SVFS Competencies Matrix	GB
19	GDPR-outstanding adjustments	LC
20	Policies	
20.1	H&S Policy	GB
20.2	Lettings Policy	LC
20.3	Whistleblowing Policy	GB
20.4	Redundancy	GB
20.5	Emergency Management Plan	GB

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1	Welcome & Apologies GB welcomed all governors present to the meeting. Apologies were received from NT, governors sanctioned the apologies.	Decision		
2	Declaration of Interest & Confidentiality Attendees all read the declaration of interest statement on the agenda. No declarations were made. Attendance sheet signed by all those present.	Complete		
3	Minutes of the previous meeting held on 7 December 2017. These minutes were reviewed, agreed and signed off by GB.	Decision		
4. Matter arising from the previous meeting not covered under a separate agenda item.				
4.1	9. All governors have completed a financial skills audit as per SFVS appendix. Q-GB asked if the skills audit revealed any potential areas requiring additional or more specialised training. Action- LG to scan in paper copies and send to RC. Action RC to collate responses and analyse the results and report back to the next meeting.	Action LG/RC		Next Resources Mtg
	All other outstanding actions are included in the agenda below.			
STRATEGIC ITEMS – 75mins				
5	Identify levels of surplus/deficit balances at the financial year end. LC reported that the carry forward that we have going forward into this next year is better by £10K than we were predicting this time last year, total is £52,270. We are very pleased with this achievement. Amongst the costs that have increased the main area is catering costs. Q-GB Asked what the potential impact might be of a large cohort moving up a year and losing Universal Free Infant School Meals. LC replied that it would inevitably have a negative impact on the overall costs of provision of school meals as the costs are shared across fewer pupils If a high proportion drops out. LC explained that the majority of schools break even on the catering budget but here at Cockwood it effectively costs £8K per year to provide meals. The meals service is under continual review, the main cost rises are for ingredients not management costs, which although are manageable this year are not sustainable if it proves to be a trend. Q-AL asked if it might be useful to survey parents in yr2 who would fall into this bracket and ask what their intended plan is for next year. LC reported that this was possible, but felt that the results may not be very meaningful, as parents tend to always say yes as they don't wish to lose the kitchen service, but are not committed to then use it. Discussion followed around optimising the menu to encourage uptake, there has been a number of adjustments of the options of			

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	<p>offer, but it is time consuming. Q-GB asked if the introduction of the new money system had helped this situation. LC said yes to an extent, in that it has made it significantly easier for the Office Staff.</p> <p>LC reported that staffing costs had increased a little but that they had managed to be more imaginative with coverage of absence etc. and so have made savings in this area overall. Even in yr.3 we are not in deficit, which is the usual case, so this action from the auditors has now been met.</p> <p>LC reported from a meeting with the DCC Finance Officer Charles Woodward, where he highlighted instances of carry forward being diverted by Trust Boards to alleviate budgetary issues within a Secondary School, as they're losing post 16 funding, and have many financial pressures. LC has concerns over Cockwood's surplus that they have built up through a hard work, may be eroded and conformed that NT had approached Tony Grey to seek reassurance on this point. Q-AL asked if the surplus had now been confirmed as secure. LC said yes verbal re-assurance but she would seek it in writing within the legal documentation. Q-RC asked if we went into an agreement but stating up front that our surplus was to protect against our projected deficit. LC said this was the sort of agreement they would seek. GB shared a reply from Tony Grey confirming that the carry forward would be secure for each school certainly for the first year, but that budgeting across the Trust is viewed as a strategic resource.</p> <p>Q-AL if the delay to joining the MAT would have any financial impact that we knew of. LC stated that the delay was unavoidable, but fortunately it wasn't felt there would be any significant negative financial impact.</p>			
6	<p>Budget monitoring, comparing expenditure to date/latest projections to original budget set. Q-GB on the 5 year forecast why there is a dip of £5K on education support staff and pay for next year what does this represent. LC said it was very probably due to a temporary contract that is not being carried through, there are several staff with small contracts that are not all renewed.</p> <p>Q-GB on the deficit that we are showing in years 4-5. LC stated that we are normally in a deficit for those years, so it is not unexpected. Overall we are spending more than we are getting, but as each year goes we are re-adjusting and the situation is constantly under review. In addition being part of a MAT this may reduce costs as a result of joint procurement.</p> <p>Q-AL- asked how cover of sickness and absence will be covered when we are in the MAT. LC hoped that cover would stay as internal within each school, it is quite unusual for us to use supply staff. Q-GB asked if it worked like an internal market. LC confirmed that it was the intension.</p> <p>Q-AL- asked how cover of sickness and absence will be covered when we are in the MAT. LC hoped that cover would stay as internal within each school, it is quite unusual for us to use supply staff. Q-GB asked if it worked like an internal market. LC confirmed that it was the intension.</p>			
7	<p>Additional funding- LC reported the purchase of a 'sail shade' for the outdoor play area from additional funding. Sports Premium funding is being actively and well used via the Dartmoor partnership. LC said there was sufficient funding available for a minibus, but there is a problem with where to store it overnight. LC had enquired about the possibility of using a share d minibus via the MAT but the logistics are problematic.</p> <p>Q-AL asked if the swimming lessons that were missed have been re-booked. LC confirmed they had been booked.</p>			
8	<p>Pupil Premium Report- LC reported that all PP children were doing well. Financially there is a lag with new children coming into the school, but it also happens with yr. 6 children leaving. This can cause difficulties accurately reflecting the direct correlation in the time frame.</p>			

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9	The Budget was recommended by the committee to go forward the Full Board for approval. GB conveyed the Board's appreciation for all the hard work that had gone into preparing the Budget.	Decision		
10	Schools Financial Value Standards (SFVS) was agreed by the Committee and signed by GB. The Clerk LG to scan in the SFVS and submit it to DCC by 31.03.18.	Action LG		31.03.18
11	Staff wellbeing and absence- a verbal report was made by LC. The level of absence for staff was at usual seasonal levels, 13 days in total this term, which is satisfactory, compared to other schools CW perform well. Q-AL asked if there were any patterns of absence for any staff. LC reported that no there was no regularity or discernible pattern to staff absence.			
12	<p>Actions arising from external Audit Report. A draft has been circulated, all items of a high or good standard nothing of a low standard. Where actions are required a response has been added as to the specific action that is planned, by whom and when. GB highlighted the item regarding the number of instances of governor challenge needing to be increased and reflected in the minutes.</p> <p>Q-GB can we request that the Clerk (LG) ensure that all questions posed by governors are clearly noted within the minutes. LG confirmed that this had been noted and would ensure all questions from governors stand out. LC did say that the period covered by the audit was during the transition period when we had lost our regular Clerk and had a new Clerk that turned out to be very short term. We now have a stable situation with a regular Clerk.</p> <p>Action- LG to present the Pay Policy for approval at FGB so that it's approval is minuted.</p> <p>Q-GB has the income collection and banking changes resulted in an improvement. LC said it had in terms of process and security.</p> <p>The committee recommends the Audit responses to the Board</p>	Decision		
13	Expansion- nothing to report.			
14	Ofsted Short Report-nothing to report, to be covered at the FGB.			
OPERATIONAL ITEMS – 30 mins.				
15	Bought in services- LC reported that we buy in Personnel, Legal and governance support. When we join the MAT we will be credited for any unused part of our contract. The MAT budget is from September, and receives their money monthly. LC highlighted that under the MAT requests for buying in services and any item will have to go through a procurement process, so we will have to adjust for urgent items.			
16	Training requirements for the workforce- LC reported that the main focus on training has been around maths. Q-AL asked if this training has resulted in a significant improvement. LC confirmed that there was a demonstrable effect. RC feedback that this was apparent to parents.			
17	<p>Health & Safety- Termly Fire Drills were carried out & accident log submitted.</p> <p>11. Q-RC asked if the Fire Brigade had carried out their visit. LC confirmed they had and were satisfied all was in order any previous recommendations had been carried out. There had been a fire drill last term that had not been satisfactory in terms of speed. LC confirmed this was due to a less experience member of staff, this had now been remedied with the individual and a</p>			

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	subsequent drill had been satisfactory. LC reported that the wall repairs carried out last term had held well and no new damage to repair. LC confirmed that risk assessments had been carried out on walking routes used by the children. Planning is underway for staffing contingency due to the road closure, with high viz jackets and 'lolly pop stick' style warnings. Accidents- LC submitted a log showing that there were fewer accidents for the time of year. Q-RC asked if there were any unusual accidents. LC reported not.			
18	SFVS competencies Matrix- see item 4.1 and actions.			
19	GDPR-LC reported that all staff training was complete. As our systems are that of DCC we are deemed compliant as they are. As we move into the MAT it then becomes the responsibility of the Trust Board. IT is very strong, but there is a need to be externally audited in a sense as the Data Protection Officer cannot be responsible for delivering compliance, only for auditing it. A notice regarding GDPR had been added to the school website today, as a result of guidance from DCC. Action-All Governors Read what is on the school website, or Babcock webinar on GDPR gives an excellent overview of the GDPR legislation and what it means in schools, or a YouTube video if you search on GDPR DfE. Action-LC to meet with MAT partners to establish who will lead on GDPR.	Action All governors Action LC		Next Resources meeting
20.1	Policies- H&S Policy reviewed, Action-LG to update some staff name updates, and First Aid qualifications. Policy approved with amendments from LC, by the committee.	Action LG Decision		
20.2	Lettings Policy- new model policy from Babcock reviewed and approved by the committee.	Decision		
20.3	Whistleblowing Policy- reviewed and approved by the committee.	Decision		
20.4	Redundancy Policy – reviewed and approved by the committee.	Decision		
20.5	Emergency Management Plan- due to slight inconsistencies in the versions, the meeting decided to defer this to the next meeting. Action LG/LC to Establish definitive latest version and bring to the next meeting.	Action LG/LC		Next Resources Committee meeting
Meeting ended: 20:15				

Detail of next meetings/Governor visit days			
Date/Time	Full Governing Board, Wednesday 25 April 2018, 6pm	Location	Cockwood School
Date/Time	Teaching and Learning Committee, Thursday 24 May 2018, 6pm	Location	Cockwood School
Date/Time	Resources Meeting Wednesday 6 June 2018, 6pm	Location	Cockwood School