

# COCKWOOD PRIMARY SCHOOL Governing Body

## Final - Agreed

Resources Committee Meeting							
Date/Time	13 December 2018, 6pm	Location		Cockwood School			
Attendees	Initials			Attendees	Initials		
Glynis Buckle	GB	Chair, Co-opted Governor		Richard Crompton	RC	Parent Governor	
Nick Tallamy	NT	Chair Co-opted Governor		Tania Weeks	TW	Co-opted Governor (Later part only)	
Lorraine Curry	LC	Headteacher					

Apologies	Initials	Reason (Category of Governor)
Andy Lawrence	AL	LA Governor. Work Commitment
In Attendance	Initials	
Liz Groves	LG	Clerk

Absent without Apology	Initials

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
<b>PROCEDURAL ITEMS</b>		
1	Welcome & Apologies	GB
2	Declaration of interest & Confidentiality	GB
3	Minutes of previous meeting held on 7.6.18 already signed	GB
4	Matters arising from the previous meeting 7.5.18	ALL
<b>STRATEGIC ITEMS</b>		
5	Review Committee Terms of Reference	GB
6	Budget Long Term Planning	GB/LC
7	Pupil Numbers	LC
8	Expansion	NT
9	Devon Funding Consultation	LC
10	Financial Benchmarking	GB
<b>OPERATIONAL ITEMS</b>		
11	Health & Safety (H&S)	RC
12	Building Maintenance	LC/RC
13	Clerks Appraisal Process	NT
14	Policies for Review	GB
15	Date of Next Meeting	GB

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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1	<b>Welcome &amp; Apologies</b> GB welcomed all governors present to the meeting. Apologies were received from AL, governors sanctioned the apologies. The meeting was declared as quorate.	Decision		
2	<b>Declaration of Interest &amp; Confidentiality</b> 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 June 2018, were agreed at the FGB 18.7.18.	Complete		
<b>4. Matter arising from the previous meeting not covered under a separate agenda item.</b>				
4.1	<b>(6) Approve the writing off of irrecoverable debt</b> - this is restricted to payment for school lunches, which is well managed. Any issues around school trips that fall outside Pupil Premium (PP) families, if there is hardship then the Parent Friends Association (PFA) are sometimes approached for help.	Complete		
	All other outstanding actions are either included in the agenda below, or were dealt with at the meeting on 18 July or 10 October 2018.			
<b>STRATEGIC ITEMS</b>				
5	<b>Committee Terms of Reference</b> – The committee reviewed the ToR and agreed them. When we join the MAT the ToR will of course change as the role of the Board changes within the new structure. <b>Q GB</b> asked for confirmation as to whether TW is joining Resources again or remaining on T&L? NT confirmed that for the present TW will remain with T&L as a member, but is free to attend both committees, as all Governors are.	Decision		
6	<b>Budget Long Term Planning</b> - LC reported that Charles had been in and that assessment of the budgetary situation is that the picture is better than we were hoping. We are approaching a situation where we are close to not having an in year deficit. LC confirmed that they felt under pressure due to low staffing levels but were keen to try and sustain this until the picture is clearer. We now have a new Catering Manager and the situation is better financially that it was. LC is confident that the numbers having school meals will increase as the quality of the meals has improved significantly. <b>Q RC</b> asked if there were any significant requests for capital expenditure on IT equipment anticipated. LC confirmed that apart from some laptops, no, and they would be approaching PFA to help with that. <b>Q GB</b> pointed out that there is a gradual decrease in PP, and this may have a negative effect on some children's situation. LC confirmed that it is due to yr6 leaving, but we will have PP children joining but we won't know exact numbers until closer September. <b>GB Challenged</b> - as to why there was a £15k reduction from the current year 2018-9 to the next 19/20 and beyond, on education support staff pay. LC feels that this will be around some of the changes in contracts, this may be due to some admin capacity now being deployed within the MAT and reducing our pay budget, or it could be due to temporary staff not being counted by Charles as being retained.. <b>Action LC to look further into why and report back.</b>	Action LC	13.12.18	28.3.19

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7	<p><b>Pupil Numbers</b> - LC has done some work on forecasting pupil numbers, based on a spreadsheet that NT created a while ago. The table has been shared at the meeting. This is based on taking 14 children in September intake. LC is concerned that if no pupils leave there is a risk of hitting overall capacity. There is always some movement in numbers, and we have a very strong demand for places and so we are in a strong position. Looking medium term once we move the cohort of 18 through the school in 2 years' time the numbers will even out again.</p> <p><b>Q NT</b> voiced concern that new occupiers on the new estate were being directed by Redrow to Gatehouse as the closest school, NT has emailed Redrow to correct this, but has received no response as yet. LC feels that parents are quite astute now at looking around for schools.</p>	Complete		
8	<p><b>Expansion</b> – NT had no significant developments to report, there is no opportunity to discuss at present <b>Q GB</b> asked if, now that the harbour wall and flood defences are in place, would this result in any opportunities that were not available before. NT felt not as the only building had now been sold. Due to the timescales for joining the MAT, the meeting decided to remove this from the agenda.</p>	Decision		
9	<p><b>Devon Funding Consultation</b> – LC confirmed that Headteachers were consulted on funding arrangements, this exercise is around issues of funding SEN pupils. Essentially around the availability of places in Special Schools, this results in parents applying to have places funded at independent schools, of which the cost can be prohibitive and is chargeable to DCC. As a group of HT's we were asked to decide if we agreed for money to come out of all our budgets to go into a 'special needs' block or a 'high needs' block.</p> <p>The consensus with Devon Head's was that they voted against this, DCC having considered the decision of Devon HT's, has decided to go back to the DfE to ask for it to happen anyway. A letter has been received from a Minister to say he will be asking for this money to come out of the 'schools block' to pay for this, which is very disappointing. This is for a very substantial amount of money on the scale of millions.</p>	Complete		
10	<p><b>Financial Benchmarking</b> – LC circulated a document on benchmarking received from the DfE yesterday, to view alongside the Devon data circulated with the agenda. The comparisons are not all Devon schools which is difficult if they receive more funding. We are lower on teaching staff but higher on admin, but we have a good reserve. Our pupil teacher ratio is good. Education consultancy comes up as high for us, but that is due to us prioritising school improvement partners, Educational Psychologists where necessary. Our energy consumption was comparatively good.</p> <p>Tania Weeks joined the meeting.</p>	Complete		

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<b>OPERATIONAL ITEMS</b>				
11	<p><b>H&amp;S</b> – a review of the Accident Log has shown a rise in accidents. LC felt that this was down to more vigilant record keeping rather than a higher incidence of accidents. The increase is in very minor injuries, nothing serious has been reported.</p> <p><b>Q GB</b> asked if any particular children were standing out as having more occurrences than others, query dyspraxia trait. LC said that 2 children had already been identified previously around this issue.</p> <p>RC reported on his H&amp;S premises inspection, nothing major to report except a couple of minor trip hazards, and tape being replaced. LC said the tape wears quickly and they are considering painting them instead. The oiler switch on the wall in the staff room needs some attention in terms of fixings. Externally although the lighting was not optimum, the props for the roof could perhaps do with being painted.</p> <p>RC would like to follow up with a fire risk assessment. <b>Action RC.</b> Fire Drills – these were completed and documented. , the drill was very successful for the first of the year and everyone was out within 2 minutes. LC stated that all information on drills etc. is available in the fire file in the office. LC would like to have a fire drill in the Village Hall or during film night, although a risk assessment was completed on that as an activity anyway. <b>Action LC</b></p> <p>LC reported that the usual reminders for standard testing for fire alarms, emergency lighting and legionella testing have not been coming though recently. LC discovered that the PACT electrical testing had expired recently, and had to chase to get this done, also fire extinguisher testing. This is not something we have ever needed to get involved in before, we pay MPS nearly £1k per year for this service. LC confirmed that she has checked that we are in date for the other things, PACT testing is booked for January and we are awaiting a date for the fire extinguishers.</p> <p>LG asked ~RC about booking his training half day for H&amp;S Governors, RC to check if he is available on the date of the course, and notify LG for booking. <b>Action RC/LG</b></p>	Action RC	13.12.18	28.3.19
		Action LC	13.12.18	28.3.19
		Action RC/LG	13.12.18	6.2.19
12	<b>Building Maintenance</b> – Covered under the previous item.			
13	<p><b>Clerks Appraisal Process</b> – The Clerk to Governors LG, has been appraised by NT and LC on 10.12.18, objectives will be set for next year and CPD discussed.</p> <p><b>Q GB</b> asked if there was anything that came out of the appraisal that Governors could support with. NT said there was mainly in terms of responding to requests from LG for submissions or actions etc. LG has been asked to put deadlines on when a response is required by.</p>	Complete		
14	<b>Policies</b>			
14.1	<p><b>Charging and Remissions Policy</b> – LC raised a question over the section on school trips or special activities happening within the school day, as it is confusing. The meeting agreed to remove it. LC asked for clarity on the section referring to subsidy for pupils whose family are on benefits, LC confirmed that PFA already subsidises in these cases. The meeting agreed to remove/clarify this statement. There is also a section around staff costs for school trips, LC will look more closely at this and re-word this to clarify that staff are not paid to attend trips. The meeting agreed this.</p> <p><b>Action LC to re-draft with the agreed amendments, for circulation and agreement.</b></p>	Action LC	13.12.19	28.3.19

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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
14.2	Teacher's Appraisal Policy – agreed by the meeting	Decision		
14.3	New Model Pay Policy – agreed by the meeting, <b>Action LG to go to FGB for Approval</b>	Action	13.12.18	16.1.19
14.4	New Model Staff Capability Policy – agreed by the meeting	Decision		
	<b>Matters brought forward at the discretion of the Chair</b> – NT informed the meeting that he would be meeting with Tony Grey on the issue of policies. NT wished all the Governors a Merry Christmas.	Complete		

Details of next meetings			
Date/Time	Full Governing Board, Wednesday 16 January 2019, 6pm	Location	Cockwood School
Date/Time	Resources Meeting Thursday 28 March 2019, 5pm NB. <b>Change of date &amp; time.*</b>	Location	Cockwood School
Date/Time	Pay & Performance Review Cttee.. Thursday 28 February 2019, 2.30pm	Location	The Old Lime Kilns, Cockwood

**Meeting ended: 75mins**