

# COCKWOOD PRIMARY SCHOOL Governing Body

## Agreed

Resources Committee Meeting							
Date/Time	28 March 2019, 5pm	Location			Cockwood School		
Attendees	Initials			Attendees	Initials		
Glynis Buckle	GB	Chair, Co-opted Governor					
Nick Tallamy	NT	Chair of GB, Co-opted Governor		Tania Weeks	TW	Co-opted Governor	
Lorraine Curry	LC	Headteacher		Andy Lawrence	AL	LA Governor	

Apologies	Initials	Reason (Category of Governor)
Richard Crompton	RC	Parent Governor

Absent without Apology	Initials

In Attendance	Initials	
Liz Groves	LG	Clerk

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 13.12.18 already signed	GB
4	Matters arising from the previous meeting 13.12.18	ALL
<b>STRATEGIC ITEMS</b>		
5	Surplus/Deficit Balances	GB
6	Budget	GB/LC
7	Additional Funding	RC/AL
8	Budget Recommendations	LC
9	Sign off SFVS	GB
10	Staff Wellbeing and Sickness	GB
<b>OPERATIONAL ITEMS</b>		
11	Health & Safety (H&S)	RC
12	Bought in Services	LC
13	Staff Training	LC
14	SVFS Competencies Framework	GB
15	Policy Reviews	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 RC, they were accepted by those present. 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 13 December 2018, were agreed at the FGB 16.01.19.	Complete		
<b>4. Matter arising from the previous meeting not covered under a separate agenda item.</b>				
4.1	(11) <b>H&amp;S Action - RC</b> to follow up with a fire risk assessment visit in the Spring term. This item was deferred until the next meeting.  <b>Action – LC</b> to organise a fire drill in the Village Hall or during a film night. NB. Risk Assessments are already in place for these activities. This item has not yet been completed, but a ghost plan is now in place. <b>ACTION LC</b>	Action RC  Action LC	13.12.18  13.12.18	27.06.19  27.06.19
	All other outstanding actions are either included in the agenda below, or were dealt with at the meeting on 16 January 2019.			
	<b>STRATEGIC ITEMS</b>			
5	<b>Surplus/Deficit Balances</b> – This was discussed within the next item.			
6	<b>Budget – GB challenged</b> that in the budget monitoring report submitted to the previous meeting, had given rise to a question. The question was around why the figure for education support staff pay had dipped by nearly £15k. The response from the Business Manager responded to this with an explanation around changes in the funding of certain support staff roles, and changes in temporary contracts. GB's renewed concern is that in the projected Budget the same figure for 2019-20 now appears to have increased by £28K. LC explained that this would be due to significant changes, such as the funding for a child who now has an EHCP, a number of contracts amounting to around £10K, which would have been from a different cost centre in the past. LC undertook to investigate further, to establish exactly why, but was confident that it was a combination of factors including pension increases. <b>ACTION LC</b> LC reported to the meeting that there was concern over the number of children in the September intake. According to the figures supplied by Admissions last week there were possibly only 7 children for the 12 places allocated. LC said that they plan for 15, it was a surprise for this to happen, action has been taken, including a banner advert, which has resulted in some fresh enquiries. This year is a low birth year and this has affected all schools locally. The changes in the catchment boundaries have also had an impact, there appears to be misinformation around the catchment for the Redrow housing development. NT reported that there is a possibility of getting some publicity on local social media. LC warned that the impact of a low intake would be felt this time next year, and even more so the year after. A discussion followed about the school funding crisis, within Devon and nationally, and the potential impact on the school.	Action LC	28.03.19	08.05.19

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7	<p><b>Additional Funding</b> – AL has not yet been able to meet with LC to further develop his knowledge of Pupil Premium (PP), and how it is used within the school. <b>ACTION LC/AL.</b></p> <p>The meeting agreed that instead of AL and RC being responsible for Sports Premium (SP) and PP spending jointly, AL will cover PP, and RC cover SP. This is in addition to RC covering H&amp;S, and AL changing his subject responsibility from science and modern foreign languages (MFL) to spiritual, moral, social and cultural. LPH will now cover science and MFL.</p> <p><b>ACTION RC</b> to give feedback on SP Report recently published by Gill Watts</p>	Action AL/LC	28.03.19	27.06.19
		Action RC	28.03.19	27.03.19
8	<p><b>Budget Recommendations</b> – There was discussion around which budget amount to recommend to the FGB, the meeting agreed to recommend the Budget for £15K. <b>ACTION LC/GB</b> submit the Budget recommendation to the FGB.</p>	Action LC/GB	28.03.19	30.04.19
9	<p><b>Sign off SFVS</b> – GB signed off the document on behalf of the Committee. <b>ACTION LG</b> to scan in and email to DCC.</p>	Complete		
10	<p><b>Staff Wellbeing and Sickness</b> – <b>GB challenged</b> as to what proportion of sickness was due to work related stress, and what action was being taken. LC confirmed that an amount of sickness was due to stress, but they were actively supporting staff with their workload. LC offered to re-circulate the governors/staff support list round to staff. <b>ACTION LC</b></p>	Action LC	28.03.19	27.06.19
<b>OPERATIONAL ITEMS</b>				
11	<p><b>H&amp;S</b> – a review of the Accident Log showed that there were no serious injuries, and the number of minor incidents that had risen during the autumn term has dropped back to the usual low levels.</p> <p>This action from the meeting in December has been carried forward to the June meeting. RC would like to follow up with a fire risk assessment. <b>Action RC.</b></p> <p>Fire Drills – there was an incident where a fire alarm was sounded by accident. This proved very useful, as LC had a parent in with her, and so staff had to respond in the first instance. AL offered to attend next terms planned fire drill. <b>ACTION LC/AL.</b> The school reviewed the unplanned drill and documented it in place of the planned one.</p> <p>LC would like to have a fire drill in the Village Hall or during film night. This action raised at the December meeting has been carried forward to the June meeting. <b>Action LC</b></p>	Action RC	13.12.18	27.6.19
		Action LC/AL	13.03.19	27.6.19
		Action LC	13.12.18	27.06.19
12	<p><b>Bought in Service</b> – LC reported that the list had already been looked at in great detail, and areas trimmed right back. Discussion around some of the items listed e.g. Babcock LDP and SCOMIS and HRONE, <b>NT challenged</b> as to what the impact of joining the MAT may have on the scope of some of these contracts. LC responded explaining that they anticipated an increased buying power, coupled with some aspects being provided by the Trust e.g. financial expertise, potentially leading to some savings.</p>	Complete		

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13	<b>Staff Training</b> – LC reported that there was some nurture group training and maths training planned but not yet complete. LC is very keen to have staff attend new subject leader training, which covers aspects of the new Ofsted framework. HH is going to attend Religious Education training as there is a new syllabus. The school do raise funds through the training that they provide to students in teacher training.	Complete		
14	<b>SFVS Competencies Framework</b> – this was evaluated by the meeting, and agreed that the GB had sufficient financial expertise for now, but in order to prepare for NT stepping down from the Chair role and joining the MAT, the Board need to ensure that we strengthen skills in this area, within the Resources Committee. <b>ACTION NT</b> to email Chair of Kenn & Kenton to establish their training needs in this area to look at feasibility of a joint training session. <b>ACTION LG</b> to ask JM to complete a financial competencies questionnaire in light of taking on the role of Chair.	Action NT/LG	13.12.19	31.07.19
15	<b>Policy Reviews</b>	Action LC	13.12.19	28.3.19
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
15.1	<b>Whistleblowing Policy</b> – agreed by the meeting	Decision		
15.2	<b>Lettings Policy</b> – agreed by the meeting	Decision		
15.3	<b>Staff Behaviour(Code of Conduct)</b> – agreed by the meeting	Decision		
15.4	<b>Outdoor Educational Visits &amp; Offsite Activities Policy, plus Appendices A, B &amp; C</b> – recommended by the meeting to go to the FGB.	Agreed		
15.5	<b>Emergency Management Plan 2019-20</b> – agreed by the meeting	Decision		

#### Details of next meetings

Date/Time	Location	Location
Full Governing Board, Wednesday 8 May 2019, 6pm	Cockwood School	Cockwood School
T&L Committee Meeting, Wednesday 5 June 2019, 6pm	Cockwood School	Cockwood School
Resources Committee, Thursday 27 June 2019, 6pm	Cockwood School	Cockwood School
Full Governing Board, Wednesday 17 July 2019, 6pm	Cockwood School	Cockwood School

#### Details of Governor Training Session

Date/Time	Location	Location
Safeguarding Level 2 for all serving governors who have not attended any SG training within the previous 3 years. Monday 1 July 2019, 9.30-11.30am	Cockwood School	Cockwood School

**Meeting ended: 105mins**