

COCKWOOD PRIMARY SCHOOL Local Governing Body

Agreed

Resources Committee Meeting							
Date/Time	4 December 2019, 6pm	Location			Cockwood School		
Attendees	Initials	Reason (Category of Governor)		Attendees	Initials	Reason (Category of Governor)	
Glynis Buckle	GB	Chair, Trust Governor		Charlotte Wilkin	CW	Parent Governor	
Nick Tallamy	NT	Chair of LGB - Trust Governor					
Lorraine Curry	LC	Headteacher – Ex-Officio					

Apologies	Initials	Reason (Category of Governor)
Andy Lawrence	AL	Trust Governor. Work Commitment

Absent without Apology	Initials

In Attendance	Initials	Reason (Category of Governor)
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 27.6.19 already signed	GB
4	Matters arising from the previous meeting 27.6.19	ALL
STRATEGIC ITEMS		
5	Review Committee Terms of Reference	GB
6	Budget Long Term Planning – OLT current position	JN
7	Budget Monitoring	JN/GB
8	Pupil Numbers	LC
9	Devon Funding Consultation	LC
10	Financial Benchmarking	GB
11	Risk Register and related party transactions	GB
OPERATIONAL ITEMS		
12	Health & Safety (H&S)	RC
13	Building Maintenance	LC/RC
14	Clerks Appraisal Process	NT
15	Policies for Review – Trust	GB
16	Policies for Review – School	GB

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PROCEDURAL ITEMS				
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1	Welcome & Apologies GB welcomed all governors present to the meeting, and a guest Jon Newman Chief Finance Officer (CFO) for the Trust. Apologies were received from AL, governors sanctioned the apologies. The meeting was declared as quorate.	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 27 June 2019, were agreed and signed at the FGB 17.7.19.	Complete		
4. Matter arising from the previous meeting not covered under a separate agenda item.				
4.1	(8) H&S covered under item 12.	Complete		
	All other outstanding actions are either included in the agenda below, or were dealt with at the meeting on 17 July or 18 September 2019.			
STRATEGIC ITEMS				
5	Committee Terms of Reference (ToR) – The Osprey Learning Trust (OLT) agreed the Committee ToR in September. The meeting reviewed any changes, to ensure that the committee operate with their remit.	Decision		
6	Budget Long Term Planning OLT update on current position – Jon Newman (JN) CFO attended the meeting to take CW Governors through the OLT financial position and Cockwood’s budgetary position within the Trust context. JN also walked governors through possible financial implications in terms of pension contributions over the next 3 years. The reserves currently stand at £170k, £60k of which is ring fenced for CW; this is an operating time of approximately x2 weeks, which JN stated was not ideal, that a target of £350k was more the level they needed to be at. The meeting were keen to see a Reserves Strategy developed and put in motion. NT/JN to take this to TB. Jon explained that for example the Pupil Premium cash is not paid until January but is backdated, this happens with various monies coming into the Trust.	Action JN/NT	Today	Next TB report back to LGB 22.01.20
7	Budget Monitoring – this was covered within the previous item.			
8	Pupil Numbers - Review of pupil numbers and projected admissions - Concerns were raised around the projected decline in reception age children generally, and how best the school could maintain levels of admissions into reception. The school were congratulated on maintaining a positive profile and presence locally. Appearances of pupils at local events during the advent period are planned.	Complete		

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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
9	Devon Funding Consultation – LC reported that after some deliberation the school decided not to respond to the consultation.	Complete		
10	Financial Benchmarking – LC informed the meeting that benchmarking information was not currently available, due to the fact that the school was closed and reopened when converting to an Academy on 1 June 2019. This caused a disruption in the data sequencing and so will not be available.	Complete		
11	Risk Register – The register for CW has been compiled by the Trust but is awaiting some amendments and will be made available once complete. Action JN	Action JN	Today	22.01.20
OPERATIONAL ITEMS				
12	H&S – Fire drills were held according to plan without incident, the coffee make was found to be faulty but has now been fixed. Accident Log was reviewed and found acceptable. Road safety is still reason for concern, the main cause being parking at beginning and end of the school day. Continued verbal and written warnings from the school, to parents are not having sufficient impact. HT and H&S Governor Charlotte Wilkin to push for double yellow lines and review the situation. Action CW. NT has established from Health England that the Village Hall Committee are obligated to have water risk assessment, they should also have thermal mixing valves for child safety, and radiators should have grills on them. ACTION NT to follow up with Village Hall and/or Judith McGrath.	Action CW/NT	Today	Next F&R
13	Building Maintenance – this was reviewed against the Asset Management Plan the report was called a Conditions Survey. The school premises are considered to be in good order, the next significant task will be the redecoration of the exterior of the buildings. Although the redecoration is not an immediate concern, the funding will need to be factored in to future financial plans.			
14	Clerks Appraisal Process – The Clerk to Governors LG, has been appraised by NT and LC on 10.12.18, objectives have been reviewed from last year and set for this year and CPD discussed.	Complete		
15	Policies – Trust			
15.1	Charging and Remissions Policy (Statutory) – agreed by the meeting	Complete		
15.2	Teacher’s Appraisal Policy – agreed by the meeting	Complete		
15.3	New Model Pay Policy – The Trust Board have agreed the policy a copy will be circulated when available.	Complete		
15.4	Shared Parental Leave Policy – agreed by the meeting	Complete		
16	Policies – School Policy of Allergy Reaction Avoidance – deferred until the next F&R	Action LC	Today	Next F&R

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Details of next meetings			
Date/Time	Full Governing Board, Wednesday 22 January 2020, 6pm	Location	Cockwood School
Date/Time	Teaching & Learning Meeting, Wednesday 12 February 2020, 6pm	Location	Cockwood School
Date/Time	Finance & Resources Committee, Wednesday 11 March 2020, 6pm	Location	Cockwood School

Meeting ended: 75mins