

COCKWOOD PRIMARY SCHOOL Local Governing Body

Final

Resources Committee Meeting							
Date/Time	25 November 2020, 5pm	Location		Video Conference			
Attendees	Initials			Attendees	Initials		
Glynis Buckle	GB	Chair, Trust Governor		Charlotte Wilkin	CW	Parent Governor	
Nick Tallamy	NT	Chair of LGB - Trust Governor		Andy Lawrence	AL	Trust Governor	
Lorraine Curry	LC	Headteacher – Ex-Officio		Neil Barnes	NB	Trust Governor	

Apologies	Initials	Reason (Category of Governor)
Andy Lawrence	AL	Trust Governor. Work Commitment
Katie Quinn	KQ	CEO OLT
In Attendance	Initials	
Liz Groves	LG	Clerk
Jon Newman	JN	Chief Finance Officer OLT

Absent without Apology	Initials

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 24.6.20 already signed	GB
4	Matters arising from the previous meeting 24.6.20	ALL
STRATEGIC ITEMS		
5	Review Committee Terms of Reference	GB
6	Budget Monitoring	JN/GB
7	Pupil Numbers	LC
8	Agenda Item Removed	
9	Review Risk Register	GB
OPERATIONAL ITEMS		
10	Health & Safety (H&S)	RC
11	Premises/Building Maintenance	LC/CW
12	Clerks Appraisal Process	NT
13	Policies for Review – Trust	GB
14	Policies for Review – School	GB

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PROCEDURAL ITEMS				
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1	<p>Welcome & Apologies</p> <p>Following issues delaying the commencement of the meeting, GB welcomed all governors present to the meeting, and a guest Jon Newman Chief Finance Officer (CFO) for the Trust. Apologies were received from Katie Quinn, who had been unable to stay at the meeting, due to an urgent situation. Attendance was recorded by the Clerk and the meeting was agreed as quorate.</p>	Decision		
2	<p>Declaration of Interest & Confidentiality</p> <p>Attendees all read the declaration of interest statement on the agenda. No declarations were made.</p>	Complete		
3	<p>Minutes of the previous meeting held on 27 June 2019, were agreed and will be signed when possible to meet in person.</p>	Action LG/GB		Next in person meeting
4. Matter arising from the previous meeting not covered under a separate agenda item.				
4.1	Matters arising are covered within the agenda	Complete		
STRATEGIC ITEMS				
5	<p>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.</p>	Decision		
6	<p>Update from the CFO on the Trust Financial Position – Jon Newman (JN) CFO attended the meeting to report to Governors the current Trust financial position and Cockwood’s budgetary position within the Trust context.</p> <p>JN also walked governors through the list of services supplied within the CW service charge. LC asked for clarification on IT costs. NT asked about the Broadband costs and if CW could be part of a joint bid for a service, without losing the benefits the school currently had. JN explained that unfortunately the BB provider was not amenable to a cost reduction based on connected organisations, they viewed each geographic location separately, but he could still pursue any potential discount.</p> <p>LC asked about the position of the CW carry forward amount. JN confirmed that the CW carry forward had reduced slightly but by less than £10K the capital remaining untouched. LC asked about the COVID funding, JN confirmed that the funding related to last year has now been received.</p> <p>GB asked about the overall Trust financial position. JN was not able to give any detailed information in advance of the TB meeting next week, but he was able to say that CW were in the position that was expected at this point in the year. JN was able to say that they were hopeful of a favourable outcome to the new national funding formula. Also that there had been a public sector pay freeze would ease a potential increase in financial pressure in that direction, but there could be a change in National Insurance contributions. 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.</p>	Complete		

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	<p>AL asked about finance set aside for the funding of out of school clubs and if this could be used for other purposes LC stated that they were unable to do after school clubs at present, but would be resumed when the school had capacity and it was safe to do so.</p> <p>JN stated that the biggest risks were around staff sickness and people self-isolating. NB asked about how staff sickness was funded. JN confirmed that there wasn't. LC informed the meeting that CW was part of a small insurance type scheme run by the LA which we had used this year. JN confirmed that the TB were looking at a Reserves Policy which would take account of risk of costs of sickness.</p>			
7	<p>Pupil Numbers - Review of pupil numbers and projected admissions – LC reported that the PAN remains at 12, expressions of interest are good, we had families booked in for tours that had to be cancelled due to new restrictions. The number of expected applications is unknown but will include a few younger siblings. This year a video has been produced, which is now on the website. The overall number it is hoped will remain in the 90's due to current COVID restrictions it would be difficult to accommodate more safely. GB asked when the large class cohort is leaving and the expected impact. LC confirmed that it would have a mixed impact, in that adjustments made to accommodate that class would no longer be needed, which would have a positive impact.</p>	Complete		
Ref	Action or Decision	Owner/ Decision	Date Raised if not today	Date Due
9	<p>Risk Register – The register for CW has been compiled by the Trust but is awaiting some amendments and will be made available once complete. NT raised a question of clarification on the item around risk of being unable to recruit sufficient suitably qualified governors. The LGB were responsible for encouraging recruitment, but the accountability lay with the TB. No other issues were raised; the register is confirmed as up to date.</p>	Complete		
OPERATIONAL ITEMS				
10	<p>H&S – Fire drills were held according to plan without incident, LC praised the new children who were doing it for the first time, managed very well. There was no Accident Log for the summer term as the children were not in school. This term there has been a little more strain with children having to socially distance and emotions have been running high, but is within normal range considering the situation the children are coping with.</p>			
11	<p>Premises/ Building Maintenance – LC informed the meeting that due to a minor but significant incident involving a parent, we have taken the decision to install CCTV camera outside the entrance of the school and the kitchen door. The cost is in the order of £500. CW H&S Governor asked for clarification that the school still have sole use of the Village Hall next term. LC was able to confirm this is in place until Easter and emphasised how importance it is to maintain this, but stressed that there are some members of the Hall Committee that are very supportive of the school. LC is pleased to report that the sunny room has been redecorated over the summer which has been a big improvement. LC is hoping that the COO Scott Deeming school will be able to secure a funding bid to help to modernise the heating system to make it more efficient, two surveys have been completed but the cost is high. LC will report back on this. Action LC NB wanted to let the meeting know that he was exploring possible options locally</p>	Action LC		Next F&R Cttee

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	for creating additional capacity for the school. NB will keep the Committee informed of any developments.			
12	Clerks Appraisal Process – The Clerk to Governors LG, has been appraised by NT and LC, objectives have been reviewed from last year and set for this year and CPD discussed.	Complete		
13	Policies – Trust			
13.1	New Model Pay Policy 2020	Complete		
13.2	OLT Staff Appraisal Policy	Complete		
13.3	OLT Shared Parental Leave Policy	Complete		
13.4	OLT Maternity & Adoption Policy	Complete		
13.5	OLT Maternity Policy	Complete		
13.6	OLT Time off in Lieu Policy	Complete		
13.7	OLT Trust Finance Policy – GB did raise a point for NT to take back to the Board, it related to the reference to EU finance thresholds, which are no longer relevant, now that we are no longer part of the EU. LC raised an issue relating to the role of the HT Action NT	Action NT		Next TB
13.8	Charging and Remissions Policy (Statutory) – Trust Policy Review Group to review on 2 December and then to recommend for approval to OLT Board on 15 December.	Deferred		
13.9	Attendance Policy - This is currently still a school policy but it will become a Trust policy in due course post-Covid.	Deferred		
13.10	Exclusion Policy - A Trust behaviour policy was planned before March lockdown and will be looked at again post-Covid	Deferred		
14.1	Policies – School			
	CW Gifts & Hospitality Policy & related forms Policy	Agreed		Next F&R
	CW Exclusion Policy	Agreed		
	CW Education of Children of Children in Care Policy – new model policy to be reviewed by HT and Chair of F&R Committee	Action LC/GB		Next F&R Ctee
	CW Attendance Policy – to be reviewed by HT and Attendance Governor	Action LC/NT		Next T&L Ctee

Details of next meetings			
Date/Time	Local Governing Board, Wednesday 27 January 2021, 5pm	Location	Video Conference
Date/Time	Finance & Resources Committee, Wednesday 10 March 2021, 5pm	Location	Video Conference

Meeting ended: 75mins