

COCKWOOD PRIMARY SCHOOL Local Governing Body

Final

Resources Committee Meeting							
Date/Time	27 June 2019, 6pm	Location		Cockwood School			
Attendees	Initials			Attendees	Initials		
Glynis Buckle	GB	Chair, Co-opted Governor		Richard Crompton	RC	Parent 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	
Charlotte Wilkin	CW	Co-opted Governor					

Apologies	Initials	Reason (Category of Governor)

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 28.03.19 already signed	GB
4	Matters arising from the previous meeting 28.03.19	ALL
STRATEGIC ITEMS		
5	Budget	GB/LC
6	MAT Implications	LC
6	Irrecoverable Debt	LC/GB
7	Staffing Structure	LC
OPERATIONAL ITEMS		
8	Health & Safety (H&S)	RC
9	Equality Act	LC/NT
10	Catering and Food Standards	LC
11	Accessibility Plan	GB
12	Extended School Provision	GB
13	National Online Safety Group	LC/NT
14	Policy Reviews	

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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1	Welcome & Apologies GB welcomed all governors present to the meeting, especially Charlotte Wilkin our new Governor. No apologies received as all Committee members were present. 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 28 March 2019, were agreed at the FGB 08.05.19 – for information only...	Complete		
4. Matter arising from the previous meeting not covered under a separate agenda item.				
4.1	(11) H&S Action - RC to follow up with a fire risk assessment visit in the Spring term. Action – LC to organise a fire drill in the Village Hall or during a film night. This was complete and satisfactory with AL was present to witness, he was impressed with the speed and organisation witnessed. Q AL What is in place for the children if they have left the building without coats in inclement weather. LC explained that there is an emergency evacuation pack, if exiting the school, which contains a key to the Village Hall.	Action RC Complete	13.12.18	17.07.19
4.2	Action – AL has now met with LC to further develop his knowledge of Pupil Premium Funding, and how it is used within the school. We are now awaiting the SAT's results for the PP Report.	Complete		
4.3	Action – RC to give feedback to governors on the Report to the Governors on Sport Premium, and the plan for next year's expenditure. This will be done at the final LGB when the report is available. Action RC	Action RC		17.07.19
4.4	Action – LC to re-circulate staff/governor support list, due to slight misunderstanding, staff absences were collated instead, LC to circulate	Action LC		17.07.19
4.5	Action – JM to complete a financial competencies questionnaire. JM has been abroad and so the action is carried forward.	Action LG		17.07.19
	All other outstanding actions are either included in the agenda below, or were dealt with at the meeting on 8 May 2019.			
STRATEGIC ITEMS				
5	Budget – The Budget documents circulated are, the Budget approved by the FGB in March. The second document is the same information transcribed onto the Trust Finance system, and so is in a slightly different format. Due to the volume of changes, and the transfer of finance to the Trust Finance Department. GB challenged regarding the projected deficit of over £40K in year 3. LC explained that this does not reflect the promised Government funding for pensions until 2020. What is not yet clear is exactly which services the Trust will now be paying from the top slice payment from Cockwood Budget into the Trust. LC is hoping that this will become clear in the very near future.			

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6	Implications of the MAT – NT briefed the meeting on developments within the Trust, such as the creation of a separate LGB for the Teignmouth School's. This will be challenging for them due to the number of Governors available, Vic Millard will temporarily Chair both the Trust Board and the Local Board, also the TB Clerk will cover both TB and LGB. NT explained how the Trust Board is constituted and the reporting structure from each LGB up to TB. The flow of information is two way, so LGB have clearly defined responsibilities, and a framework of accountability, and report upwards, but TB hold overall accountability for the schools, but also more specifically finance and risk management. NT is to be the Chair's representative for the LGB's, as Vic would be Chair of Trustees so couldn't and Chair of Kenn & Kenton is stepping down as Chair. The Trust IT system will be accessible to Local Governors, and LG is in the process of registering and familiarising herself with the system. Meeting minutes will be uploaded to the Trust system and will be accessible by Trustees, Local Governors will only be able to view information about their own school. There will be implications for our meeting schedule, as the TB need us to report in x6 per year, which is far more often than we meet currently. Action LG, NT & LC to meet to review the meeting cycle for next year and operational changes.	Action LG/NT/LC	27.06.19	17.07.19
6(2)	Irrecoverable Debt – The limit for writing this off, should there be any, this was agreed and minuted at the September meeting. LC confirmed that we have no irrecoverable debt.			
7	Staffing Structure – LC reported that this is not planned to change for September.			
OPERATIONAL ITEMS				
8	H&S – Consider any H&S related security issues, review the Accident Log, termly fire drills, and road safety. Ensure that any risk assessments required have been carried out (annually), and ensure that they comply with the H&S Policy. RC reported on the Accident Log, that minor accidents had reduced back to normal low levels, from last term's rise. We had a relatively significant staff accident, which will be recorded on the DCC system. LC is actively pursuing the Village Hall to have the water supply tested for Legionella, via DCC. On the outside of the boundary wall of the school, a hole has appeared in the ground, which is thought to be connected with some work carried out by BT. Action LC to log this with DCC, and notify the MAT for the risk register, but not thought to be of any great significance. Action RC to carry out a full site risk assessment before the end of term. Action LG to source a copy of the MAT risk register entry template, and forward to RC to log a report with the Trust Risk Management Committee.	Action LC Action RC/LG	27.06.19 27.06.19	17.07.19 17.07.19
9	Equality Act – review the school's compliance with the Equality Act, and measures put in place to ensure that all pupils are treated equally. NT with LC has updated the objectives, and actions taken during the last 12 months. Action LG to add to the website.	Action LG	27.06.19	17.07.19
10	Catering/Food Standards LC was pleased to inform the meeting that we have a contractor supplying our school meals, and they are fully compliant with all guidance and regulations. The school does not have any vending machines, The school does not currently have a nutritional policy. Q GB asked if we were planning to stay with the current contractor. LC confirmed that we were, now in a 3 year contract due to the very competitive price, we did check with other local suppliers but they were unable to come close to the deal with Norse.	Complete		
11	Accessibility Plan – This is an appendix to the SEND policy, GB queried if the G&T pupils are covered in Resources Committee. LC confirmed that they are			

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	covered at T&L Committee. GB complimented HH on her work in putting the Accessibility Plan together.	Complete		
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12	Extended School Provision – review to ensure that it meets the current needs of pupils. The school has no breakfast club, the after school clubs do not really constitute extended school provision in the strict sense, but were available after school, the meeting agreed that what was in place met the current needs of the pupils.	Complete		
13	National Online Safety Group – LC reported on the implementation of this new programme recently adopted, that will be cascaded throughout the school. Information and login details have been circulated to Governors this week, it is easy to register and use, the intention is for parents to use it to access recommendations to keep their children safe on line.	Complete		
14	Policy Reviews			
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
14.1	Drugs & Alcohol Policy – agreed by the meeting	Decision		
14.2	DBS Disclosure Policy – agreed by the meeting	Decision		
14.3	Managing Information Disclosed During Employment – agreed by the meeting	Decision		
14.4	Managing Sickness & Absence Policy – agreed by the meeting	Decision		

Details of next meetings			
Date/Time	Safeguarding Level 2 Training, Monday 2 July, 9.30 – 11.30am All Governors	Location	Cockwood School
Date/Time	Full Governing Board, Wednesday 17 July 2019, 6pm	Location	Cockwood School
Date/Time	Monday 23 September 2019, 6pm. All Trustees/Local Governors are invited to meet to review the Scheme of Delegation Document	Location	Provisionally The Langston Cliff Hotel

Meeting ended: 80mins