

COCKWOOD PRIMARY SCHOOL Local Governing Body

Final

Resources Committee Meeting							
Date/Time	10 th March 2021	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		Neil Barnes (joined the meeting at 5.20pm)	NB	Trust Governor
Lorraine Curry		LC	Headteacher – Ex-Officio				

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials

In Attendance	Initials	
Nicola Rose	NR	Clerk
Jon Newman (Left the meeting at 5.35pm)	JN	Chief Finance Officer OLT
Liz Groves	LG	Co-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 25.11.20 already signed	GB
4	Matters arising from the previous meeting 25.11.20	GB/LC
STRATEGIC ITEMS		
5	OLT – Trust Board Comms	GB
6	Risk Register	GB
7	Budget	GB/LC
8	School Resource Management Self-Assessment Tool (SRMSAT)	
9	Additional Funding	LC
10	Staff Wellbeing & Sickness	GB
OPERATIONAL ITEMS		
11	Health & Safety (H&S)	CW/LC
12	Safeguarding	LC/GB
13.1	Policies for Review – Trust	GB
13.4	Policies for Review – School	GB/LC

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PROCEDURAL ITEMS				
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1	<p>Welcome & Apologies. GB welcomed all governors present to the meeting, and a guest Jon Newman Chief Finance Officer (CFO) for the Trust. Attendance was recorded by the Clerk and the meeting was agreed as quorate.</p>	Decision		
2	<p>Declaration of Interest & Confidentiality Attendees all read the declaration of interest statement on the agenda. No declarations were made. GB reiterated the importance of confidentiality/meetings not being overheard.</p>	Complete		
3	<p>Minutes of the previous meeting held on 25 November 2020, were agreed and signed off verbally by GB</p>	Complete		
4. Matter arising from the previous meeting not covered under a separate agenda item.				
Point 11	<p>Q – GB asked a question to LC regarding the heating. LC reported that Scott Deeming (OLT Chief Operating Officer) had put in a Condition Improvement Fund (CIF) bid but to date LC had not received a response. LC then asked JN if he was aware. JN replied that normally it would be mid April, to be spent in the summer before 31 August.</p> <p>Q - GB asked JN a question regarding the Risk Register. JN replied it had been updated on the Finance Policy. The Education and Skills Funding Agency (ESFA) audit reviewed the paperwork in January 21, changes were made and will go to the Trust Board in the main meeting.</p>	Action LC Action OLT		
STRATEGIC ITEMS				
5	<p>OLT – Trust Board Comms GB reported that Pat Henchie from OLT Vulnerable Children Committee had spoken to LC and GB plus other Headteachers. GB has forwarded her Terms of Reference as Safeguarding Lead and copied CW for information.</p>	Complete		
6	<p>Risk Register Q - GB asked LC if there were concerns around the level of admissions. LC replied that for September the school is slightly under PAN and made the meeting aware that there are many 2nd and 3rd choice places so there may be some movement. LC added that another 2 or 3 children would be preferable. LC noted that Cockwood, unlike some other schools, did not offer school visits due to the pandemic.</p> <p>Q – GB asked NT for an update on the recruitment of governors and asked if Cockwood was at capacity. NT replied that there was capacity for another 1 or 2 new governors.</p> <p>Q – (EU related question) GB asked JN if the trust, when doing the Finance Risk Assessment, takes into account the financial and logistical risk to suppliers with</p>	Complete		

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	<p>regards to the additional regulations and tariffs that they are encountering and may well pass on to schools. JN responded nothing has been done specifically around risk but the MAT buys locally, where possible, and the risks are around technology purchased. LC gave an example that Viridor is increasing its costs by 9% due to Covid so the trust may see an increase in costs due to Covid also. JN agreed.</p> <p>Q - GB asked if during lockdown schools have become less connected. LC responded that collaboration has suffered across schools due to Covid e.g. staff CPD and children interacting with each other. NT agreed and reported that a similar conversation with Katy Quinn CEO had taken place and is on the Trust agenda for all schools to come together as soon as possible.</p>			
7	<p>Budget JN to send February figures to the clerk/LC. January figures show £5500 more income than expected, largely Covid catch up money. The refund from Devon Norse has been received, around £4000.</p> <p>Q- GB asked LC for concerns around school meals. LC reported that it was no more concerning than other years. The income has dropped due to having to pay both staff during lockdown and only producing 10 meals a day. The meal situation currently is good however and is a valued service. JN added it was not excessive to run this service.</p> <p>Neil Barnes joined the meeting at this point.</p> <p>New year budget. JN reported that he is still awaiting the figures for Cockwood from the ESFA. JN will meet with LC to discuss budget.</p>	Action JN/LC		
Ref	Action or Decision	Owner/ Decision	Date Raised if not today	Date Due
8	<p>School Resource Management Self-Assessment Tool (SRMSAT) JN talked the meeting through the history of SRMSAT and stated that the Trust is compliant with this checklist and is completed by the Trust's Finance & Risk Committee. There followed a discussion around the SRMSAT and the Dashboard element which has also been completed by the Trust.</p> <p>JN left the meeting at this point – 5.35pm</p> <p>A discussion surrounding the Dashboard followed by members of the committee. It was agreed, amongst the committee, that the Dashboard should be completed by the individual school as it is a valued tool. LG advised that the results of the SRMSAT should be reported back to the LGB. The committee agreed to request the SRMSAT for it to be reviewed.</p>	Complete		
9	<p>Additional Funding LC began by explaining what is meant by Pupil Premium (PP) for the benefit of NB. LC advised the meeting that the government have changed the census date of when funding is allocated. Previously by January those children in receipt of free school meals would get the funding in September, approximately £1300 per child. Currently those children in receipt of free school meals in October will not be funded for two years. There are currently 8 children in receipt of PP (2 are service children),</p>	Complete		

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	<p>but there are now 19 children who should be in receipt of PP. As a result of these changes in September only 11 will be funded. Funding for these children will not be paid until the following September but support will still have to be put in place.</p> <p>LC explained that PP money has been allocated to mental health support, wellbeing and health, Maths and Literacy. The Autumn term has had good outcomes for PP and free school meals pupils. However, she advised that there is concern that children in school have fallen back further this lockdown compared to the last.</p> <p>Q – GB asked how the return to school had been. LC reported that the children seem pleased to be back. Music, art and catch-up programmes are working but there are challenges for staff due to various circumstances.</p> <p>Sports Premium - LC reported that activities are limited but aiming to participate in school events later in the term, keeping in bubbles. Staff CPD is good, and staff have worked hard to ensure PE continued during lockdown.</p> <p>Q – NT asked if there was government guidance on carrying forward unspent sports premium. LC explained that this is possible, but a report needs to be put together in order not to lose the funding. LC and Gill Watts will meet to discuss the sports premium funds.</p> <p>A discussion around the community transport bus followed. LC explained that she continues to look into a mini bus for the school and possibly spending some sports premium money towards it.</p>	Action LC/GW		
10	<p>Staff Wellbeing and Sickness</p> <p>LC has circulated an analysis of staff sickness and explained that absence has been minimal. One staff member has shielded for 56 days since September. Another staff member is pregnant, due early July.</p> <p>Q – GB asked if there were any other staff issues, LC replied there were not.</p>	Complete		
OPERATIONAL ITEMS				
11	<p>H&S</p> <p>CW reported that she had received an updated Covid risk assessment. LC will update again following further amendments from Devon County Council.</p> <p>LC reported a member of staff had suffered an accident in the playground. The incident was reported to Health & Safety. A successful fire drill had taken place and further Lockdown practices are scheduled.</p> <p>LC explained that following several incidents security cameras (CCTV) have been installed to keep staff secure.</p>	Action LC		
12	<p>Safeguarding</p> <p>A safeguarding external audit is scheduled for 24 March. The previous report, from last March, has been shared.</p>	Complete		

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13	Policies - OLT			
13.1	Charges and Remissions Policy (Statutory) agreed by Trust Board 15 December 2020 – accepted by LGB on 27 January 2021	Complete		
13.4	LGB/Cockwood School Policies Emergency Management Plan 2020-21	Complete		
13.5	Cockwood Outdoor Education & Activities Policy – Spring 2021	Complete		
13.6	Equality Objectives – Annual Update 2021	Complete		

Details of next meetings			
Date/Time	Local Governing Board, Wednesday 19 May 2021, 5pm	Location	Video Conference
Date/Time	Teaching & Learning Committee, Wednesday 16 June 2021, 5pm	Location	Video Conference

Meeting ended: 70 mins