

Minutes of the Resources Committee of Offwell C of E Primary School held on 9th March 2017



		Present: Dr P Ambler (PA), Mrs Billington(AB), Mrs Holohan (SH), Mr J Tristram & Mrs Davey (JD) (clerk)	Action By	Time scale
1		Apologies accepted: Mr Veentjer (PV)		
2		Pecuniary Interest: Governors were invited to declare any relevant Pecuniary Interest at that point or if it became apparent that there was one later in the meeting.		
3		Minutes of last meeting – Governors approved the minutes as an accurate record and they were signed accordingly. Items were discussed as agenda items except the matters arising below.		
4		Matters arising		
4	1	Procurement Update – The cards for CH and MD were ordered for the Erasmus + trip to Spain in February. However, the cards were not received in time and the application for MD was cancelled before the card was produced as he did not go to Spain. The card for CH will be kept in school in case it is needed in the future. Governors agreed that cards for JD and AB will be ordered to replace their present debit cards as these will no longer be supported after March.		
4	2	Ofsted Safety of premises – A school has recently had its Ofsted report published highlighting a problem whereby the children can open the gate and get out of school. Governors acknowledged that this was the case at Offwell School. It was agreed that it was not practical to raise the fences. A security check is made on the premises annually and risk assessments amended appropriately. In the light of this Ofsted finding the relevant risk assessment for Offwell School will be examined and reported back to governors. <i>Governor question – PA – How would you action a lockdown?</i> AB advised that she would go around to all classes herself. All buildings can be secured using the magnetic system. The system is written within the Management and Emergency Plan. <i>Governor question – PA – Does AB consider precautions are adequate as the probability is tiny but consequences huge?</i> AB advised that we are aware of the risks and adapt accordingly.	JD	03/17
4	4	FSU – The meeting mentioned in the last minutes has not yet taken place. This is now scheduled for Monday, 13 th March.		
5		Budget		
5	1	2016/2017 The current year’s monitoring statement with comprehensive notes was shared with governors in advance of the meeting. The carryforward figure now stands at between £31,500 and £34,000. This is a very small decrease from the monitor presented to governors at the last meeting.		
5	2	Foundation Stage Unit – Virements for salary has now been made as agreed previously and the situation remains unchanged. Numbers for September 2017 look promising in comparison to September 2016 – 7 due to start compared to 2 last September. <i>Governor question – SH - will the working party look at the financial situation at the meeting on Monday as well as provision for 2 year olds and the 30 hour offer?</i> Our nursery financial position is very difficult to predict due to our small size. Governors reinforced that we know how many children need to attend a		

		<p>session to cover the cost of the session (4 children per session). We need to avoid the virement that had to be made this year. AB advised that the meeting on Monday was an initial meeting with scenarios offered. Governors confirmed that the FSU must be financially viable. We need to ensure we understand the 2 year old options, the 30 hours options and charges; consult and then advise FGB who will make the decisions.</p> <p>AB advised that even though nursery hours need to be increased to include Tuesday mornings after Easter, we will have to redeploy a current teaching assistant's hours rather than increase the hours of the teaching assistant presently working within the FSU. It was acknowledged that this was not ideal for the unit but is unavoidable.</p>		
5	3	Voluntary Unofficial Funds – Balances were shared and the books were available for inspection by governors.		
5	4	Formula Capital – This shows a balance of just under £2600 after commitments. The projector has now been purchased and is in operation at an all in cost of about £800.		
5	5	School Budget Share – 2017/2018 + subsequent 4 year budget – The meeting went into Part 2 to discuss the budget.		
5	6	<p>Services – A list of suggested services was shared with governors. Sundry services totalled £15,757.52. Discussion took place regarding these services and governors agreed to recommend purchase at the suggested level for each service. It was acknowledged that we are buying 12 hours of Educational Psychology time and this may not be enough. It was agreed that if the school required more, then it could purchase hours on a pays as you go basis.</p> <p>Caretaking and Cleaning £16,000 was discussed and AB and JD have a meeting scheduled to discuss the number of hours required as they consider that we are paying for too many at present.</p> <p>School Meals - £6000 – this is the cost over and above income received from Universal Infant Free School Meals and paying pupils against expenditure. Governors discussed at length the problem of this overspend and talked about alternative providers. It was agreed that JT would continue to approach pubs, cafes, etc and anyone else who may be interested in cooking our meals. AB and JD have a meeting with the Area Manager of Devon Norse to discuss catering and in particular the management fee which has risen dramatically from last year. It was acknowledged that even though they were successful in reducing the fee, this would only be a minimal amount and the problem of the overspend would still remain. PV acknowledged that we are not in a strong bargaining position.</p>		
6		Headteacher's Report		
6	1	The Headteacher's report to Committees had previously been distributed to all governors.		
6	2	School Improvement Plan – Governors have received details of Priority 1. All things have been reported and the priority is ongoing in a timely manner.		
7		Personnel Update		
7	1	WASP – AB advised that together with SH and after a recruitment process, she interviewed and appointed a parent to assist with WASP alongside Mr Clapp and Mrs Hodder. This appointment is subject to the usual safeguarding checks.		
7	2	Erasmus + - AB advised governors that following discussion with PA she and teaching assistant, JW, will be going to Italy on a planning trip during the week before the Easter break. They will be in school on the last day of term.		

		Absence will be covered internally with costs covered by Erasmus + grant.		
8		Premises		
8	1	Log cabin – The repairs to the roof have been completed.		
8	2	Small log cabin – This has developed a bad water leak. The supplier of the cabin has visited and inspected it. The cabin will be emptied and he will return to inspect further and repair.		
8	3	Repairs to staffroom – this was started during the half term holidays but the problem was much more widespread and the builders stopped work. New quotes were requested and DCC insurance have agreed to pay for everything except the carpet. Zurich insurance cover contents but there is an excess to pay. If it is worth making a claim then we will. Work is scheduled to be completed in the Easter holidays.		
8	4	Door guards – following an accident where a child trapped their finger in the toilet door, guards have been ordered for all appropriate doors and will be fitted by the caretaker shortly.		
8	5	Trim trail – one of the horizontal beams has gone rotten (picked up by annual inspection). The timber is under warranty but the labour for replacement is not. The post was delivered yesterday and CT was asked to help the delivery driver carry the post up to the Meadow. There was no option at the time. CT said he would not do that again as the timber was far too heavy. Governors acknowledged that the delivery company should have provided an additional man to help the driver move the timber.		
9		Safeguarding		
9	1	Policy – the model policy has recently been updated by County again and this will be shared with full governors before the next meeting.		
9	2	Children in Care update – We have admitted 2 siblings who are in care and have moved foster carers. They are in year 4 and 5. A CiC review has been arranged for next week and a PEP has been arranged for the week after. AB will be attending both. One further child PEP review also booked before the end of term.		
9	3	A new Single Central Record template has been released and JD will incorporate the additional column in our record. The addition relates to Prevent training.	JD	03/17
10		Governor Training		
10	1	JD has attended Safer Recruitment training.		
11		Policies & Paperwork:		
11	1	Redundancy – this policy is due for review and our current one is still the LA model policy so it was approval was given for renewal. It was acknowledged that there may be a new release due to redundancy payments being changed.		
11	2	Smoke Free – PA suggested some revisions to the existing policy. Subject to these amendments being made, the policy was approved.	JD	03/17
11	3	Managing Sickness Policy – It was agreed to adopt the latest County model policy which is unchanged from our existing policy.		
12		What have we achieved for the children?		
12	1	We have confirmed our determination to make the very best use of resources.		
12	2	Increase the expertise and ideas into WASP by appointment of new playworker.		
13		Date of next meeting: 4 th May – 1.45pm 28 th June – 1.45pm		
		The meeting finished at 4pm		