

**Exminster Community Primary School**  
**Minutes of the Resources Committee meeting 04/2014/15**  
**on Thursday 7 May 2015 at 19:00 at Exminster Community Primary School**

<b>Attendees</b>					
	<b>Initial</b>	<b>Position</b>		<b>Initial</b>	<b>Position</b>
Sarah Whalley	SW	Headteacher	Ian Beer	IB	Governor (Parent)
Simon Palmer	SP	Governor (Co-opted)	Tony Fripp	TF	Governor (Co-opted)
Sue Wilkinson	SWi	Governor (Co-opted)	Richard Vain	RV	Governor (Co-opted)
Ian Moore	IM	Deputy Headteacher	Helen Hibbins	HH	Clerk
Libby Ash	LA	Governor (Co-opted)			
<b>Absences</b>					
<b>Apology</b>	<b>Initial</b>	<b>Reason</b>	<b>Apology</b>	<b>Initial</b>	<b>Reason</b>
Vanessa Pestrige	VP	Family Commitment	Karen Sharpe	KS	Family Commitment

<b>Summary of Meeting</b>
<p><b>Decisions</b>            To adopt a Shared Parental Leave policy            To purchase a CCTV security system</p> <p><b>Recommendations</b>            None</p>

**Item** **Action**

***Procedural Items***

1. **Welcome**  
 SP welcomed all present to the meeting.
- 1.1 **Apologies for Absence**  
 It was resolved to accept the apologies as listed above.
2. **Declaration of Interests**  
 None declared.
3. **Minutes and Actions from Previous Meeting**
  - 3.1 **Approve Minutes of Previous meeting**  
 It was resolved to approve the part I and part II minutes of the Resources committee meeting on 12 March.
  - 3.2 **Progress on Actions**  
 26/01/2012 7.1.2 - Send Budget monitor to all Governors before resources committee meetings. Needs to remain on Action List as a reminder - **Ongoing**  
 08/10/2013 6.2 – Reminder to Governors that a Governors Visit Report can be completed following a premises visit - **Ongoing**  
 20/03/2014 4.8.2 – Sign Fire Log – update 14/01/15 AM to chase IB to ensure that this is done.  
 - **Done**  
 20/03/2014 9.6 – Annual review of Y6 residential subsidy on Agenda – See item 9 - **Done**

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09/10/2014 9.3 – Security audit to be done with a view to upgrading the CCTV system or other improvements – update 14/01/15 VP to chase AK/IB – update 12/03/15 IB and SP to meet with SLT for further discussion to report back to next Resources meeting – See item 8 - <b>Done</b>	
14/01/15 8.7 – Get updated travel policy signed and issued - <b>Ongoing</b>	
12/03/15 5 – In house training on reading the budget monitor to be done by VP - <b>Ongoing</b>	
12/03/15 6.1 – RV and SW to generate new complaints policy – See item 5.1 - <b>Ongoing</b>	
12/03/15 6.2 – VP and IB to look at Finance Policy - <b>Ongoing</b>	
12/03/15 6.3 and 6.4 – KS to review Redundancy Policy and Appraisal Policy – See items 5.3 and 5.4 - <b>Done</b>	
12/03/15 7 – Working party to be formed to look at provision of school dinners in-house. TF to be Governor liaison – See item 6 - <b>Ongoing</b>	
12/03/15 11 – Snagging audit of the Hub to be done during May - <b>Ongoing</b>	

### **Strategic Items**

<p><b>4. <u>Debrief from Financial Audit</u></b></p> <p>The Devon Audit Partnership Internal Audit draft report had been circulated to all Governors prior to the meeting.</p> <p>Discussion took place about key points that needed addressing. It was suggested that VP and IB met with AM to go through the report before formulating a response to be brought back to the FGB meeting on 21 May. The report would require approval by the Governors before submission.</p>	<p>VP/IB/ AM</p>
<p><b>5. <u>Policies and Procedures</u></b></p> <p><b>5.1 <u>Complaints Policy</u></b></p> <p>RV had circulated a draft leaflet that could be distributed to parents to explain the complaints procedure, alongside a draft complaints policy based on the complaints toolkit. It was noted that Devon County Council (DCC)/Babcock had finished reviewing their complaints handling policy, although it had not yet been released.</p> <p>RV outlined the procedure and discussion followed about amending stage one to include a further informal meeting/discussion with the Senior Leadership Team (SLT) before proceeding to a written complaint.</p> <p><i>Governors questioned the recording of a complaint.</i> SW noted that she had logged brief details of discussions that could escalate into complaints. It was agreed that this may be useful to identify trends over time.</p> <p><i>RV emphasised that it was important for Governors not to be involved in the complaints process early on, and if approached, to provide the complainant with a copy of the complaints procedure.</i></p> <p>It was noted that detail was required in dealing with complaints made against a Governor.</p> <p>TF had found a policy from East Cheshire Council that included a section on complaints against Governors and this could be used as a further resource.</p> <p>It was resolved to wait for the guidance on complaints handling from Babcock before finalising the school's complaints policy.</p>	<p>All</p> <p>RV</p>

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5.2	HH
5.3	
5.4	HH
5.5	HH
5.6	HH
6.	HH
7.	

TF noted that he had a free subscription to The Key for six months, and that this was a useful resource for policies. Login details were to be supplied to all Governors.

**Finance Policy**

It was agreed that VP and IB would meet with AM to discuss and amend the policy in line with the Financial Audit requirements.

**Redundancy Policy**

The policy had been reviewed by KS with input from RV. No amendments were proposed. Next review due March 2019.

**Appraisal Policy**

The policy had been reviewed by KS. No amendments were proposed. Next review due March 2016.

**Model Staff Leave and Absence Policy**

It was resolved to adopt HR One's updated policy. To be reviewed in May 2019.

**Shared Parental Leave Policy**

RV explained the purpose of the policy. It was agreed to adopt the policy which was not currently held by the school. To be reviewed in May 2019.

**Provision of School Meals in house**

SW reported that the kitchen supervisor Sally was taking advice from Westcliffe School who were already providing meals in-house.

*SWi suggested that it was also important for the administrative staff to have insight into the impact of changing from a contracted provider.*

*SP asked about the timescale involved.* SW responded that the current contract with ISS finished in March 2016, so procurement would be starting in September/October 2015.

RV asked How many staff would need to be TUPE'd from ISS? SW replied that there were 3 longstanding members of staff currently, but there was a possibility that ISS wanted to appoint a fourth. It was suggested that this could be on a zero hours contract. SW was meeting with ISS within the next week. ISS were not aware of the schools intentions not to renew the contract.

**Budget for 2015/16 Financial Year**

The confirmed underspend from last year's budget was between £60K and £67K, whereas the proposed and Governor agreed budget had been based on a predicted £5-£10K underspend.

*Governors asked how and why this had happened.*

SW responded with the following explanations:

- Staff had been appointed at lower grades than originally budgeted for
- There had been 2 one-off payments for low cost/high incidence Special Educational Needs (SEN).
- Additional funding had been received for high needs.
- Due to historical reasons, there had been an over allocation on the energy budget line of £10K
- The PPA budget line had been overestimated.
- It was noted that last year's budget had been set with the advice of the Finance Officer.

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<p><i>SP asked what the consequences of the underspend were?</i></p> <p>SW explained that the finance officer had recommended spending it on one off items, rather than on ongoing commitments, for example staffing, which would not be sustainable long term.</p> <p><i>RV asked whether a paper would be put together outlining ideas for the expenditure?</i></p> <p>SW said that the resources committee would need to agree priorities for maintenance and building improvement works at the meeting on 17 June as the work may need to be carried out over the summer holiday. A meeting to discuss the priorities would be set up with SP, IB and the SLT to prepare a paper.</p> <p>As this year's budget needed to be submitted to DCC. The overspend had been allocated to budget lines for CPD, ICT and building maintenance.</p> <p><i>RV asked whether the costs of the potential kitchen changes had been factored in?</i></p> <p>SW said that the school already owned the heavy equipment but the additional light equipment required which would come out of the building maintenance budget line.</p> <p><i>RV asked whether there was a virement limit specified in the Finance Policy?</i></p> <p>SW responded that once the budget is fixed and agreed by the Governing Body, it could not be changed. However, budget lines could be over or underspent as long as Governors were aware of the underlying reasons.</p>	<p>SP/IB/ SLT</p>
<p><b>8. <u>Security Audit</u></b></p> <p>IB updated the meeting on matters associated with the fire doors, gate and door buzzers and locks. While some items required input from external contractors, some could be attended to by the Caretaker.</p> <p>A quotation had been received for the proposed security system upgrade from Tamar Security. In comparison, IB had found a plug and play system at Maplin which also fulfilled requirements.</p> <p><i>SWi enquired about security for the hub?</i></p> <p>SW responded that it was not possible to access the hub without entering the site through an external gate which were all monitored.</p> <p>It was resolved to purchase the Maplin system. IB to liaise with AM regarding the purchasing process.</p> <p>Quotes for replacing a broken section of fence were being sought. SP would follow up the quotes as a matter of urgency.</p>	<p>IB</p> <p>SP</p>

**Monitoring and Accountability**

- 9. Year 6 Residential**
- All payments had been received or were in progress for this year's residential. The cost of this year's trip was £250 per child and was to Heatree House on Dartmoor.
- A year 4 residential would take place in September to the Wildside Experience, costing £70 per child. It would be a one night, two day stay.
- 10. Parental Satisfaction Survey**
- The results of the survey had been circulated to all Governors.

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<p>Disappointment was expressed that there had only been a 62% positive response to the question on the outdoor environment considering the work that had taken place over the last year. It was noted that further investment was planned in the current financial year. Discussion on the prioritising of improvements and communication with parents followed. <i>LA suggested that another site blitz could take place before the summer holiday. SW agreed to find a potential date for this.</i></p> <p><i>Concern about the flooding of the corner of the playground was expressed. SP noted that solutions had been considered but they were likely to be very expensive.</i></p> <p><i>RV asked whether there was a staff survey. SW replied that there was and that it would be discussed at the next teaching and learning committee meeting. There was also a child survey which would be analysed by Year 6.</i></p> <p><b>11. <u>School Development Plan (SDP)</u></b></p> <p><b>11.1 Premises</b></p> <p>SW reported on the progress of the premises aspects of the SDP that had been prioritised for this academic year.</p> <p>Whilst repairs and decoration had been completed, outstanding items included carpeting, resurfacing of the playground and works to the hall floor.</p> <p>It was possible that quotations for the sports pitch would come in lower than the £30K grant allocation, and one company quoting had suggested a section of climbing wall in addition. SW would ensure that the other companies quoting also included this in their quotations.</p> <p><i>RV asked whether the school would have use of the MUGA and Tennis Court at Deepway Green/Spurfield. HH responded that it was intended that this would be the case.</i></p> <p><b>11.2 Other matters</b></p> <p>SW outlined plans for the school to become a SCITT school, providing on the job teacher training. There were a number of benefits to the school including CPD for existing staff. There would be no cost to the school. SW would be involved in the selection process for the students.</p> <p>The meeting closed at 21:00</p>	<p>SW</p>

Signed:.....Tony Fripp..... Date:.....8/10/2015.....