

**Exminster Community Primary School
Minutes
Resources Committee Meeting 02/2014-15**

Wednesday 14 January at 13:30 at Exminster Community Primary School

Attendee	Initial	Position	Attendee	Initial	Position
Sarah Whalley	SW	Governor (Headteacher)	Ian Moore	IM	Acting Deputy Headteacher
Libby Ash	LA	Governor (Par)	Simon Palmer	SP	Governor (LEA)
Alison Munslow	AM	Staff Visitor	Helen Hibbins	HH	Clerk
Vanessa Pestrige	VP	Governor (Com)			

Apology	Initial	Reason	Apology	Initial	Reason
Norman Bettinson	NB	Work Commitment			
Anthony Kryss	AK	Work Commitment			
Dawn Fuller	DF	Work Commitment			
Karen Sharpe	KS	Work Commitment			

Ref	Item	Action
Procedural Items		
1.	<u>Welcome</u>	
1.1	Apologies for absence Apologies were accepted as listed above.	
2.	<u>Declaration of Interests</u> It was noted that IM would leave the meeting during item 13.	
3.	<u>Minutes and Actions from previous meeting</u>	
3.1	Approve Minutes of previous meeting Resolved. The minutes were signed by SP.	
3.2	Progress on Actions	
3.3	26/01/2012 7.1.2 - Send Budget monitor to all govts before FiSS meetings. Needs to remain on Action List as a reminder – ONGOING REMINDER	
3.4	08/10/2013 6.2 – Reminder to Governors that a Governors Visit Report can be completed following a premises visit – ONGOING REMINDER	
3.5	20/03/2014 4.8.2 – Sign Fire Log – ONGOING REMINDER – AM to get IB to sign.	AM
3.6	20/03/2014 9.6 – Annual review of Y6 residential subsidy on Agenda – ONGOING	HH
3.7	05/06/2014 5.11 – Investigate doors to Thrive area in Phase VII re compliance with safeguarding requirements. Update 09/10/2014 awaiting work to be carried out - DONE	
3.8	05/06/2014 5.13 – NPS report to be checked for outstanding items. Update 09/10/2014 SP and VP to meet with SLT for further discussion after autumn half term – DONE see item 9	
3.9	09/10/2014 7.0 – Breakdown of trip costs in the Autumn Term to be discussed at FiSS meeting in Spring Term to ascertain level of subsidy from school – DONE see item 12	
3.10	09/10/2014 9.3 – Security audit to be done with a view to upgrading the CCTV system or other improvements. Update 14/01/2014 AM had invited companies to visit school and quote for keypads on some external doors. VP agreed to liaise with AK as to how a security audit could be taken forward - ONGOING	VP/AK
3.11	09/10/2014 9.5 – Road safety to be a separate agenda item at the Spring FiSS meeting – DONE see item 8	
3.12	09/10/2014 11.3 – Training to be discussed at FGB – DONE	
Governing Body		
4.	<u>Terms of Reference for Resources Committee</u> The Babcock Model Terms of Reference for a resources committee had been circulated.	

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	It was resolved to recommend the adoption of the Terms of Reference without amendment to the Full Governing Body meeting on 12 Feb 2014.	HH
5.	<p><u>Lead roles within Resources Committee</u></p> <p>Governors were allocated Lead Roles within the Committee as follows: Finance – NB with SP shadowing Personnel – KS Premises – either AK or IB with VP shadowing Health and Safety – either AK or IB with VP shadowing</p> <p>It was agreed to review the benefit of the Lead Governors Roles after a year, evaluating how they worked within this school and to make changes accordingly.</p> <p>It was suggested that it would be advantageous to look for an additional Governor with financial experience. VP agreed to approach a contact to ascertain whether they may be interested.</p>	VP
Strategic Items		
6.	<u>Policies and Procedures</u>	
6.1	<p>Health and Safety Policy</p> <p>SW and IM had reviewed the policy alongside SP. Some minor changes were proposed and it was noted that there were matters within the policy that were currently being addressed, including</p> <ul style="list-style-type: none"> • Legionella training to be undertaken by SW • a review of the Emergency Plan by IM • a review of the Outdoor Education and Visits Policy by MG • an electrical installation inspection in the next financial year • an annual gas tightness test was to be carried out <p>It was resolved to adopt the policy.</p>	HH
6.2	<p>Data Protection Policy</p> <p>SW had reviewed the policy. There was one amendment suggested to the model policy in that the response time for subject action requests be changed from 40 days to 20 school days or 60 days whichever is the shorter. This amendment was backed up by the Guide to Freedom of Information published by the Information Commissioners Office. It was resolved to adopt the amended policy.</p>	HH
6.3	<p>Security Policy</p> <p>IM had looked at the Security Policy. There were some obvious changes required due to a change in personnel and additionally there was a requirement for security issues to be reported to parents in the Annual Report to Parents from Governors which no longer takes place. It was noted that this policy should be reviewed every 3 years or when significant changes are made to the premises. It was resolved to adopt the reviewed policy.</p>	HH
7.	<p><u>Caretaking Contract</u></p> <p>Procurement of a new Cleaning and Caretaking contract was underway, being managed externally with input from DLP. Contractors were visiting the premises, submitting prices and a decision would be made as to who would take on the contract from 1 February at a meeting on 27 January. The contract would be in place until March 2016. It was acknowledged that the change in contractor may have a financial implication. <i>SP suggested that a copy of the tender document should be obtained to save money when the contract requires renewal in the future.</i></p>	SW
8.	<u>Road Safety</u>	
8.1	IM referred to the report "Travel Plan and Proposed Closing of Townfield Entrance" outlining three priorities from the recently updated School Travel Plan.	

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	<ol style="list-style-type: none"> 1. To ensure a safe passage to school for children attending from the north of the village crossing the road at the garage and using the Townfield entrance. 2. To slow traffic through the village. 3. To ensure parents park safely, allowing full access to pavements. <p>The report contained a response received from Cllr Alan Connett who explained how the issues were in the process of being addressed and that he would support the provision of a road crossing near the Reddaway Drive junction.</p>	
8.2	<i>VP asked why the Townfield entrance was opened, historically.</i> There was no information available as it had been opened before AM started working at the school, 12 years ago.	
8.3	Concern was expressed that closing the entrance would not solve, and may compound, the existing congestion around the Townfield/Hillcrest junction.	
8.4	<i>VP suggested that Y5 and Y6 could undertake some problem solving or persuasive writing to do with road safety issues.</i> IM confirmed that as part of Road Safety Week, letters would be written to Scene Magazine and they could also be included in the newsletter.	
8.5	<i>LA suggested that the new Neighbourhood Police officer could be contacted for input on road safety matters and agreed to email contact details to IM.</i>	
8.6	At the conclusion of discussion it was proposed to trial a closure of the Townfield Entrance after Road Safety Week. Resolved. IM would advise Cllr Connett who may inform residents. The information would be disseminated in a newsletter.	IM/ SW
8.7	It was resolved to approve the updated School Travel Plan.	IM
9.	<u>Maintenance and Site Priorities</u> IM referred to his report on a meeting on 19 th November at which maintenance issues were prioritised. The bin storage area and boys' toilet flooring had already been completed.	
9.1	The roof was the main priority and SP agreed to obtain further comparative quotes. The second priority was vinyl flooring for the Reception classrooms.	
9.2	<i>VP was concerned that a heating system pump had required replacement, incurring cost, so soon after its installation.</i> It was confirmed that the pump was outside of warranty, but that it was being disputed and an engineer was coming in to look at the broken pump.	
9.3	IM reported that a water heater also required replacement.	
9.4	<i>SP noted the legacy of lack of maintenance that was reflected in the benchmarking results.</i>	
9.5	VP clarified that if the maintenance issues are not addressed in this financial year, then they would be done in the next financial year.	
9.6	<i>VP asked whether, as a response to the parental survey results, details of some of the improvements around school could be highlighted in a newsletter.</i>	
Monitoring and Accountability		
10.	<u>Budget Monitor</u> SW explained the problems with switching from one budget monitoring computer system to another. Help and advice was being sought from the finance officer who had escalated the problem as other schools were also experiencing difficulties.	
10.1	The forecast overspend was on course to be significantly less than the £40,000 agreed by FIPS.	
10.2	Areas of concern and possible overspend were LSA's, Supply Release, Supply LSA's, Literacy, CPD, Repairs and Improvements and PE.	
10.3	Areas of possible underspend were Supply PPA, Pay Award Contingency and Energy.	
10.4	Areas of risk were identified as Boiler repairs (see item 9.2), Roof repairs (see item 9.1) and the 2.2% rise in LSA salaries.	

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10.5	LA asked why LSA cover was needed daily. SW explained that it was due to sickness absence and covering CPD. It was suggested that next year a surplus LSA could be budgeted for.	
10.6	VP asked whether Governors needed to have a better overview of cover due to teacher absence and it was suggested that the details were brought to a future resources meeting.	
10.7	VP asked for an update on the gas bill situation. AM responded that it still had not been completely resolved, but that a paper-trail had been kept alongside notes of the meter readings (which were now being carried out by an external agency on a monthly basis). VP suggested that the meter readings would be valuable in working out the consumption and therefore useful for accurate budgeting.	
10.8	LA asked whether the 2.2% increase on LSA salaries was expected. SW replied that only a 1% rise had been budgeted for.	
10.9	LA asked about the catering contract and the FSM funding. SW responded that the uptake had been lower than the threshold, despite encouraging parents. This may impact on funding in the future.	
10.10	LA queried the £5,000 spent on school trips. AM advised that there were further funds to come through parent pay that were not included and would reduce the figure considerably on the next budget monitor. Additionally, the swimming costs had been paid out, but the parental contributions had not yet been received. A spreadsheet detailing the income and outgoings for trips and visits had been prepared. The deficit per annum was approximately £500 which the school subsidised. Governors were surprised, and reassured by the figure as they had been expecting it to be higher. It was noted that any deficit resulting from swimming would be covered by the PE budget.	
11.	<u>Premises aspects of School Development Plan</u> SW issued a hard copy of the SDP at the meeting.	
11.1	Costings for Priority 1 and 2 for term 2 were looked at. (points 1.1.1 and 1.2.1 in the SDP). It was acknowledged that a large proportion of the costs could be charged against pupil premium funding.	
11.2	VP asked how much pupil premium funding was spent per term. SW replied that it was approximately £20K.	
12.	<u>Level of subsidy of school trips</u> See item 10.10	
Part II - Strategic Items		
13.	To consider temporary staff contracts and staffing structure for the 2014/15 Academic year	
The meeting closed at 15:10		

Signed:.....Simon Palmer..... Date:.....12/3/2015.....