

ST MARTIN'S CE PRIMARY & NURSERY SCHOOL  
GOVERNING BOARD MINUTES

<b><u>RESOURCES COMMITTEE</u></b>		<b>DATE:</b>	<b>21<sup>st</sup> November 2018</b>
<b>CHAired BY: CAREN FLICKER (CF)</b>		<b>CLERKED BY: Jacqueline Brooks (JB)</b>	
<b>GOVERNORS PRESENT:</b>		<b>Also Present:</b>	
Tania Beard (TB) Caren Flicker (CF) Danielle Hamilton (DH) John Clements (JC)		Brigid Thompson – School Business Manager	
<b>APOLOGIES:</b> Vicky Keating (VK)			
<b>Absent without apology:</b> Craig Jamieson (CJ)			

***Governor questions are highlighted in grey.***

<b>Agenda Items</b>	
<b>1.</b>	<b><u>Opening Prayer</u></b>  1. Taken by TB.
<b>2.</b>	<b><u>Welcome &amp; Apologies</u></b>  1. Apologies had been received from VK, which were sanctioned by the Committee. The Committee noted that apologies had not been received from CJ.
<b>3.</b>	<b><u>Declarations of Interest and Correspondence</u></b>  <u>1. Declarations of interest.</u>  None.  <u>2. Correspondence</u>  JC advised that as Chair, he has signed off a number of Capital funding projects (IT works, footpath remedial works and hall projector installation) and these have now either been completed or are in the process of being actioned.  JC and TB advised the Committee that they had been notified by Devon County Council of an additional £25000 SEN funding available to schools, but with the caveat that it could only be used for capital projects and, if accepted, would mean that schools would be obliged to admit more pupils with SEN. TB has responded to advise that these restrictions prevent the money from being used in a way which would actually be of real benefit to the school, and that as St. Martin's is already working to address the impact of the high numbers of SEN

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	<p>pupils they are asked to admit, it would not be advantageous for the school to accept this money.</p>
<p>4.</p>	<p><b><u>Minutes and update on actions from last meeting (20.6.18)</u></b></p> <p>1. Minutes agreed as accurate and signed by the Chair.</p> <p>2. Update on actions:</p> <ul style="list-style-type: none"> <li>• Action 1 – discussed at Full GB. TB and JC’s meeting with Dawn Stabb appears to have had the effect of prioritizing of those children whose EHCP decisions were outstanding and these have now been completed. The only remaining outstanding cases to be reviewed have been progressed to be within timescales. The Committee agreed to enter Part 2 to discuss issues around SEN funding in more detail. The Committee then agreed to return to Part 1.</li> <li>• Action 2 – Not yet completed. <b>Action: BT and VK to undertake full benchmarking exercise, and VK to report to governors in her Spring Lead Governor Report.</b></li> <li>• Action 3 – the traffic count has been completed. The result was not high enough for St. Martin’s to be provided with a crossing patrol.</li> <li>• Action 4 – covered by H&amp;S and Premises Lead Governor report in item 6.</li> <li>• Action 5 – Completed</li> <li>• Action 6 – JB advised that following discussion with BT, this was more an action to be undertaken by the H&amp;S and Premises Lead Governor. Therefore, rather than amending the wording in the policy, this action has been added to the Cycle of Work instead.</li> <li>• Action 7 – covered by H&amp;S and Premises Lead Governor report in item 6.</li> <li>• Action 8 – covered by H&amp;S and Premises Lead Governor report in item 6.</li> <li>• Action 9 – completed.</li> </ul>
<p>5.</p>	<p><b><u>Finance Autumn Report and Policies – Questions to Lead Governor and Business Manager</u></b></p> <p>1. The Committee discussed the report submitted by VK. Further to the report, VK had also provided the following information on other items on the Finance cycle of work:</p> <ul style="list-style-type: none"> <li>• Review of school insurances - <i>VK has reviewed and confirmed all insurances are in place, no changes necessary.</i></li> <li>• Review school’s Asset Management Plan – <i>VK has advised there are no updates for governors to be aware of from this term.</i></li> <li>• Prepare school response to the Funding Consultation and report to Full GB – <i>this has been undertaken and reported to GB by JC at 15.1.18 Full GB meeting.</i></li> <li>• Make budget recommendations for next financial year - <i>it is too early to make any recommendation for next year. TB and BT have agreed to review in January and advise VK once they have a proposal to be considered.</i></li> <li>• Receive CFR Report from School Business Manager - <i>VK has reviewed this and has advised there is no feedback needed for governors. Consistent Financial Reporting is used only by DCC and is not a document actively used within school.</i></li> </ul> <p>2. Further to the above, the Committee also noted that:</p> <ul style="list-style-type: none"> <li>• it will be necessary to complete the Schools Financial Value Standard documentation next term. <b>Actions: VK to work with BT to prepare completed form and action plan and submit to JB by 1.3.18. JB to send out Financial Skills Matrix forms to all Resources governors by 11.1.18.</b></li> <li>• Pupil numbers are currently 417. Staff numbers remain at 74. There was a good take up from parents at recent Reception Open Day sessions.</li> </ul>

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	<ul style="list-style-type: none"><li>• The budget looks positive – it was noted that the supply sickness costs are significantly lower than previous years.</li><li>• There has been an increase in Teaching Assistants costs due to the level of need within school.</li><li>• BT advised that the government has notified that teachers on the Main Pay Scale are to have their pay increased by 3.5% and have provided a grant of £7500 to schools to help cover this. As BT had been prudent in budgeting for a 2.5% increase, this grant is sufficient to cover the full cost of the increase without issue.</li><li>• The pay increase for support staff will be applied in April – this is agreed nationally. BT has factored in a higher cost than suggested by DCC to cover this to ensure there is no difficulty in the school covering the increase.</li><li>• The DfE is providing all schools with additional funding of £10,000 for capital projects. BT advised that this will be used to invest in IT development (updating of ipads and laptops)</li></ul>
6.	<p><b><u>Premises and Health &amp; Safety Autumn Report and Policies – Questions to Lead Governor and Business Manager</u></b></p> <p>1. The Committee noted the contents and recommendations of CJ's report. Further to the report, the Committee also noted the following:</p> <ul style="list-style-type: none"><li>• CJ has sent through information on lone worker alarms to BT. <b>Action: BT to review and feedback to the Committee.</b></li></ul> <p>2. The following policies have been reviewed and approved:</p> <ul style="list-style-type: none"><li>• Health, Safety &amp; Well-being</li><li>• Lettings</li><li>• E-Safety</li><li>• Data Protection</li></ul> <p>3. The Committee agreed that CJ will be the named Online Safety Governor.</p>
7.	<p><b><u>Staffing Autumn Report and Policies Policies – Questions to Lead Governor and Business Manager</u></b></p> <p>1. The Committee noted the contents and recommendations within DH's report. Absence is much lower this year – the school continues to follow its Managing Absence policy robustly and the consistent approach is now familiar amongst staff. TB commented that with less staff and more children following recent staff changes, the impact of a staff member being absent is felt much more within the team and is more visible – TB queried if this might mean staff are more conscious about not taking time off. There is also concern that this could equally mean that staff who genuinely require time off may feel stressed about being absent.</p> <p>The Committee agreed to enter Part 2 to discuss absence matters in more detail. The Committee then agreed to return to Part 1.</p> <p>BT will be reminding staff that DCC provide a number of health benefits and well-being services as part of their employment. TB is also liaising with CEC to jointly purchase supervision time for staff – St. Martin's will purchase one day per term.</p> <p>JC asked if there was anything else that the GB could be doing to support the staff enjoying being at work and encourage good attendance. The Committee discussed the key was staff feeling valued. TB has arranged well-being sessions (yoga/massage) for staff and the Committee heard that various team activities have been undertaken by staff. TB advised that the DfE has produced a toolkit to be able to undertake an audit of teachers' workloads. <b>Action: TB to facilitate audit in Spring Term and provide report to GB for Spring 2 Full</b></p>

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	<p><b>GB meeting.</b></p> <p>Staff have requested that an advisor meet with them to discuss pensions. This is not something which DCC provide. <b>Action: BT to explore who could provide this and update governors at Spring Term 2 meeting.</b></p> <p>2. The following policies have been reviewed and approved:</p> <ul style="list-style-type: none"> <li>• Staff and Volunteer Acceptable Use</li> <li>• Appraisal</li> <li>• Drugs and Alcohol</li> </ul> <p>3. The Committee reviewed the new model Pay Policy and agreed to recommend this for approval by the Full GB.</p>
<b>8.</b>	<p><b><u>Summary of actions to refer to the Governing Board</u></b></p> <p>1. Approval of the new model Pay Policy.</p>
<b>9.</b>	<p><b><u>Collate evidence of governor impacts from Autumn Term 2</u></b></p> <ul style="list-style-type: none"> <li>• Governors are focused on supporting, valuing and motivating staff</li> <li>• Governors are focused on maintaining safety standards for children</li> <li>• Governors attended and contributed to the visit from the Minister for Education. JC noted that he thought that the way in which the school presented itself to Damien Hinds was fantastic and the sense of pride all staff have in the school was very evident. TB agreed that the whole team had worked together to show St. Martin's at its very best.</li> </ul>

<b>ACTIONS FROM THIS MEETING</b>		
<b>Action</b>	<b>Person responsible</b>	<b>Date to be completed by</b>
<b>1. Undertake full benchmarking exercise with BT and report to governors in her Spring Lead Governor Report.</b>	<b>VK</b>	<b>12.2.18</b>
<b>2. Work with BT to prepare completed SFVS form and action plan and submit to JB.</b>	<b>VK</b>	<b>1.3.18</b>
<b>3. Send out Financial Skills Matrix forms to all Resources governors by 11.1.18.</b>	<b>JB</b>	<b>11.1.18</b>
<b>4. Review information on lone worker alarms and feedback to the Committee.</b>	<b>BT</b>	<b>1.10.18</b>
<b>5. Facilitate Teacher Workload audit and provide report to GB.</b>	<b>TB</b>	<b>Send to JB by 20.3.18</b>
<b>6. Explore who could provide pensions advice to teachers and update governors at Spring Term 2 meeting.</b>	<b>BT</b>	<b>13.3.18</b>

**SUMMARY OF DECISIONS (To be noted by the Governing Board)**

- **The Committee reviewed and reapproved the following policies**
  1. Health, Safety & Well-being

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2. Lettings
3. E-Safety
4. Data Protection
5. Staff and Volunteer Acceptable Use
6. Appraisal
7. Drugs and Alcohol

- **The Committee agreed that CJ will be the named Online Safety Governor**

**SUMMARY OF RECOMMENDATIONS (To be considered by the Governing Board on 10<sup>th</sup> December 2018)**

- **The GB should adopt the new model Pay Policy**

**Next meeting: Wednesday, 13<sup>th</sup> March 2019  
6.00pm – 7.30pm**

**Signed by the Chair: .....**

**Name: .....**

**Date: .....**