

BOW COMMUNITY PRIMARY SCHOOL – RESOURCES COMMITTEE – NO.4
Minutes 19 March 2019 – 6.00pm

Present: Tony Neal (Chair); Lesley Hodgson (Head); Melanie Bishop; Gary Quick; Anita Jellings (Vice-Chair); Megan Heath (Clerk)

PROCEDURAL ITEMS

4.1.1 No **apologies** or **correspondence**

4.2.1 **Minutes** and **Part 2 Minutes** 29 January 2019 were agreed as an accurate record.

4.3.1 **Matters arising** from the minutes of 29 January 2019

Noted that:

- Item 3.3.1 LH has clarified the background to the supply CPD spend. We were receiving money from the Dartmoor Teaching Alliance.
- Item 3.3.1 LH has researched whether it is worth looking into changing our energy supplier. Doing it ourselves would be costly. County are looking into this on our behalf. We seem to be spending more on electricity,
- Item 3.3.1 No need to contact Alistair Mumford as action to go ahead was agreed.
- Item 3.3.1 Our energy supplier is developing applications on our behalf.
- Item 3.4.1 Swimming pool breakdown complete. We charged them £2252.82 (for everything), their income was £2252.
- Item 3.6.1 AJ has updated risk log to reference SFVS checklist.
- Item 3.7.2 carried forward.
- Item 3.9.1 LH has updated Whistleblowing policy on the school website.
- Item 3.9.1 Anonymous concerns are to be dealt with as before.
- Item 3.9.3 Recruitment and Selection Policy updated and on agenda.
- Item 3.13.1 LED lighting application complete.
- Item 3.16.1 Kitchen PAT testing is completed annually by Devon Norse. Julie Dyer receives appropriate training via Devon Norse. The school is to keep a record of this.
- Item 3.16.2 Interactive white board has been installed in Stags classroom.

ACTION: TN to query missing amendments from E Safety Policy.

FINANCE

4.4.1 **Draft Budget 2019/2020**

Noted that:

- The budget outlook is not positive.
- Next year's budget balances. The school is unable to balance the second year.
- There is currently a £16,000 deficit in the second year.
- FIPs are not to be contacted at this point.
- The teachers' pension increase (from 16% to 23.4%) is being funded for the first year only, the school will have to fund it from the second year on.
- The teachers' pay increase will be funded.
- There is a lot of conflicting/misleading information, with different governors being told different things.
- The low birth-rate of the 2019 intake is having an impact on schools. We have 10 pupils joining us in September, with 20 leaving.

- Reducing back to 4 classes is not an option as it would leave two KS2 classes with over 40 pupils in each.
- Results across Devon are sliding, possibly due to budget cuts.
- Governors questioned how we can reduce the staffing budget.
- Discussed potential methods to reduce overall deficit.
- Unfunded 1 on 1 TA position will cease at the end of this term.
- Lowest pay grade to be sought for any new teacher appointments.
- LH to do PPA cover if absolutely necessary.
- A General TA is reducing her hours.
- Subscriptions are being reduced where possible.
- AJ stated that clarity is needed before FGB.
- TN requested that a letter be sent out to parents explaining the situation, to keep them informed and prewarn them of the inevitable changes.
- 2 new special schools have opened in Devon.

ACTION: LH and AJ to put together a series of communications about budget to parents and the wider community

ACTION: LH to ask Suzette about pension funding; LH and AJ Budget to be ready for FGB

4.5.1 Sports Premium

Noted that:

- Report must be uploaded to school website.
- Governors queried if the school are making the most of our budget, agreed that they are.
- Discussed whether talented pupils are highlighted. They generally already are as being good at sport largely comes from repetition (participating in sports/being active outside of school hours). If a child is overlooked by their parents, we could use Pupil Premium funding to help fund further training/equipment/uniform/etc.
- Report approved.

ACTION: LH to add report to website.

4.6.1 Risk Register

Item carried forward.

PERSONNEL

4.7.1 Staffing Succession Planning

Noted that:

- New HLTA has started. He is covering PPA 2 days per week with the KS2 classes. A supply teacher is currently covering KS1 PPA time.
- Miss Williams is pregnant, with the baby due in late July. It is not yet known how long she is prepared to work until. If she cannot work up until end of term a familiar supply teacher will be brought in to complete the term.
- Mr McCaffley will be leaving at the end of this year.
- Potentially 2 new teacher posts to be advertised.
- Amy Harvey has volunteered to be an NQT mentor. NQTs sent from Dartmoor Teaching Alliance meet no charge.

4.8.1 Policies

Recruitment and Selection Policy; Complaints Policy; Unreasonable Complaints Policy; Acceptable Parent Behaviour Policy

Noted that:

- There are no changes to these policies
- Policies proposed by MB. Seconded by GQ. Agreed by ALL.

Code of Conduct

Noted that:

- This is a new model policy.
- Policy proposed by MB. Seconded by GQ. Agreed by ALL.

ACTION: MH/MB Electronic versions of above policies to be sent to all on Resources Committee.

PREMISES

4.9.1 Fire Logs

Noted that:

- Have been checked, no concerns raised.

4.10.1 Governor Visit

Noted that:

- The refurbishment of Robolab into classroom is on hold. No longer needed with decreasing pupil numbers.
- Robolab is to be rearranged to make the space more usable.
- 15 new Chromebooks to be purchased.
- A laptop locker needs to be purchased for the Chromebooks. This will cost approximately £1500.
- Fibreoptic broadband has been approved. This will increase our capacity.
- The iPads will be kept.
- Teacher laptops need upgrading to a higher standard model. They are not lasting as long as better model.
- The Tidy Teams is currently not happening. Time and behaviour being the main reasons.
- Possibility of volunteer working parties discussed.

ACTION: LH - Tidy Teams to be removed from SDP.

Incident in School on 12/03/19

- Power outage occurred in school during school day.
- KS2 and the office area had no power. Kitchen had some power. KS1 had full power.
- The computer servers' back up battery drained very quickly, needs replacing. If this had occurred on the weekend the server would not have survived. The school were able to connect it to power via a cable to the KS1 power supply.
- Problem was a burnt-out cable on the pole opposite the school. Only 1 electricity phase was affected.
- LH informed AJ of the problem promptly.
- The school's phones did not work as they are connected to mains electricity. The school has now purchased an "emergency" phone that can plugged in without needing mains power.
- Emergency plan was not used. It needs to be updated.

- Power cable was repaired within school day. No-one was hurt. Children all safe and happy.

ACTION: LH Server battery to be replaced; AJ to pass on comments and learnings from incident to GQ; GQ to update plan with SV; AJ to query compensation.

4.11.1 Policies

No Smoking Policy

Noted that:

- The 'No Smoking' sign will need to be updated to include 'No Vaping'. It is not necessary to do this immediately; it can wait until sign needs replacing.
- Policy proposed by AJ. Seconded by MB. Approved by ALL.

4.12.1 Training

Noted that:

- MB has completed 'Induction for New Governors' Training
 - Positive feedback.
 - MB is to do things differently, however the way we operate is effective.
- MH to attend 'Induction for New Clerks' training.
- AJ, LH and MH to attend 'Heads, Chairs and Clerks' training.

4.13.1 **Date of the next meeting:** 30/04/19