

**MILTON ABBOT SCHOOL**  
**Resources Committee**  
**Thursday 22<sup>nd</sup> April 2021 – 4.00pm**

Venue: Via zoom

**Minutes**

	<u>AGENDA ITEM</u>	<u>PREPARATION NOTES &amp; MEETING AIMS</u>	<u>ACTION</u>	<u>COMMENT</u>												
<b>The meeting began at 4.07pm</b>																
<b>Procedural</b>																
<b>1</b>	<b>Welcome and Apologies for Absence Declaration of pecuniary interests pertaining to this meeting</b>	Present: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">LA Governor</td> <td style="width: 33%;">Co-opted Governor</td> <td style="width: 33%;">Staff</td> </tr> <tr> <td>Brian Cook</td> <td>Brian Martin</td> <td>Chris Luxford - Head Teacher</td> </tr> <tr> <td>Parent Governor</td> <td></td> <td>Clerk</td> </tr> <tr> <td></td> <td></td> <td>Karen Yorke-Dunne</td> </tr> </table> <p>Apologies – Marcia Vanstone may be late due to work commitments. There has been no communication from Richard Marshall since the cancellation of the bursar visit due to Ofsted inspection. Brian Cook chaired the meeting in the absence of Richard.</p>	LA Governor	Co-opted Governor	Staff	Brian Cook	Brian Martin	Chris Luxford - Head Teacher	Parent Governor		Clerk			Karen Yorke-Dunne		
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		Karen Yorke-Dunne														
<b>Report of the Last Meeting and Items Brought Forward</b>																
<b>2</b>	<b>i)Approval of minutes from meeting of 7<sup>th</sup> December 2020 and the notes from the meeting on 24<sup>th</sup> February 2021 ii)Matters arising including progress made on the actions raised iii) Update on an items not covered on the agenda</b>	Governors approved the minutes of the meeting on the 7 <sup>th</sup> December and the 24 <sup>th</sup> February as a true reflection. There were no matters arising.														
<b>Monitoring and Accountability</b>																
<b>3</b>	<b>Data collection Review Budget</b>	<b>Why is there a difference of £22K in the spending from our original budget last April?</b> There is a carry forwrd of £63K greater than anticipated due to staffing. Due to Covid there was a small reduction in TA spending (unpaid leave and reduced hours) and all overtime of all staff. JW, a senior leader, changed her job in July which allowed us to employe another member of staff lower on the salary scale. The bursar has also ensured TA														

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		<p>hours are reflected in the PP spending.</p> <p><b>How are we working through the other bills – electric and catering?</b>  We are still paying for a meter we do not use – Tim at County is aware and is dealing with this on our behalf. We pay £2000 and they refund £1500. Governors discussed income and expenditure regarding school dinners. It should be break-even but the school is charged a management fee (which we really do not know what they do for that fee) for Devon Norse services. RM and CL were due to meet Devon Norse before Easter but the meeting was cancelled due to Ofsted Inspection. <b>Why are we not getting the uptake for children wanting the meals?</b> We carried out a survey recently; we had 21 responses. The children said they like fish but we only have it once week: there seems to be no scope to adapt the menu to suit the our children.</p>		
4	Review spending in line with the SDP			
5	Finance audit	CL		
6	Update on Covid-19	<p>Devon Norse – see above.</p> <p>The first amount of funding has been received, there are 2 more instalments to be had.</p> <p><b>Have you had to use many resources?</b> It has been harder than anticipated to cover teachers in the afternoon so they can work with children. We have covered one member of staff but EP has chosen to carry out her interventions afterschool. We have spent approximately £200 more on PPE since March: sanitizers, masks &amp; paper towels. <b>RM - Have you had to buy additional resources due to being in separate</b></p>		

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		<b>bubbles?</b> No, other than staffing to cover interventions; all books and stationary are what we would normally use. We are also entitled to funding for either a laptop or I-pad to support home learning.		
7	<b>Extended Services – FSU &amp; Wrap Around Care</b>	<p>RM &amp; CL have carried out CH appraisal – Part 2.</p> <p>Governors discussed the need for a quiet space in the Early Years/Preschool class. There is space next to the classroom to build a room. <b>RM – Do we need to prepare a budget for this?</b> BC, BM and CL have discussed this via email, we are still at the research stage – we are looking at eco cabin style classrooms; there may be grants available for eco buildings. BM informed the committee that the FSU income/expenditure is now shown in the main budget documents (still to remain separate) it was felt that the surplus from the FSU should be put towards this room. <b>When do you think you will have a proposal?</b> Not sure but it is a key priority to the ongoing success of the FSU. RM requested that we have quotes for the next resources committee. <b>What sources of funding do you have?</b> We are looking at lots of separate pots. Although child numbers are uncertain at the moment staffing expenditure is considerably less, CH believes there will be a surplus of £5K.</p> <p>CL was pleased to say that payment plans have been set up for the outstanding balances for Wrap around care. Only a small amount of money is still owed. BC thanked MJ &amp; CL in persevering with the letters and discussions with parents – it is not an easy to carry out.</p>		
8	<b>Staffing Matters</b>	<p>All teacher’s appraisals have taken place, awards have been ratified and adjusted accordingly. <b>BM – What do we do about TA/support staff appraisals?</b> Key stage leaders do set targets on a daily basis and discussions take place regarding relevant CPD, we want to bring all staff along with us. <b>BC- Are you confident staff would bring concerns to you?</b> Yes. <b>RM asked whether the school had a mentor system?</b> There has not been a need as we have good communication. We do not have any full time TA’s.</p> <p><b>RM – What is the staff sickness record within the school?</b> There has been no sickness but we have been able to support staff with Covid matters.</p>		
9	<b>Health and Safety:</b>	<p><b>BM asked whether CL is happy with the pick-up and drop off procedure.</b> CL feels the system works very well, it is more time consuming but children and their families are safe regarding social distancing and road</p>	CL to ensure spot light is purchased and erected.	

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		<p>safety. MJ is very often found in the road directing traffic in her Hi-vis jacket! We would like to invest in a new spot light in the carpark. It will cost approximately £650. Governors agreed that it should be a priority. KYD commented on the coverage of the speed campaign on the website and in the paper. BM stated that he had not realised how insecure the children were feeling walking to school. The Children have campaigned outside the school and have written letters to the local MP.</p> <p>We have reverted to a contract with Biffa bins they are better value for money and far more reliable than last year's supplier.</p>		
10	GDPR	<p><b>RM asked whether we need to pay for an audit?</b> CL relied that we were compliant when GDPR was first introduced and we need to ensure we are still compliant. We have a checklist which we can refer to so we do not need to pay but an audit does need to be carried out. KYD informed the committee that there is some online training for GDPR compliance: RM would be prepared do the training and take on GDPR.</p>	Clerk to pass information to RM about GDPR training.	
11	Policies	<p>Admissions 22/23- consultation until Jan 21 – governors do not have any reason to consult with admissions procedure at this time.</p> <p>Complaints procedure/policy – BM – do you have a written record of meetings you have had with staff? CL – Yes all meetings have a record. Is that shared? With staff it will be part of the performance management documentation, it will only be shared with the Chair of Governors if the situation were to escalate. Representatives would be offered if it were appropriate. Governors agreed the policies.</p> <p>Charges &amp; Remissions/fees policy – agreed.</p> <p>Lettings – governors agreed the policy but we do not currently let out the rooms in the school or equipment for Health &amp; Safety reasons.</p>		
12	Strategic Partnerships – Committee questions	<p>BC spoke about meeting with local schools and a representative from County to discuss a federation of maintained schools. He will continue to talk to other Chairs of Governors. With regard to resources: RM asked Do we get any choice as to where our money gets spent? BC explained that the budget is called GAG (General Annual Grant), it goes into one central pot where e expenses are taken out for Top leaders and the budget is allocated according to each school's needs. It works in a similar way to our funding now except currently County allocate the budgets. The Head of schools has sufficient funding to function but under the guidance of the</p>		

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		federation/academy. CL has begun to talk to other Head teachers about strategies.		
<b>13</b>	<b>Correspondence –</b>	CL requested that the money saved from the EY visit should be reinvested in a visit from David Chaplin (advisor) to challenge CL and SLT with intense questioning of procedures and data. <b>BC asked whether another HT could carry-out the task.</b> CL didn't feel there was but would ask Angela from FFT the cost for their service. Governors agreed that it would be money well spent.	CL to organise deep dive/challenge from advisor.	
<b>14</b>	<b>Governor visits –</b> feedback from visits/walks that have taken place	RM met with bursar 3 <sup>rd</sup> November in school. It is at the Head teacher's discretion as to whether governors need to visit. Other professionals are visiting the school to support children, under strict guidelines.		
<b>15</b>	<b>Governor Training –</b> Feedback and requests	RM wishes to have GDPR training. MV is not confident in taking part in virtual training. She wishes to wait until she can attend face to face training.	Clerk to inform MV when training changes.	
<b>16</b>	<b>Impact from the meeting</b>	All governors have a clear understanding of the budget. They have ensured spending is allocated to the SDP and adjusted it when other items have arisen. The committee have challenged whilst supporting the HT on safety of the staff and children both with Covid and road safety. They have questioned the future direction of the school and the financial implications that it entails.		
<b>17</b>	<b>Date &amp; Time of Next committee meetings</b>	Working party – RM, MJ & CL to meet with bursar to prepare budget before half term. Resources - 29 <sup>th</sup> March 2021, 4pm via zoom unless restrictions have been lifted.		

RM thanked everyone for attending the meeting. The meeting ended at 6.00pm.

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