

**MILTON ABBOT SCHOOL  
Resources Committee  
1<sup>st</sup> July 2020 – 4.30pm**

Venue: Virtual 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 4.30pm via zoom.</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 - Chair</td> <td>Brian Martin Jane Byrne</td> <td>Chris Luxford - Head Teacher</td> </tr> </table> Karen Yorke-Dunne – Clerk MV sent her apologies Nothing to declare for this meeting.	LA Governor	Co-opted Governor	Staff	Brian Cook - Chair	Brian Martin Jane Byrne	Chris Luxford - Head Teacher		
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<b>Report of the Last Meeting and Items Brought Forward</b>										
<b>2</b>	<b>i) Approval of minutes from meeting of 11<sup>th</sup> March 2020 ii) Matters arising including progress made on the actions raised iii) Update on an items not covered on the agenda</b>	Governors agreed the minutes as a true record of the resources meeting held on 11 <sup>th</sup> March 2020  iii) Clerk has login details and is discussing format with MJ. Both doors have been ordered and are due to be replaced in the holidays when there are no children in.	BC to sign when next in school.							
<b>Monitoring and Accountability</b>										
<b>3</b>	Review Budget	FSU – BC would like to know the financial situation for the FSU at the end of the school year. A discussion was had in the brief meeting but not in depth. There is only one nursery member of	CL to ask Janet & CH for a report. Meeting to be set up in							

		<p>staff at the moment during lock down.</p> <p><b>BC asked whether we had lost parental contributions.</b></p> <p><b>CL: The vouchers have been guaranteed by the government which is how most people pay.</b></p> <p>Capex Governors do not feel fencing is essential at the moment, to be reviewed Spring term.</p> <p>Capital funding is looking healthy. JB advised the committee to ensure this money is spent as County will remove it after it has been rolled over. BM suggested spending money on painting the window frames; CL felt that County had discussed window frames as part of the roof project to ensure the school were watertight.</p> <p><b>BC: Are there significant items we need to change with the effect from Covid-19? CL stated that the financial situation has been positive during Covid-19.</b> We have still received PP and sport funding as well as vouchers for preschool children but our expenditure has lower due to not needing supply staff, catering and sports coaches.</p> <p><b>JB queried the discrepancy with the catering income and expenditure. BM explained that there are 2 areas for income FSM &amp; UFSM.</b></p> <p><b>Governors discussed contacting Devon Norse to have a reimbursement for management fees as well as invoices that have been paid for the contract whilst the cook has not been working. BC asked if Norse owe us money. CL clarified that, at the encouragement of County, we have continued to pay the invoices.</b></p> <p><b>BM questioned whether it is a similar situation with the caretaker?</b> Governors discussed the hours and work the cleaner has done. It was agreed that the hours that have not been worked should be banked and used for a deep clean in the summer and possibly extra in September when hygiene is paramount.</p>	<p>September with Clare Hurdwell.</p> <p>CL to check with County regarding windows &amp; have work completed.</p> <p>BC to write to Devon Norse to be reimbursed for overpayments.</p>	
4	Finance audit	<p>The single central record has been transferred to the latest format. MJ will commence using it for September with new starters.</p> <p>All staff with financial responsibility now have a declaration of pecuniary interest form.</p> <p>KYD has reviewed the website – report attached.</p>	<p>JB to advise committee of trusted company to audit GDPR.</p>	

		<p><b>How do we intend to progress with GDPR?</b>  <b>GDPR governor is Mark Baker. CL stated that they had followed all guidance when GDPR was introduced but it requires updating.</b>  Governors discussed different actions. JB bought into a company who supported the school and is available for follow up support. Governors felt this was the way forward, depending on cost, to ensure the school is conforming.</p>		
Zoom logged everyone out at 5.10pm . CL, BC, BM & KYD logged back in at 5.36pm – JB returned at 5.36pm				
5	<p>Review spending against budget plan (FRS Report)</p> <ul style="list-style-type: none"> <li>○ Pupil Premium</li> <li>○ Sports Premium</li> </ul>	<p>PP – The latest report does not show the impact of the learning as it has been difficult to show with the children not in school. Governors discussed using PP funding to pick up gaps in children’s learning due to Covid-19. JB suggested that they roll the report over 2 years to show the longer term impact; in the interim JB and CL will review the PP.</p> <p>BC Do we believe PP spent well this year? JB confirmed that the head teachers report evidences the beneficial spending of PP. We will still receive the sports funding even though Ocra and the sports coaches have not fulfilled their contract. So we should receive some of the invoices back.</p> <p><b>BM: will we be planning extra activities? CL stated that although sport/movement is an essential part of mental health for safety reasons we will not be rushing into sports next term.</b></p>	<p>CL to roll PP impact over 2 years.</p> <p>to have a brief report for reports to explain what catch up vulnerable children might be like when guidance is available.</p>	
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6	Update on Covid-19	<p>Governors discussed the impact of Covid-19 on funding above. QofL committee have scrutinised the safeguarding requirements of lockdown. We are not expected to open during the holidays and strongly maintain that the children and staff require the break for mental and physical well-being. We are expecting detail around 19<sup>th</sup> July as to what schooling in September may look like.</p> <p>Catch up funding can be spent in a way the HT sees appropriate. In Milton Abbot it may take be small group tuition, personal tutor team or cover in the afternoons for the teachers to teach children that require catch up support.</p>	<p>CL to keep governors up to date on details of opening in September. Governors are happy to support CL in whatever capacity required.</p>	
7	Extended Services – FSU & Wrap Around Care	<p>During lockdown it has been difficult to chase the late payments for wraparound care. <b>BM asked whether we should set up a payment plan for the outstanding amount. CL assured the committee that payment plans are in place and MJ is sending</b></p>		

		<p><b>another letter now to remind parents.</b></p> <p>Governors recognised that future wrap around care may be limited by the need to avoid cross contamination of bubbles. There is only one nursery member of staff in school at the moment during lock down.</p>		
8	Curriculum spending	CL has been working on the Autumn action plan which has rolled over from Summer 2020. No matters were discussed regarding funding of the curriculum.		
9	Minibus	Not discussed.		
10	<b>Staffing Matters</b>	<p>2 teachers have been appointed</p> <p>JB, CL &amp; JW shortlisted 5 candidates for each post, interviewed them via zoom with a phonics video and a reading video sent through, as well as a planning/work scrutiny exercise. Pupil voice: children &amp; CH also watched the videos: the children's reactions matched the views of the panel and so had a positive impact on the final decision.</p> <p>A similar interview process was carried out for the appointment of the 0.6 KS1 teacher, who has leadership experience and led on phonics - skills which will be utilised at Milton Abbot.</p> <p>JB, CL &amp; GW shortlisted, interviewed via zoom also with phonics and reading videos. GW valued the experience and the responsibility as Senior Leader. The process was thorough. Generally, staff are determined but tired. They have worked tirelessly throughout lockdown.</p> <p>CL just had time to request that he will need SENDco support after the resignation of the SENDco this term; no details were discussed.</p>		BC thanked CL for fulfilling his role and JB for supporting CL in the process.
11	<b>Strategic Partnerships – Committee View</b>	Not discussed.		
12	<b>Health and Safety:</b> Accessibility Plan	<p>JB has looked at the accessibility plan and she is prepared to visit the school and carryout an audit with CL.</p> <p>Both doors have been ordered and are due to be replaced in the holidays when there are no children in school.</p> <p>There have been no extra H&amp;S recommendations regarding Covid-19.</p>	JB carryout accessibility audit with CL- Autumn term	
13	<b>Policy</b>	<p>BC to personalise Pay Policy and circulate.</p> <p>Governors approved the Teachers Appraisal Policy</p>		
Zoom logged out at 6.09pm despite many attempts at reloading, governors were not able to log back in to zoom.				
14	<b>Correspondence –</b>	None given		

15	<b>Impact from this meeting</b>	(Completed by Clerk) Governors have challenged the school on financial matters within the school and as a result of Covid-19. They have taken note of spending of pupil premium and sports funding. They have discussed and made provisions for future staffing to ensure excellent quality of teacher.		
16	<b>Governor visits –</b> feedback from visits/walks that have taken place	JB has supported CL with the recruitment process. She attended school at a safe distance.		
17	<b>Governor Training –</b> Feedback and requests	No training has taken place		
18	<b>Date &amp; Time of Next committee meetings</b>	October 2020		