

MILTON ABBOT SCHOOL
Resources Committee
Thursday 22nd April 2021 – 4.00pm

Venue: Via zoom

Minutes

	<u>AGENDA ITEM</u>	<u>PREPARATION NOTES & MEETING AIMS</u>	<u>ACTION</u>	<u>COMMENT</u>												
The meeting began at 4.07pm																
Procedural																
1	Welcome and Apologies for Absence Declaration of pecuniary interests pertaining to this meeting	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														
Report of the Last Meeting and Items Brought Forward																
2	i) Approval of minutes from meeting of 7th December 2020 and the notes from the meeting on 24th February 2021 ii) Matters arising including progress made on the actions raised iii) Update on an items not covered on the agenda	<p>Governors approved the minutes of the meeting on the 7th December and the 24th February as a true reflection. There were no matters arising.</p>														
Monitoring and Accountability																
3	Data collection Review Budget	<p>Why is there a difference of £22K in the spending from our original budget last April? There is a carry forward 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 overtime of all staff. JW, a senior leader, changed her job in July which allowed us to employ another member of staff lower on the salary scale. The bursar has also</p>														

Chair of Resources Committee.....

Date.....

		<p>ensured TA hours are reflected in the PP spending.</p> <p>How are we working through the other bills – electric and catering? 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 postponed due to Ofsted Inspection. Why are we not getting the uptake for children wanting the meals? 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 our children.</p> <p>The foundation unit has received investment in staffing and now a new area for quiet time. Some of the surplus will be transferred to the school budget to pay for services.</p>	MV to look at alternative suppliers. Clerk to forward information from another local school who has done this in the last 2 years.	
4	Review spending in line with the SDP	<p>Is there anything the finance committee need to do to support the actions in the SDP? No, the curriculum is well resourced and there is sufficient funding for staff CPD.</p>		
5	Class structure	<p>Governors looked at the different scenarios: 3 class structure, 4 class structure with part time Head teacher and 4 class structure with full time Head teacher. It was agreed that the 4 class structure has huge advantages for the children in the school. How do QofL committee feel about 4 class structure with a non-teaching HT? They support having a full time HT to carry-out the tasks that have been more difficult to do whilst teaching, particularly SEND paperwork and monitoring of delivery of curriculum. JB was intending on coming to this meeting to triangulate their thoughts. Governors felt that with a £75K carry forward, that this could be possible and it would allow for growth: 4 extra children would pay for the structure. HT added that 65/70 seems to be the steady number of children but they strive for 80/90. This must be monitored to ensure reserves are not diminishing too quickly</p> <p>Having a Foundation Unit has been beneficial for the children; we were unfortunate with staff personalities in the unit previously. With the support of GB the staff are working cohesively together. Could the HT be called upon to cover teaching if you were fulltime? Yes as a HT he could be flexible to suit the needs of the school each day.</p>		

Chair of Resources Committee.....

Date.....

6	3 year budget	Governors discussed the budget along with the class structure.	Resources committee agreed to take 4 class structure with a full time Head teacher to FGB to be ratified.	
7	Service level Agreement - SLA	Do we receive value for money from our services? The majority of services, as above we need to try to source a more efficient and flexible caterer. CL felt that the ½ a day for financial support is expensive but they know SIMMS system. BM reminded the committee to be aware of notice period for services if we are to join a MAT, where many services would be in house.	Governors agreed to the current SLA	
8	SFVS	BC has completed the SFVS with support from MJ and CL. BC felt that there did not need to have explanations or evidence in each column; stating yes was sufficient.	Governors agreed the SFVS to be ratified at FGB next week.	
9	Extended Services – FSU & Wrap Around Care	How have the foundation unit numbers panned out? Numbers are better than predicted and the children feed into reception and then through the school. As long as we receive the actual income that has been promised then the Income will be £47K for the year with £13,395 to reinvest into the FSU. Staffing has been stabilised to the amount of children in the unit at the given time. Breakfast club is consistent.	KYD to arrange a meeting with CH regarding paperwork.	
10	Staffing Matters	We have 2 new TA's. In the Foundation Unit, the staff now understands that every teacher (member of staff) is a teacher to all children. CL went on to explain that there are times in the day when the Reception teacher must carry out certain tasks with the children but otherwise the free flow activities are for all. The teacher is leading the Foundation Unit. Do you think the quality of teaching has improved with the recent changes? Undoubtedly, it has vastly improved. How is the search for a new Foundation teacher going? The teacher working with us now has worked here previously. We would like a reliable and dedicated member of staff who has their own ideas but is able to take instruction. GB will no longer be an NQT at the end of the year. The tutor working on the catch up plan has been effective. The 2 contracts discussed previously have now been made permanent.		
11	Health and Safety	BM has been active with the speed watch campaign; the cameras are	BM to arrange a H&S walk	

Chair of Resources Committee.....

Date.....

		providing lots of data – there have been reports of people driving over 50mph which have been reported to the police. There is lots of communication in the village; we are looking to obtain a grant for zig zags outside the school and to bring the flashing lights back. The tree has gone. BM has noticed that the new light in the carpark is on at odd times. We have built into the budget	around.	
12	GDPR	Governors had read the policies around GDPR. They discussed having an audit to ensure we are compliant. The clerk told the meeting that RM has been set up with the training to ensure compliance with GDPR.	Clerk to request GDPR compliance audit from RM.	
13	Policies	Health & Safety Policy – BM noticed that the policy refers to “Snowy Owls” which is now part of the Foundation Unit; would someone know where to find the 1 st aid kit? Are staff up to date with 1st aid training? We are compliant but CL will ensure new staff have the training. Emergency Management Plan & Business Continuity Plan Agreed		
13	Correspondence –	CL has been in touch with Fran Butler, who is the Devon link, regarding changing the age range of the school to 3 to 11years. Her initial email has implied that it is a straight forward process which will involve a consultation.	.	
14	Governor visits – feedback from visits/walks that have taken place	Meetings have taken place but not necessarily visits.		
15	Governor Training – Feedback and requests			
16	Impact from the meeting	Governors have agreed a sustainable budget to provide a class structure that will allow growth within the school whilst ensuring enthusiastic, competent staff provide a create learning environment for the children in our community. Governors have taken steps to ensure procedures are being followed for the safety of the staff and children.		
Marcia Vanstone arrived at 5.39pm.				
17	Date & Time of Next committee meetings	Resources – 29 th June 2021, 4pm via zoom unless restrictions have been lifted.	Discuss a time that is suitable to all.	
BC thanked everyone for attending the meeting. The meeting ended at 5.42pm.				

Chair of Resources Committee.....

Date.....