

**MILTON ABBOT SCHOOL
Resources Committee
Tuesday 6th October 2020 – 4.00pm**

Venue: Via zoom

Minutes

	<u>AGENDA ITEM</u>	<u>PREPARATION NOTES & MEETING AIMS</u>	<u>ACTION</u>	<u>COMMENT</u>												
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 style="background-color: #d9e1f2;"> <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 Richard Marshall -Chair</td> <td>Chris Luxford - Head Teacher</td> </tr> <tr style="background-color: #d9e1f2;"> <td>Parent Governor</td> <td></td> <td></td> </tr> <tr> <td>Marcia Vanstone</td> <td></td> <td></td> </tr> </table> MV will be late. Karen Yorke-Dunne – Clerk Nothing to declare for this meeting.	LA Governor	Co-opted Governor	Staff	Brian Cook	Brian Martin Richard Marshall -Chair	Chris Luxford - Head Teacher	Parent Governor			Marcia Vanstone				
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Report of the Last Meeting and Items Brought Forward																
2	i)Approval of minutes from meeting of 1st July 2020 ii)Matters arising including progress made on the actions raised iii) Update on an items not covered on the agenda	Governors approved the minutes of the meeting on the 1 st July as a true reflection. Governors discussed PP spending. BC asked whether we were confident that PP money had had the impact it had intended. The actions have been rag-rated; there are still amber items because we have no meaningful data to prove they have been achieved, due to lack of assessments. We have a new Sports funding plan, again many sports activities have been stopped due to Covid. WE currently do not have extra sports clubs (after school). BM – What is the recommendation on interschool sport activities? CL they will be coming into school to carryout events rather than going elsewhere. There are still discrepancies regarding caretaking and catering from Devon Norse, we believe we are owed money as staff have been on furlough but we have still paid the invoices. JB is working on the GDPR.	BC to write to Devon Norse to ascertain whether we will be receiving any of the monies owed. CL & JB still to carry out an accessibility audit.	BC has signed the minutes to date.												

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RM joined the meeting at 4.16pm.				
3	Confirmation of Committee Members & Terms of Reference	Richard Marshall had been nominated at the FGB to Chair the resources committee, all governors were in agreement. BC continued to Chair the meeting this evening. RM to lead at the next meeting. Governors are aware and agreed the Terms of Reference for this committee. It includes dates for policy review.		

MV joined the meeting at 4.25pm

Monitoring and Accountability				
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4	Policy	Governors agreed to recommended ratification at by the FGB. Governors agreed the Governor Expenses policy.	FGB to ratify Finance Policy RM staff members with a financial responsibility to sign sample signatory form.	
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5	Data collection Review Budget	Governors looked at the budget monitoring forms. No questions were asked on this occasion.		
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6	Review spending in line with the SDP	There has been very little spent in line with the SDP at the moment.		
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7	Update on Covid-19	<p>There has been no negative impact on funding or expenditure during lock down. We are spending more on sanitation since returning to school. Catch up interventions have begun although we are yet to receive the money. The money will be spent covering the class so the teachers can lead interventions as they know the children and the learning that needs to happen. Year 1 (early years) have missed much of the phonics input and Years 3 & 4 will be hopefully show acceleration in progress. BC -How have the baseline assessments gone? CL -We have a range of needs, teachers have added to the data tracker for each child and I have looked at the whole class to see patterns. BC – Will Ofsted focus aon the document? CL replied that Ofsted are less likely to look at the data but the document to show interventions are in place and the children are making progress. BC acknowledged that governors could see a clear plan to move forward.</p> <p>RM asked for clarification on the financial implications. BC informed him that the school are due to receive 2 lump sums of money towards catch up, above the normal PP and funding. RM asked whether there is a document which explains how the money must be spent. CL replied that there is a webinar (unable to watch yet as teaching commitment) to guide HT's but every school is different. Governors agreed that CL should</p>	Governors to ensure catch	
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		carry on and spend the money now and they will chase the funding. BM asked, what is the impact on supply teaching? CL answered by telling the meeting that if a staff member is off sick due to Covid, the Insurance will still pay after 5 days. We have a plan in place if a staff member has symptoms etc. We have used supply in September but not since February. Governors discussed Insurance in more detail and felt that if needed we could increase the premium- it is all unknown territory.	up funding is received.	
8	Extended Services – FSU & Wrap Around Care	Governors discussed late payment and if there was anything else that could be done. RM asked how payments are made for FSU. CL informed the meeting that we use the online system and then repayment scheme. Much of MJ’s time is taken up sending reminders and setting up payment plans. BC – Have we ever declined a service? CL stated that it had been threatened and the monies were paid. RM – Have we ever had to write off a debt? CL- Not in my time, the children come first. Governors talked about FSU funding and expenditure. CH will be meeting with the bursar in November.	Working party to look at FSU individually with CH. BC & RM to meet with bursar in Nov at 1.30pm CH & BM to with bursar regarding FSU.	
9	Funding Consultation for 2021-22	BC has read the Funding Consultation document and feels there is very little to be done by Milton Abbot in relation to consultation. RM is taking part in the virtual consultation tomorrow and will disseminate any relevant information to governors.		
10	Minibus	Remain on the agenda		
11	Staffing Matters	Review staff appraisals and pay – Part 2 Teachers appraisals are scheduled before half term. HT appraisal is due to take place on 19 th October, all documentation to be forwarded to David Chaplin by 9 th October. Governors discussed staff appraisals who work in the FSU. It was agreed that BM would carry them out, with evidence and direction from CL.	CL to update governors at the next meeting (Nov 20). CL to pass 2019/20 SDP to BC Appraisal template to be forwarded to BM.	
12	Strategic Partnerships – Committee View	Governors felt that it would be interesting to meet with FFT again to ask more questions, the finance committee asked “How much of our budget would be top sliced for services?”	Clerk to contact FFT for them to visit governors.	
13	Health and Safety:	Windows have been installed throughout the school, there is work still to be completed. MJ is getting quotes to fell the ash tree. All sawn wood will be used throughout the outdoor areas or bundled up for firewood.	JB carryout accessibility audit with CL	

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		The next project will be the car park: We should encourage parents to write to County regarding the potholes!		
14	GDPR	JB to advise committee of trusted company to audit GDPR.		
15	Benchmarking	BC informed the governors that he occasionally goes onto the benchmarking site to compare expenditure with other schools. It is difficult to make clear comparisons unless you know why someone has spent a fortune on IT – Have they received a grant etc? RM felt that we know why we spend the amount we do.		
16	Correspondence –	None		
17	Items Not on the Agenda – Urgent Items Items taken forward to the next meeting	None for this meeting.		
18	Governor visits – feedback from visits/walks that have taken place	RM/BC to meet with bursar 3 rd November in school on this occasion. Governors are not being encouraged to visit classrooms at the moment.	Clerk to organise the back room for meeting.	
19	Governor Training – Feedback and requests	MV is taking part in virtual Induction training in November. RM would happily attend appropriate training for Chair of Finance.	Clerk to inform RM of training available.	
20	Date & Time of Next committee meetings	Monday 7 th Dec 2020 March 2021		

RM thanked BC for chairing the committee. The meeting ended at 6.05pm.

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