



Minutes – Resources Committee

Resources Committee 6th December 2024 9:15pm

Attendance				Declaration of Pecuniary Interest	Office Terminates
JM	Jenna McCaffery	Headteacher	Y	Nothing to declare	Ex-Officio
LR	Lizzie Rowlands	LA Governor (Chair of the Committee)	Y	Nothing to declare	01.03.2025
LL	Leti Littlewood	Governor	Y		
ZC	Zoe Crockett	Staff Governor	Y		
Others					
R	Rency Anz Abraham	Clerk	Y		
HW	Helen Wright	DES Finance Consultant	Y		

	ITEM	ACTION
	Introduction	
2024/25 -34	Welcome & Apologies for absence: All were welcomed all to meeting. Apologies were received from none.	Approved
2024/25 - 35	Register of Business Interests & Declarations of Interest: None Declared. All have completed their annual declaration of interests.	
2024/25 -36	Minutes of the last Resources Committee: The governors heard that Renzi Anz Abraham would not be undertaking the role of clerk to governors going forward. Minutes of the last meetings have been outsourced and will be forwarded for the commencement of the Spring term. Minutes Part I & Part II of the meeting held on the 27 th of September 2024 and 6 th December 2024 will be considered at the Spring term Resources committee.	Spring term committee meeting to receive resources minutes of the 27 th of September 2024 and 6 th December 2024 for approval.

2024/25 -37	Business Arising from the Last Meeting: To be received at the Spring Term Resources Meeting.	Actions from the autumn term Resources committee meetings to be received at the first Resources meeting of the Spring Term.
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Benchmarking

The DFE Benchmarking Tool website link had been forwarded to the governors in advance of the meeting. Governors were reminded that they can review the benchmarking outcomes to look at the detail. The documents had also been uploaded onto governor hub.

A summary of the outcomes had been provided to the meeting. JM updated the committee on the outcomes.

- Compared to other schools, our school is spending more on our utilities. Part of that will be due to the onsite swimming pool. Also, there has been a need to control the use of the boilers and electrical equipment and facilities. Staff have not taken ownership and there needs to be designated responsibility for checking such items have been turned off. The governors discussed possible solutions for reducing the costs relating to the swimming pool.

JM stated that there is a conference available relating to energy efficiency and reducing the school's carbon footprint. It was noted that Deb will be taking responsibility for that area from the Spring Term.

Governors were also reminded that a leak from an external tap had caused significant costs to the water bill.

GQ: Did we have an underground leak too?

A: The water leak was external. There was a problem with underground electrics. It is all sorted now. Skinners did not take responsibility for it. It has been rectified but we paid for it out of our budget.

GQ: Are there any grants available?

A: We have received some money previously around energy efficiency, which is how the ceiling and lights were changed. I have just received the email from Helen with the information from the conference which I will review. Governors also discussed as to whether support could be received to support the ECO club.

- Catering Staff and Supplies – JM reminded the governors that school had to utilise agency staff in this area.
- Admin Supplies and Educational ICT – Educational Supplies is a low priority; however, spending is higher than 50% of schools which we believe is linked to subscriptions. Governors heard the issues relating to the staffing of admin data figure shown. There is a need to review the data to ascertain if this area includes personnel within its remit.
- Teaching and Support Staff – Costs are lower than similar schools which may be related to having a skeleton TA team and not being able to afford to have more.

GQ: If the school team could have one thing, would it be an additional TA?

A: It would depend.

The committee discussed the value of a TA against the effectiveness of the usage of the subscriptions. It was also heard that school has a team of high skilled UPS teachers and that the skillset from such teachers should be utilised. JM stated it is about consistency and effectiveness and pulling on people's strengths to ensure that should selected subscription resources be removed they are removed from the right areas and that the impact is carefully considered including on workload, wellbeing, curriculum coherence and pupil outcomes. E.g. Power Maths and Read Write Inc must continue, whereas there are free PSHE curriculums and the possibility of creating our own plans as opposed to Kapok. A review and an analysis will take place.

GQ: Is the benchmarking data what we expected?

A: Yes. There are some decisions that we have taken which are the right decision and there are some tweaks to be made in some areas around equipment to support a reduction in our energy bills. There is also some work to do around upgrading our boilers to result in energy savings.

JM and KH to review the use of subscriptions and data to ascertain if admin supplies include the staffing of admin.

2024/25 -39	<p><u>Pupil Numbers</u></p> <p>JM stated that pupil numbers coming into reception are at 57. School would like that to increase to 60.</p> <p>Leavers and starters have been reviewed by the teaching and learning committee and projections are for higher numbers rather than a falling number on role.</p> <p>JM stated that seven children left, six of which were relating to house moves. We have had five join school. There seems to be some transience within the area in that children move into school and then move out of area and are not with us for long.</p> <p>Numbers on the census was 380 but we currently have 375. There is a need to keep attracting children to the school.</p> <p>GQ: Did we lose children to Branscombe due to the free bus?</p> <p>A: No. I believe some children go to Colyton but we won't know for definite as we don't believe that we have all the children that live in Seaton coming to our school. It was heard that school is expecting a good cohort from local Nursery provision. Governors heard that a place planning meeting had been requested with the LA, the first request had not had a response, but it is hoped that a meeting could be scheduled for Spring Term and a further request has been made.</p> <p>Governors discussed the implications of staffing due to staff to child ratios if school takes over 60 places - school cannot take over 60 in Reception unless exceptional circumstances and agreed with the LA. It was also discussed that community work and awareness raising could increase pupil numbers. Governors asked if they could have a plan with timescales for such activities. JM informed the governors that the next Resources committee will have an agenda item concerned with what a section on the school website could look like. It was also heard that the 3-year school development plan will contain realistic aims and aspirations for this area.</p>	<p>Agenda item relating to school website to be added to the spring term Resources agenda.</p>
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2024/25 - 40	<p><u>Quotes</u></p> <p>Trim Trail – Quotes have been received for the Trim Trail which the PTA funding will contribute towards. JM stated that to support the vision for the older children the costs will be higher, but only so much can be done. JM has met with the School Council and the Head Pupils along with the Deputies for their requests. An overview of what the area may look like was provided along with photos of the recommended works. The committee also discussed the repairs required to the Daily Mile. Governors discussed the requirements, the quotes and costs and the companies that provide the equipment along with insurances and warranties. JM stated that she will review the requirements and costings in the New Year.</p>	<p>JM / New Ops Manager to review requirements and costings for the Trim Trail Spring 2025</p>
2024/25 - 41	<p><u>Health and Safety</u></p> <p>Governors heard that the three-year annual inspection by the LA is scheduled for Thursday this week. JM reported that she has been reviewing all the pre visit information and has been working closely with the Deputy for Health and Safety /Ops Manager which has taken a large focus of time.</p> <p>Governors received an overview of the current Health and Safety issues and the main areas that the school need to focus on, to include the school roof and the school boilers. Questions were received.</p> <p>GQ: Have we asked any parents if they have any old laptops they are no longer using?</p> <p>A: Governors discussed the issues with the costs of converting devices for usage.</p>	

<p>2024/25 -42</p>	<p><u>School Budget</u></p> <p>It was discussed that in advance of the policies for approval, governors would discuss the school budget.</p> <p>Teacher and NJC Pay Rise -</p> <p>GQ - Are all NJC and teacher pay rises now included in the forecasts?</p> <p>A: Yes, if a person has left who is NJC they haven't been included as they don't get it given to them automatically and they would have to request it.</p> <p>GQ: So, the main one may be the clerk to governors?</p> <p>A: Yes, but it won't be that much money. We don't really know if there are any others that have left, that may come back to us.</p> <p>It was confirmed that the pay rises for the teachers and JNC minus any Headteacher pay increase had been added to the budget for salaries.</p> <p>GQ: Did we find out anymore on the shared paternity leave figure, what is your guesstimate that it will cost us?</p> <p>A: We don't know yet, but Devon County will contribute £184 per week which does not cover a teacher's weekly pay. The committee heard the potential number of weeks that someone on shared parental leave could take and the implications that it could cause. It was noted that the maximum a teacher could take would be 13 weeks full pay and currently it could be taken by three of the teachers.</p> <p>Governors discussed the current budget deficit, and it was stated that school cannot keep being in a deficit. There is a need to generate additional money via getting things done for free, grants and increase the number of children on roll.</p> <p>A discussion on marketing the school via facebook, Instagram and the school website was held. It was also discussed as to whether to hold another open event.</p> <p><u>Policies for Approval</u></p> <p>The following policies had been forwarded to the committee for approval:</p> <ul style="list-style-type: none"> Charging and Remissions Policy - FGB E-safety Policy Health and Safety Policy Staff Acceptable Behaviour Policy Staff Behaviour Policy (Code of Conduct) Staff Capability Policy Staff Managing Sickness Policy <p>GQ: Are these all the policies we need to review? The policies are on governor hub, but I am not sure if I have the permissions.</p> <p>A: These are the ones to sign off this time. I will need to check if these are all the policies needing sign off.</p> <p>GQ: What do we need to look for?</p> <p>A: I have overviewed them, most of our policies come from Devon County. Overall, there aren't many changes to make. We need to check dates have been amended and titles that need amending such as Safeguarding governor etc. The policies we make significant changes to are ones such as the Behaviour Policy where we added the behaviours score system. We make it specific to us.</p> <p>GQ: Can we add to charging and remissions something about arrears?</p> <p>A: Yes. Gemma's been working hard to try and recover some. She took on this work to put us in a good place because there had been some gaps. She has started to get figures for me. Trip subsidies so far this year are £1840 this year, whereas last year it was £1600.</p> <p>GQ: Could we add £1.00 to every trip for everyone?</p> <p>A: We are not allowed to overcharge. We could add an admin fee possibly.</p> <p>GQ: What about donations?</p> <p>A: The trip doesn't run if we don't have enough donations.</p> <p>A discussion on school trips and the admin requirements to support such a trip was held.</p>	<p>JM to speak to Michelle about organising another open event.</p> <p>JM to check if there are further policies that need review.</p> <p>Section on arrears to be added to Charging and Remissions policy.</p>
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	<p>Governors heard the arrangements for those pupils in receipt of pupil premium funding.</p>	
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<p>2024/25 -43</p>	<p>AOB</p> <p>LR stated that there will be a need to appoint a Chair of the committee in March as her term of office as governor comes to an end. Governors to forward nominations in advance of the next Resources meeting.</p> <p>Finance Audit – JM stated that she had added some comments to the documentation and that it requires forwarding to governors before it needs to be returned to Devon County.</p> <p>Finance Policy – The finance policy has been updated to increase spending limits to £1500</p> <p>RESOLVED: That governors approved the increase.</p> <p>GQ: Have we reviewed the ordering process?</p> <p>A: Yes. It has been ongoing. All orders to be authorised before purchase and staff have been reminded of this at a staff meeting. It is also a culture issue and there needs to be that culture change of just ordering things without approval.</p> <p>JM highlighted to the governors the issues that have been raised around resources and how items were purchased in the past.</p> <p>It was heard that there is a need to put systems in place for storage and access to space for resources.</p> <p>Governors discussed the business team. It was heard that the team are working well together.</p>	<p>Governors to consider and forward nominations for Chair of the committee to JM before 14th February 2025.</p> <p>JM to forward finance audit to governors for approval.</p>
<p>There being no further business to be heard the meeting closed at 7:30pm.</p>		

ITEM	ACTION	WHO	DUE BY
2024/25 -36	Spring term committee meeting to receive resources minutes of the 27 th of September 2024 and 6 th December 2024 for approval.	Clerk to add as agenda item	Spring term Resources committee
2024/25 - 37	Actions from the autumn term Resources committee meetings to be received at the first Resources meeting of the Spring Term.	Clerk to add as agenda item	Spring term Resources committee
2025/25 -38	JM and KM to review the use of subscriptions and data to ascertain if admin supplies include the staffing of admin.	JM and Kelly	Spring Term 2025
2024/25 – 39	Agenda item relating to school website to be added to the spring term Resources agenda.	Clerk to add as agenda item	Spring term Resources committee
2024/25 – 40	JM to task the Operations Manager review requirements and costings for the Trim Trail Spring 2025	JM	Spring Term FGB meeting
2024/25 - 42	JM to speak to Michelle about organising another open event.	JM	End of Autumn Term 2024
2024/25 - 42	JM to check if there are further policies that need review.	JM	Asap
2024/25 - 42	Section on arrears to be added to Charging and Remissions policy.	JM	Asap
2024/25 - 43	Governors to consider and forward nominations for Chair of the committee to JM before 14 th February 2025.	All	Before the 14 th February 2025
2024/25 - 43	JM to upload finance audit to governor hub for approval.	JM	Before the end of term 2024