

**DARTINGTON C E PRIMARY SCHOOL AND NURSERY**

<b>DARTINGTON C E PRIMARY SCHOOL AND NURSERY</b>							
<b>Wednesday 5<sup>th</sup> October 2016</b>	<b>1.30pm</b>	<b>RESOURCES COMMITTEE</b>		<b>DRAFT MINUTES - Part I</b>			
<b>Attendees</b>	<b>Initials</b>	<b>Category of governor Any office held</b>	<b>Time they joined/ left if not present for full meeting</b>	<b>Attendees</b>	<b>Initials</b>		<b>Time they joined/ left if not present for full meeting</b>
Peter Bethel	PB	Local Authority (Chair)		Roy Gillard	RG	Co-opted (Vice Chair)	
Jill Mahon	JM	Headteacher		Rob Salem	RS	Associate	Left 3pm
Tony Gregg	TG	Foundation		Abigail Read	AR	Parent	Left 3.20pm
Geoffrey Breckin	GB	Co-opted		Elaine Hopkins	EH	Parent	
Martyn Johnson	MJ	Foundation					

<b>Apologies</b>	<b>Initials</b>	<b>Reason (Category of Governor)</b>

<b>Absent without Apology</b>	<b>Initials</b>

<b>In Attendance</b>	<b>Initials</b>	<b>(anyone who is not a governor/associate)</b>
Yvette Elliott	YE	Clerk
Marea Sayer	MS	Admin

<b>Minutes to</b>
All governors
FIPs
School website

**Documents referred to and shared at the meeting:**

- Catering Income & Expenditure 2016/17 spreadsheet (to end Sept)
- Schools Financial Benchmarking 2014-15
- Copy of email between MS and DCC regarding Npower transfer
- Scale of Charges 2015-16 data for Lettings
- Paper copies of emails from Warren Smart (9 x email threads)
- See Part 2 Minutes for additional documentation

Agenda Number	Details of discussion	Decision or action
1 &2	<b>Apologies</b>	None
3.	<b>Declaration of Business and Pecuniary Interests</b>	No new interests declared.
4.	<b>Minutes of the last meeting held on Tuesday 21<sup>st</sup> June '16</b> <b>Part Two minutes of the last meeting held on Tuesday 21<sup>st</sup> June '16</b>	The minutes were approved and signed. The minutes had some wording adjusted before being approved and signed.
5. 1	<b>Matters Arising</b> <u>Monthly figures to be updated:</u> MS shared Catering figures Apr-Sept. The first two months showed a loss due to annual service costs becoming due. To date £578.30 profit. This does not include the deficit carried forward. <i>PB questioned the figures as he was expecting to see a loss compared to the Budget.</i> MS confirmed that headings are slightly different and it is hard to compare across both documents. MS was asked to ensure that Catering does balance across the year. JM confirmed that strong action has been taken to ensure that this does balance and Danielle (Catering Manager) manages this carefully now that she has the figures to work with. TG commented that it is clear we previously suffered a loss, but now we are improving our management of this and PB commended Danielle's work. It was suggested that Governor's spend more time scrutinising these figures. JM reminded Governors that the Monitor meeting headlines can be minuted to clarify this and RG reminded Governors that the Finance 1-page	Gov's to scrutinise Catering figures

<p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p>	<p>Summaries help. The Resources committee will receive general feedback for discussion and this will be shared at FGB meetings as headlines.  <i>GB requested that Catering spreadsheet should be populated with a forecast to the end of the year so we can assess if we are meeting our predictions.</i></p> <p><u>PB to meet with Danielle to go through catering figures:</u> This has not happened, but the spreadsheets will now be regularly shared.</p> <p><u>RG &amp; PB to get benchmarking data from MS and review:</u> This was not carried out in advance of the meeting, but MS shared 2014-15 figures looking at Teacher: Pupil costs and ratios, Cost of staff and Cost of Education Support Staff per pupil (new figures due out in November). Dartington fell within the average to just above average and was not an extreme case for the costs of any of these graphs. JM suggested that we work with Sarah Creedy, specifically about benchmarking current rather than retrospective staffing due to the changes this year to see how we compare under these new measures. Governors agreed that more up-to-date figures were required as historical benchmarking has been carried out. RG requested that benchmarking be built into the 1-page summaries.</p> <p><u>Lettings price increase:</u> MS shared the Scale of Charges 2015-16 data. There is an agreed bi-annual percentage increase in the policy and the Admin team need to let people know in January '17 that the price will increase from April. Increases are made bi-annually.</p> <p><u>Get HH meter readings of site:</u> This situation has now moved on. At the end of June it was agreed that we could move to Npower but this still has not happened - situation is out of our hands but it is costing us more in the meantime. MS to continue corresponding with DCC (recent email shared by MS).</p> <p><u>RS to check meters to identify any readings errors:</u>  The site cost us £1,000 per month to run over the summer holidays due to running the server, fridges, aircon, security system, water heaters for cleaners. RS confirmed that boilers etc were all switched off</p>	<p>MS to populate Catering spreadsheet with a forecast to year end</p> <p>MS to regularly share Catering spreadsheet</p> <p>MS to speak to Sarah Creedy regarding comparisons with other school under our new staffing structure</p> <p>Benchmarking to be built into 1-page summaries</p> <p>Sarah Maunder to inform of Lettings price increase in Jan '17</p> <p>MS to continue chasing for switch to Npower</p>
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<p>7</p> <p>8</p> <p>9</p> <p>10</p> <p>11</p> <p>12</p>	<p>&amp; it is just an expensive site to run. This has allowed MS to update our forecast to ensure that our cost predictions are realistic. MS confirmed for comparison that the old site used to cost £450/mth over the summer. This can be an area for scrutiny and RS agreed to compare bills to actual meter readings.</p> <p><u>RG to invite MJ to join Resources Committee: MJ is now on the committee and was formally welcomed.</u></p> <p><u>FIPs as an ongoing FGB agenda item: YE will ensure this happens. MS shared paper copies of Warrens emails to ensure that information is being received by the committee (RG confirmed that he had not been CCed on these more recent emails and thanked MS for sharing). MS summarised that our deficit position will need to be confirmed on our FIPs form and we need to ensure this is an accurate forecast.</u></p> <p><u>YE to amend Charging &amp; Remissions policy as agreed: Done.</u></p> <p><u>YE to report Governor fire risk assessment detail to Admin team: Done.</u></p> <p><u>PB, RG and RS to meet Sarah Salt for H&amp;S walkabout: Done at end of summer term.</u></p> <p><u>Governor questions for Neil Pateman to be submitted through GB: Ongoing arrangement.</u></p>	<p>Governors to scrutinise energy bills.</p> <p>RS to compare bills with meter readings.</p>
<p>6</p>	<p><b>Elect new Chair and Vice-Chair for November</b> This will be carried out at our next meeting when Committee members are known, due to changes amongst the FGB.</p>	
<p>7</p> <p>1</p> <p>2</p>	<p><b>Health &amp; Safety</b></p> <p><u>Monitor H&amp;S arrangements: To be arranged with the Admin team.</u></p> <p><u>Set date for next H&amp;S Walkabout: Agree at next meeting.</u></p>	<p>Set a date at next meeting</p>
<p>8</p>	<p><b>Buildings Update</b> RS confirmed that demolition starts on 17<sup>th</sup> October by Gilpin and they are now on site setting up. It was confirmed that planning permission for this work has been approved. Kier will be in charge of construction, but no site meeting has yet taken place with the school. GB will request a meeting with Neil Pateman to get an update. GB also</p>	<p>GB to request a meeting with Neil Pateman</p>

	suggested that no direct water supply should be made available from the school for demolition or construction works due to the cost and that they should have their own meter. Governors agreed.	
9	<b>Finance</b> <u>The committee moved to Part 2 minutes.</u>	
10	<b>Excellence for All</b> This work is critical and Governors need to work together to determine the position of the school with regard to Leadership and Finance. This work will be undertaken outside of the meeting and feedback sent to YE for collation by Friday 7 <sup>th</sup> October.	
11	<b>Review Pupil Numbers</b> JM detailed that in July we had 259 children on roll and predicted 246 for the census. Our actual census day (6 <sup>th</sup> Oct) prediction now looks like 243. There are another 6 children due to start after this date. Last year saw variable instability, notably 25% in Year 6 an 44% in Year 2 during the year.	
12	<b>Review Training Requirements of Workforce</b> This is costed in the Budget and includes Thrive work and in-house training.	
13	<b>Headteacher's Performance Review</b> We need to identify which Governors will undertake this work at the October FGB meeting and get them booked onto the relevant training. YE confirmed that the next course is on 15 <sup>th</sup> November. RG suggested that 'H' will also need contacting, although other advisors also exist.	Book Governors onto training when they are known (Oct FGB agenda item)
14	<b>Report on Staff Performance Management Reviews</b> JM carried out these Reviews for Leaders and they oversee other staff. This is all in-hand.	
15	<b>Review Staff Absences</b> The admin team are managing the start-up of the school year and close financial monitoring extremely well despite staff shortage due to sickness absence. MS will include details of staff cover in the September Monitor for review.	MS to include Admin cover in September Monitor

16	<p><b>AOB</b></p> <p>Thanks were given to MS and JM for all their work. PB informed the committee of a grant that has recently been made available to a local hall and suggested that we try to find out more for potential solar panels. PB will forward information.</p>	PB to forward grant information to YE for consideration.
17	<p><b>Actions, questions &amp; next steps</b></p> <ul style="list-style-type: none"> <li>• Continue to evaluate the monthly Monitor with careful scrutiny.</li> <li>• FGB members need to fully understand the financial situation.</li> <li>• All information to go through the Clerk to ensure appropriate information sharing.</li> <li>• GB to monitor the new build work.</li> <li>• Ensure the good work of the school is known across the community, how good the Teaching and Learning in the school is and what great quality of education and care the children receive.</li> <li>• Q: How is the budget supporting school improvement? Ensure it through close work with T&amp;L committee.</li> </ul>	
11	The meeting closed at 4pm	The date of the next meeting is Tuesday 22 <sup>nd</sup> November 2016.