

Resource Committee Meeting – Part I Minutes			
Date/Time	27.6.16 10.00am	Location	Stoke Gabriel Primary School
Governors		Governors	
Claire Moorman	Paul Bedford	Barnaby Harris	
Sue Roach (Chair)	Tony Callcut		Clerk – Sue Howard

Agenda:

Resource Committee Agenda Led by Sue Roach			
R19.16	Welcome		
R20.16	Declarations of interest , Governors must declare any conflicts and leave the meeting when the appropriate item is dealt with. Some conflicts that are not obvious at the start of the meeting may become so as it progresses. Governors must declare these as soon as they are aware of them and leave at the appropriate point		
R21.16	Apologies and Sanctioning		
R22.16	Approval of Minutes dated 14.3.16 Part I & Part II		
R23.16	Actions arising from previous meeting	8.16 14.16i 17.16ii	DBS Policy for review and renewal SH to submit SFVS returns to authority by 24 th March All governors to investigate possible solutions to concerns with Lettings Policy
R24.16	Finance i. Review Pupil Numbers – Annual Cycle Item		
R25.16	Buildings/H&S i. Stoke Gabriel and Harbertonford Kitchens - TC		
R26.16	Personnel i. Staffing update – to include staffing structures and class sizes for next Academic year – TC ii. Review staff absence – TC to gain figures from administrators/HoS		
R27.16	Policies		

	<ul style="list-style-type: none"> i. Governor Expenses ii. DBS Policy iii. Lettings Policy – Correspondence Harbertonford Badminton Club
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Minutes:

Resource Committee Minutes Led by Sue Roach			
R19.16	Welcome		
R20.16	Declarations of interest , Governors must declare any conflicts and leave the meeting when the appropriate item is dealt with. Some conflicts that are not obvious at the start of the meeting may become so as it progresses. Governors must declare these as soon as they are aware of them and leave at the appropriate point		
R21.16	Apologies and Sanctioning		
R22.16	Approval of Minutes Minutes dated 14.3.16 Approved and signed by SR. Part II minutes handed out by clerk to govts present, approved and one copy signed by SR. All other copies handed back to clerk to be destroyed.		
R23.16	Actions arising from previous minutes	8.16 14.16i 17.16ii	CM has reviewed the DBS policy and recommends it for approval, all govts present in favour. SH to process and adopt. SH submitted SFVS returns on time to the authority and distributed individual copies to each school See 27.16iii
R24.16	Finance <ul style="list-style-type: none"> i. Pupil Numbers – TC advised that pupil numbers are very healthy, new pupils being shown around all the time at all the Totnes schools. This does need to be kept an eye constantly though, couple of other main primary schools in Totnes are increasing their capacity. We have a lot of our intake from Totnes, so need to be aware of numbers falling. ii. Extra item from SR, regarding the spend of the SG school fund spoken about at the recent school committee meeting. TC said that the money from the SG school fund has now been transferred to the main Link Academy bank account and is ring fenced as belonging just to SG. It will be spent on something just for SG, but as we are still in the early stages of conversion, no final decisions have been made, but it will be made a priority in the Autumn term. TC also confirmed that we were given an initial start up amount money for conversion and the a small school grant. There is to be a review on what monies are left over after legal fees etc. There is a significant amount of the start up money leftover and we have also received a large chunk of money from DCC that they were holding back pre conversion. We are holding back just to ensure funds are sufficient to carry us forward. Governors would like to do something in each school to show parents that the money is well spent as soon as possible. 		
R25.16	Buildings <ul style="list-style-type: none"> i. TC has received quotes from 2 companies regarding the refurb of Stoke Gabriel kitchen, £6848 from Bartlett and £14537 from Allsopp and 		

	<p>Pitts and then £3.5 approx for HF to get them both fully functional for September. Existing staff from Kevicc will be TUPE'd over as Assistant kitchen assistants, Devon Norse are advertising for a kitchen manager for both SG and HF, have had applicants for both and will be interviewing shortly. SG will provide meals for Berry Pomeroy, Devon Norse organise all this. At present SG and HF charge £2.30 for meals from Kevicc, suggestion to increase to £2.50 from September, to link in with other Devon Norse kitchens. TC cfmd that we are only signing up to Devon Norse 1 year initially and this needs to be reviewed. CM asked if Devon Norse can provide a costed analysis at regular intervals as part of their management fee. TC said that at future mtgs with govts, costs could be looked at. Quotes are being arranged for refurbishment of toilets at SG.</p> <p>Landscape currently get their meals from Riverford, there seems to be a lot of waste, children don't like all meals. TC has met with Riverford and the menu has been amended to encourage the pupils to eat more.</p>
R26.16	<p>Personnel</p> <p>i. Staffing update from TC</p> <p>SG – Kelly Yeo going to 5 days a week in R/1, Alison Merrel in Yr2 full time, Lija Lewsey in 4/5 but going on maternity in Oct, Alan Butt and Roxanne Burness-Moakes in Year 6. New HoS Matthew Medd starting in Sept. TA structure, Current TA Jamie Stephens, to remain as is whilst he looks to train as teacher.</p> <p>L – 1 teacher on Maternity at present, Lucy Field covering and shares with Sharon Lord in reception. Amanda Berry and Becky Coleridge Year 1 and 2, Becky Coleridge returning for 1 day prior to end of this term, with Amanda Berry doing 4, Becky Coleridge will continue to be subject leader and attend staff mtgs. Jo Woods and Anne Smart job share in 5/6, Vic Pooler and Jill Ryder in year 3 and 4, these 2 may change, yet to be confirmed.</p> <p>HF – Few staff members have left, Jade Dewar has been appointed in Reception, a new teacher to be appointed for Year 1 and 2, Jo Lunt and Megan James job share Year 3 and 4, Richard Charley in Year 5 and 6 from Sept. Josie Wright has been appointed as TA at HF for 4 mornings, and then the rest of her time will be Forest School across HF, D and L. Moving to a new 4 class structure</p> <p>D – Ali Hockings appointed HLTA at Diptford. Natalie Higgs appointed for Reception and Year 1, Ben Nute and Dawn Neil for Year 2 and 3, Josie Dayment back after maternity for Year 4,5 and 6, interviewing for her job share next week. TA's remaining as is.</p> <p>Moved to Part II</p> <p>Part I contd – as a result of recent recruitment issues, We will review our recruitment process and communication protocols between staff.</p> <p>ii. Staff absence update and figures – to be carried forward to FGB, TC to action</p>
R27.16	<p>Policies</p> <p>i. Governor Allowances – Govs asked SH to create a form for each governor to log their activities and mileage to review possible expenditure should they all claim as at present not all governors claim their expenses. At each FGB, this it to be completed to date and produced to review. To be started in new term, until then remaining policy to stay in place. CM to explain at FGB.</p> <p>ii. DBS approved</p> <p>iii. Lettings Policy – Barnaby Harris has looked around at other organisations regarding lettings and their policies around it. Our broader aim is to be community inclusive, but at what cost to our schools, regarding installing CCTV installation etc. TC said that a clause could be put into a lettings agreement that the hirers sign to say they will adhere to safeguarding issues, security and health & safety etc and it is down</p>

	to them to obey those T&C's. All hirers should have adequate insurance. SH will contact Michelmores regarding this. BH gave some useful information to TC and clerk.
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Actions:

26.16ii	Review staff absence – TC to collect update and figures for FGB 7.7.16	TC
27.16i	Governor log of expenses and mileage template to be created	SH
27.16iii	Michelmores to be asked for assistance with Lettings Policy	SH

Meeting Closed 11.30 am

Next Meeting Date	New Academic year dates TBC	Time	9.30am	Location	
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These minutes are a true record of the meeting

Signed..... Chair Date