

**Coombe Road Primary School**  
**Minutes of the Resources Committee Meeting**

Meeting Date: 26 June 2018

Meeting Time: 3.30-5pm

Present: Peter Freeman (PF), Vicky Phillips (VP) – Head Teacher, Ray Williams (RW), Chris Piper (CP) (via telephone), Mo Marsh (MM), Anne Meadows (AM)

In attendance: Melanie Arnold (MA) – Clerk, Jean Smith (JS) – School Business Manager

Apologies: Efchari Kapoli (EK)

Quorum: The meeting was quorate

Item	Discussion and Decisions	Action
1.	<p><b>Welcome and apologies for absence</b></p> <p>The Chair welcomed Governors to the meeting, in particular MM who had been unable to attend while carrying out her Mayoral duties, and CP, who was participating by telephone. Apologies were accepted from EK.</p>	
2.	<p><b>Declaration of interests:</b> There were none for this meeting.</p>	
3.	<p><b>Minutes of the Resources Committee meeting on 14 March 2018 and matters arising</b></p> <p><b>a) Accuracy:</b> The Committee agreed the minutes as an accurate record of the previous meeting.</p> <p><b>b) Matters arising:</b></p> <ul style="list-style-type: none"> <li>• Actions - these had been completed or are on the agenda for this meeting.</li> <li>• Item 11a Premises report - <b>Governors asked if the report of the electrical survey had highlighted anything requiring action.</b> JS said that some minor issues had been identified, but the associated work has been completed.</li> </ul>	
4.	<p><b>Budget Outturn Report 2017-18</b></p> <p>Governors reviewed the outturn forecast and chart of accounts, noting the carryforward of nearly £50,000. This was mainly due to savings in salary costs following reorganisation of some teaching and support posts. Governors accepted the report.</p>	
5.	<p><b>Revised Draft Budget 2018-19 and Three Year Forecast</b></p> <p><b>Revised 2018-19 budget</b></p> <p>Governors accepted that the changes to the budget since the draft discussed in March were minor. <b>They asked if there was any major variance on the horizon for this year that they should be aware of.</b> JS confirmed that nothing significant was expected.</p>	

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	<p><b>Governors asked if there were plans to apply for the recently announced funding for breakfast club provision in deprived areas.</b> VP said that money had already been secured through Magic Breakfast, one of the charities administering the fund. Coombe Road will receive a £500 start-up grant, part of which will be spent on a fridge/freezer, and a regular delivery of breakfast bagels for 18 months. Following this, the school will be expected to self-sustain. <b>Governors asked why bagels were chosen.</b> VP said they were recommended by Magic Breakfast as a healthier option that is quick to prepare. Governors were pleased with what was proposed and congratulated the school on obtaining the funding.</p> <p>Governors noted that the Devolved Formula Capital (DFC) had not been confirmed yet. They acknowledged that the carryforward from 2017/18 was fully committed for 2018-19 and would not be available for 2019-20.</p> <p><b>Governors asked what changes in pupil numbers were anticipated for the coming year.</b> VP explained that 29 new children were expected overall, while 32 are expected to leave. Governors cautioned that the school will be one-form entry from 2018-19 and if there were more than 30 children for Reception, the school will need to employ an additional teacher.</p> <p>Governors said that the picture going forward is to achieve more with less. They congratulated the school on achieving a balanced budget and noted the position for 2018-19.</p> <p><b>Multi-year forecast</b></p> <p>Governors reviewed the forecast. The Chair reported from the Schools Forum that the DfE is running late on budget announcements for 2019-20. <b>Governors asked why the Pupil Premium (PP) for 2019-20 and 2020-21 was lower than 2018-19.</b> They acknowledged the national downward trend in take-up of PP, and felt this was probably due to the loss of eligibility for free school meals under Universal Credit. Governors agreed the draft budget for the following two years, noting that a few changes may be necessary in coming months.</p>	
6.	<p><b>Parent Teacher Association (PTA) audit report</b></p> <p>Governors observed that 2017/18 was the first year of the PTA. (3.50pm: VP was called away from the meeting). <b>They asked for clarification of the Summer Fair/Raffle income, and JS explained that most of the money was raised through the raffle.</b> Governors</p>	

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	<p>accepted the report and thanked JS for her work for the PTA, including registration as a charity, and for arranging for an independent examination of the accounts.</p> <p>Governors were reminded of the Dance Festival to be held on 18 July. MA will circulate an invite to Governors.</p>	<p><b>MA</b></p>
7.	<p><b>New Beginnings Pre-School</b></p> <p>(4pm: VP returned to the meeting). VP updated Governors on rental income received from the pre-school. <b>Governors asked if having the pre-school on site had contributed to the numbers coming into reception.</b> JS said there had not been as many as hoped. <b>Governors discussed how they might evaluate the rent and asked if there were similar pre-school arrangements to compare with.</b> JS thought there was nothing locally. VP will follow up on this in her next half-termly meeting with the pre-school Head.</p>	<p><b>VP</b></p>
8.	<p><b>General Data Protection Regulation (GDPR)</b></p> <p>VP updated Governors on progress in implementing the regulation. Among the documents prepared by 25 May were:</p> <ul style="list-style-type: none"> <li>• Privacy notices (now all published and displayed);</li> <li>• Data Protection policy;</li> <li>• Data Retention policy;</li> <li>• Photo and image consents, also video and audio – these to be reviewed annually;</li> <li>• Freedom of Information policy;</li> <li>• Revised Visitor Book wording;</li> <li>• Acceptable use of technology forms – MA to circulate to Governors for signing.</li> </ul> <p>Other work has included:</p> <ul style="list-style-type: none"> <li>• Restructuring of network drives;</li> <li>• Implementation of OneDrive for all staff;</li> <li>• From September, the removal of school logo and the child's full name from work books;</li> <li>• Including GDPR in induction and safeguarding training;</li> <li>• Arranging for students to have temporary school email addresses so that they do not use USB sticks.</li> </ul> <p>Nigel Watson (NW), Deputy Head at Coldean Primary School, will act as Data Protection Officer for the school.</p>	<p><b>MA</b></p>

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	<p><b>Governors discussed email use within the FGB circle and the impact of GDPR on the use of mobile devices for accessing OneDrive.</b> They recognised this presented a difficulty if they wished to move to electronic-only meetings, and accepted they would need to continue with paper-based meetings until a solution can be found.</p> <p>VP informed Governors that policy templates are now available on the School Bus. VP will set up access for MM and AM. Other Governors already have access</p> <p><b>Governors asked about the 25 years storage requirement, and whether the items are stored on school premises.</b> VP and JS said most pupil records go to the next establishment. Electronic documents are held by the local authority, which also holds a backup copy of SIMS. Only a few document types were stored on site. <b>Governors asked what would happen if there was a fire.</b> VP said that the local authority has copies of the key documents. Governors agreed that the school is or soon will be compliant and thanked VP and JS for their work in this area.</p>	<p><b>VP</b></p>
9.	<p><b>Pupil Premium (Disadvantaged pupils)</b></p> <p>VP reported that this term's Pupil Progress meeting has not taken place, so the school is not able to report up-to-date data. Governors discussed the timing of the meetings and the difficulty for VP in collating information in time to report to committees. They felt that data for this term could be reviewed next term and agreed to defer discussion to the next meeting. RW said nothing new on pupil progress was reported at the recent Governance Partnership Forum. He will give a full report at the FGB.</p>	
10.	<p><b>Staffing (<i>other than Pay Committee matters</i>)</b></p> <p>VP updated Governors on developments in staffing, including arrangements to replace staff who are leaving. A data input assistant had been also appointed to start in September. Her work will support the Assistant Head Teacher and VP in their data analysis work. Governors agreed that this was a sensible decision as it would help to relieve the workload pressure on senior management.</p>	
11.	<p><b>Buildings</b></p> <p><b>a) Premises:</b> VP gave an oral report. Developments included:</p> <ul style="list-style-type: none"> <li>• Outside classroom: has been completed and is up and running.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Infant playground: has had a makeover, funded by Tesco.</li> <li>• Fencing at the top of the playground has been heightened.</li> <li>• Gas meters: it became clear that the school had been paying rent for two meters that had not been used for some time. These have now been removed.</li> <li>• New flat roof and windows and toilet snagging: to be completed in the summer.</li> </ul> <p><b>Governors asked if the Accessibility report had been reviewed.</b> VP is arranging a meeting to do this and will report on any areas of concern.</p> <p>b) <b>Health and Safety:</b> Governors thanked RW for his report on his recent visit. He said he found that any issues raised were in hand or had been completed. He is planning to accompany the Caretaker on one of his inspections.</p> <p>The Health and Safety Audit has been reviewed and nothing serious has been identified. VP will circulate it to Governors. <b>Governors asked who carried out the audit.</b> VP confirmed it was the local authority. She reported that the school holds a large number of risk assessments and she is developing systems for storing and reviewing them.</p>	<p>VP</p> <p>VP</p>
12.	<p><b>Meetings calendar</b></p> <p>Governors received the draft calendar of meetings for 2018-19 and agreed to send comments to MA.</p>	All
13.	<p><b>Any other business:</b></p> <ul style="list-style-type: none"> <li>• <b>Breakfast Club:</b> This was a RAP item for report to the Committee this term. JS reported that the Breakfast Club is used by 12-15 children. Three receive free breakfast, and there is an open policy for three more from families on low income. This compares with around 6-8 children who use Buddies after-school club. Governors noted a difference in costs between the clubs, which VP said was partly down to the different staffing requirements for each club. Governors asked for a brief report to the next meeting on the Breakfast Club and Buddies after-school club.</li> <li>• <b>Brighton and Hove Legacy Fund:</b> Governors were informed that the Educational Trust Fund is now part of the Brighton and Hove Legacy Fund, which supports the educational development of children. JS said she had recently tried to secure funds on behalf of the PTA, but had been rejected on the grounds that the school had received funds earlier in the</li> </ul>	VP/JS

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	<p>year, albeit for a different year group. MM said that she would check the eligibility rules.</p> <ul style="list-style-type: none"> <li>• <b>Lettings:</b> Governors asked whether part of school premises could be let to community groups out-of-hours. VP advised Governors that a key difficulty was cost, as extra staff, electricity and security would have to be paid for. Governors accepted that lettings would not be appropriate at this time.</li> </ul> <p>The Chair thanked Governors for their contribution and the meeting ended at 5pm</p>	<p><b>MM</b></p>
14.	<p><b>Date of next meeting: 21 November 2018 3.30pm</b></p>	

Signed .....  
 (Committee Chair)

Date: .....