

Our Lady of Lourdes Catholic Primary School

Minutes of a Resources Committee Meeting– 25 September 2018, 3.45pm

The three core strategic functions of the Governing Body:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the school and making sure its money is well spent

In this meeting governors will be mindful of equalities issues in all agenda items

Present: Pier Anscombe, Paul Beverton (Headteacher), Mel Fane (Committee Vice Chair), Kevin Golding (Site Manager, associated member), Dee Simson, Giulia de Rosa, Peter Tierney (Committee Chair)

Apologies: Clive Müdd,

Not present: Lara Williams, Ian Watson

In attendance: Kathy Matthews (Bursar)

Quorum: Three governor committee members. Six governor committee members were present. The meeting was quorate.

Clerk: Ruth Ali

Minutes signed by: _____ Agreed on: _____

Questions

Actions

Resolutions

1.	Welcome and apologies The Chair welcomed everyone to the meeting. Apologies were received and accepted from Clive Müdd. No apologies were received and therefore not accepted from Lara Williams and Ian Watson.	Actions
2.	Declaration of business interests or interests of loyalty in agenda items None.	
3.	Minutes of the last meeting 19 June <i>3.1 To agree accuracy of minutes</i> The minutes were agreed as a true record and signed by the Chair. <i>3.2 To discuss matters arising, including action points – if not elsewhere on this agenda</i> PAP Group/H&S Committee: The group(s) met to cross reference Condition Survey to PAP and did so in place of the scheduled H&S walk. Paul Beverton: A date has been set for a meeting with Taekwondo. Following consultation with Tony Gurr, fire extinguishers were taken away from the main areas, as they provide more of a risk. They are now only situated in the electrical intake area and the boiler house. The committee was satisfied that the school is compliant with requirements. Kathy Matthews: Amended Hire Agreements have not been issued, as Kathy was waiting for clarification of the car park question. It was agreed at FGB in July that it should be considered on an individual basis. Hire Agreements will now be issued. Teacher and TA discrepancies between allocated spend and expected	PT/PB KM

	<p>showed up again at this month's outturn, and advice from School Finance was sought.</p> <p><i>TAs:</i> Many were on a fixed term contract ending in August. They have now been reemployed on permanent contracts, which means that the expected spend is in line with what was allocated.</p> <p><i>Teachers:</i> A similar issue to the TAs – two new staff members had not come up on SIMS as contracts, and expected spend was therefore below what was allocated.</p> <p>The discrepancies have thereby been rectified and should not show up again at the next Resources Committee meeting.</p> <p>Finance Report to parents is still outstanding. The Headteacher explained that the Bursar's time had been taken up with another, more urgent, priority.</p> <p>Estate agents will be contacted this week with the request to include school leaflets in homebuyer/tenant packs.</p> <p>All other actions have been completed and did not require further discussion.</p>	<p>KM</p> <p>KM</p>
Staffing		
4.	<p>To receive an update on staffing (verbal)</p> <p>A TA has handed in her notice, but is happy to extend her time in the school until a replacement has been found and settled in. The post will be advertised w/c 1 October and will be reduced to a B grade.</p> <p>Staffing costs in connection with new pay recommendations will be discussed under agenda item 5.</p> <p>New teachers have settled in well, and observations have been positive. One is a newly qualified teacher (NQT).</p> <p>The committee ascertained that there are no further expected resignations.</p>	
Finance		
5.	<p>Budget</p> <p><i>5.1 To consider the latest outturn forecast</i></p> <p>Current projected outturn figure £4112.</p> <p>Discrepancy in income cost centre LEA Contribution Staff was noted (£1256) - paid in figure, not carried over.</p> <p>Friends Donations (PTA income) are no longer regular annual donations, and it was therefore agreed that the figures should no longer be included in the budget, in order to make it more realistic. This will be changed for next year.</p> <p>The committee was advised in an email prior to the meeting that the LA had changed the deadline for pulling out of Services to Schools (30 September). All agreed that the new deadline is not realistic as it does not leave schools time or opportunity to research other providers.</p> <p>Headteacher representatives plan to raise it as an issue at the next Schools Forum meeting. It was noted that Services to Schools have proved to be a reliable provider for a number of services, and it would be best to wait for confirmation of other providers' reliability before committing elsewhere. However, if more schools opt out from Services to Schools, costs of the provision will rise.</p> <p>Teacher Staffing Costs: The committee was advised of pay recommendations through circulation of recent Schools Bulletins. The recommended rise is 3.5% for main scale, 2% upper pay scale and 1.5%</p>	

	<p>for the leadership scale, and the Headteacher and Bursar will investigate what the shortfall will be. A certain percentage had already been figured in by the LA, and some contribution will come from the government, but this is unlikely to cover the whole cost.</p> <p>The Headteacher was asked to provide a rough financial impact assessment for the next meeting.</p> <p><i>5.2 To agree report to parents on school finances</i></p> <p>Deferred to the next meeting.</p>	<p>PB</p> <p>KM/RA/ PT</p>
6.	<p>Voluntary Funds</p> <p><i>6.1 To receive an update on the School Fund</i></p> <p>A brief verbal update from the Bursar stated that the School Fund is healthy.</p> <p><i>6.2 To receive an update on the Governors' Fund</i></p> <p>The last statement showed a balance of £11,436, but since then two cheques were posted (PD Harris and Morgan Carn), which reduces the balance to around £4,000.</p> <p><i>6.3 To discuss timings for Governors' Fund to reimburse monies owed to school</i></p> <p>The committee discussed the briefing paper circulated prior to the meeting and endeavoured to ensure correct allocation of funds to each cost centre in the school budget and the appropriate use of the Devolved Formula Capital (DFC) grant.</p> <p>Agreed:</p> <p><i>It was agreed that the Governors' Fund should not reimburse the School Budget until later in the Financial Year, but that this should be reviewed at each committee meeting.</i></p> <p><i>It was further agreed to request approval from FGB to vire £5,000 from Short Term Contingency to Buildings Maintenance.</i></p> <p><i>6.4 To schedule submission of voluntary funds for auditing</i></p> <p>To be actioned by Peter and Mel.</p>	<p>MF/PT</p>
7.	<p>To receive a report on and, if required, authorise write-offs or disposals, if any</p> <p>None.</p>	
8.	<p>To consider quotes for new photocopiers lease and agree which one to accept</p> <p>Three quotes were circulated, but the committee asked the Bursar to conduct further research into the reliability of the companies to fix faults speedily. She was also asked to obtain a quote from Capita, being known as a reliable provider.</p> <p>The item was therefore deferred to the next meeting.</p> <p>The committee asked whether the school's printing scales to its headcount, and the Headteacher confirmed that printing is half of that done in a two form entry school (his previous school).</p>	<p>KM</p> <p>KM</p> <p>RA/PT</p>
Buildings/Grounds/Health and Safety		
9.	<p><i>9.1 Update on LCVAP and Diocese offer of support</i></p> <p>The funds which the Diocese indicated may be received did not become available, and the committee discussed what should be included in the next bid.</p> <p>The PAP group confirmed that during the crossover of the PAP and the Condition Survey, it became clear that both are in tune with each other.</p>	

	<p>It was therefore considered to be appropriate to submit the same bid as last year, in particular as it was flagged up in the Condition Survey as work that needs to be done within the next two years. Reference to the Condition Survey will therefore be included in the bid to emphasise the urgency.</p> <p>The committee discussed the likely cost, and whether governors will be able to raise the 10%. There are new guidelines around glazing large areas, which would mean an increase in the cost from last year (last year's estimate £35,000).</p> <p>The flat roof was also identified as urgent, as well as kitchen shutters not being fireproof. This was identified in the Condition Survey as priority 1, although never raised as an issue by the LA Fire Safety Team. Kitchen shutters may be replaced using DFC funds.</p> <p>Three new quotes to be obtained prior to submitting the bid in October. The Headteacher will circulate draft bid for comments.</p> <p>Proposed LCVAP bid to be agreed at FGB.</p> <p><i><u>9.2 To receive a general update on buildings/grounds through the Property Action Plan (PAP)</u></i></p> <p>The committee noted that the thumb screws recommended by the anti-terrorism advisor could be misused by the children to lock themselves in and adults out. For the daily safeguarding of children it was therefore thought more appropriate not to install them and to remove them from the PAP. In an incident of terrorism, adults would use furniture to secure the door.</p> <p>The committee thanked the caretaker for the painting that was done over the holidays.</p> <p>It was confirmed that all are satisfied with the way the PAP is used and that it is a good working document.</p> <p><i><u>9.3 To receive a report from the H&S subcommittee</u></i></p> <p>The subcommittee met to cross-reference the PAP to the Condition Survey, which was already covered under item 9.1. There was nothing else to report.</p> <p><i><u>9.4 To receive a report on the last Fire Drill</u></i></p> <p>The last fire drill was carried out on 20 July during lunch time. Evacuation time was two minutes four seconds, and there were no issues to report. Another drill will be carried out soon, while the weather is still good, and to familiarise new children and staff. With the intention of continuing to practice a number of scenarios, on that occasion one of the exits will be blocked off.</p> <p><i><u>9.5 To discuss and if thought fit to agree community group use of grounds including key holding</u></i></p> <p>Further to the briefing paper circulated prior to the meeting, the Headteacher explained that the PTA had put in various bids, but that they are getting harder to win as there are new stipulations demanding opportunities for community use.</p> <p>Implications of community use of the grounds were discussed (DBS, insurance), and Peter agreed to amend the Hire Agreement to include the grounds.</p> <p>It was further suggested that "community use" could include inviting nurseries to run events in the school grounds, which would also assist in</p>	<p>PB/KG</p> <p>KG</p> <p>PB</p> <p>GdR</p> <p>PT</p>
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	<p>the endeavours to recruit new pupils. Peter will draft a letter to nurseries with this offer.</p> <p>Agreed: The committee agreed that, as a matter of principle, community users may also become key holders to the side gate.</p> <p><u>9.6 To discuss and if thought fit to approve residential/hazardous school trips</u></p> <p>This was deferred to the next meeting.</p> <p>The committee then discussed the cost associated with the current residential trips, in light of the poverty proofing report, and considered how costs could be cut. Currently the school subsidises Pupil Premium children. The committee considered the timing and length of trips, as well as location. It was agreed that, before shortening the trip to reduce costs, timings should be reviewed first.</p> <p>Timing for optimal cost to be researched with Sayers Croft (Y5 trip) and Blacklands Farm (Y6 trip).</p> <p>Parents will be consulted on their views on cost and change of date.</p>	<p>PT</p> <p>PT/RA</p> <p>KM</p> <p>PB</p>
Committee Business		
10.	<p>10.1 <u>To review timing of meetings following LA change of deadlines for submission of draft budget</u></p> <p>It was agreed that the Spring Committee meeting should take place on 26 February, so that the draft budget can be considered before the deadline of 28 February.</p>	
Policies and other statutory documents		
11.	<p>11.1 <u>To agree to recommend Committee Terms of Reference to FGB for approval</u></p> <p>Agreed: Having given the Terms of Reference some consideration at the meeting in Summer 2, it was unanimously agreed to recommend them to FGB for approval.</p> <p>11.2 <u>To review Scheme of Delegation and, if thought fit, to agree to recommend to FGB for approval</u></p> <p>Agreed: It was unanimously agreed to recommend the Scheme of Delegation to FGB for approval, without any changes.</p> <p>Any other business: Governors asked for an update on Breakfast Club arrangements and were advised that the After School Club provider had been asked whether she is interested in taking on Breakfast Club (currently run internally). Before further discussions are held, the Bursar will compile full figures of uptake and income for the last academic year. Uptake has gone up, and some attend from St Margarets. It was clarified that the current, internal, arrangement means that there is no deadline for a review.</p> <p>How do we approach our new intake for gift aid? - Parents are informed at the Welcome Meeting in the Summer Term and also through the Welcome Pack.</p> <p>Brief discussion took place on distribution of school leaflets. This is also</p>	<p>KM</p>

	<p>an agenda item at FGB. T</p> <p>The Headteacher is consulting staff on the Gifts and Hospitality Policy before bringing it to the Committee in Autumn 2.</p> <p>Policies Due Autumn 2:</p> <ul style="list-style-type: none"> • Hire Agreement (to bring back into review cycle) and Lettings Charges • Accessibility Plan (with Q&S) • Gifts and Hospitality Policy • Premises Management Documents Policy 	
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Documents circulated prior to and at the meeting:

Minutes of the last meeting
Action points from the last meeting
Sample Gifts and Hospitality Policy
Outturn Report August
Governors Fund spreadsheet
Briefing paper agenda item 6.3
Property Action Plan
Condition Survey
Briefing Paper agenda item 9.5
Info on School Trips and Educational Visits (the Key)
Terms of Reference
Scheme of Delegation
Three Photocopier Quotes and current contract
Premises Management Documents Policy
Governors Question Bank