

Our Lady of Lourdes Catholic Primary School

Minutes of a Resources Committee Meeting– 20 November 2018, 3.45pm

The three core strategic functions of the Governing Body:

- a. Ensuring clarity of vision, ethos and strategic direction
- b. Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- c. 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), Clive Müdd, Giulia de Rosa (from 4.55pm onwards), Peter Tierney (Committee Chair), Lara Williams

Apologies: Dee Simson, Ian Watson

In attendance: Kathy Matthews (Bursar), Mark Brunet (Diocesan Buildings Officer, agenda items 1-3)

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

Clerk: Ruth Ali

Minutes signed by: _____ Agreed on: _____

Questions

Actions

Resolutions

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| 1. | Welcome and apologies Apologies were received and accepted from Ian Watson and Dee Simson. | Actions |
| 2. | Declaration of business interests or interests of loyalty in agenda items None. | |
| 3. | Solar panels <i>3.1 To receive information about options and rationale for installation</i> Mark Brunet (Diocesan Buildings Officer) emphasised the school's responsibility in connection with energy usage: <ul style="list-style-type: none">• To be aware of usage and to minimise use to combat climate change• To be a beacon to the community in terms of efforts to reduce use of fossil fuels He proceeded to suggest various ways of reducing usage, many of which are already implemented in school. He particularly recommended replacing lights with LED when replacing and refurbishing and suggested that funding for this could be obtained through the SALIX scheme (an interest free loan, paid back at the rate of savings made), which he offered to help the school with. LED lights would have the added benefit of enhancing the environment and thereby improving staff morale. Moving on to the installation of solar panels, Mark explained that the government's feed in tariff is reducing, and although savings will be made, these are not substantial. SALIX funding is currently not available, | |

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| | <p>due to the “profit” of feed in tariffs. Once these are no longer available, it may be possible that SALIX could be used.</p> <p>Two options for solar panel installations are:</p> <ul style="list-style-type: none"> • A Rent A Roof Scheme, providing cheaper electricity from the company who owns the panels • Raising the money and buying own installation <p>Mark recommended a Community Interest Company in East Sussex, which is also willing to operate in Brighton and Hove (Sunny Solar Schools) and suggested that school should invite them in to look at the available space and the suitability of the roof.</p> <p>Governors asked:</p> <ul style="list-style-type: none"> • How scaleable is such a project? - Cost of an installation is generally proportionate to kilowatts it can produce. • Are there any maintenance implications for the school? – No, all this is done by the company. The school just provides the roof space, under a 25 year contract. • Could a system also be installed on unused land? – This would be difficult as the installation must be close to the electrical intake, and cables must be kept safe. • Do we need planning permission? – Not normally. The school is only partially in a conservation area. • Are there similar schemes for wind as well? - These are only viable on top of the Downs, and it is suggested that the whole life carbon cost is negative. <p>Summary: Sunny Solar Schools is the only company which Mark would be prepared to recommend, as other companies often have significant penalty clauses. Permission from the Diocese must be sought, and Mark would be the person to liaise with.</p> <p><i>3.2 To agree next steps</i></p> <p>The committee agreed that school should pursue above proposal by inviting Sunny Solar Schools in to look at the suitability of the roof.</p> | PB |
| 4. | <p>Minutes of the last meeting 25 September</p> <p><i>4.1 To agree accuracy of minutes</i></p> <p>Min 9.1 “Shutters will be replaced” – to be changed to “Shutters may be replaced”, as this was not agreed as a definite action. Subject to this amendment, the minutes were agreed as a true record and signed by the chair.</p> <p><i>4.2 To discuss matters arising, including action points – if not elsewhere on this agenda</i></p> <p>Paul’ actions: Paul and Peter met with Taekwondo and recommended to keep their hire charges the same, but subject to annual review. The hire generates an income of £1,000 per year for the school, and any increase would cause them to leave, as their numbers have not increased. It was pointed out that they provide a community service, and our children do use their service. Storage arrangements were also discussed, and the Headteacher will monitor arrangements.</p> <p>Agreed:</p> <p>The committee agreed not to increase hire charges for Taekwondo, subject to annual review.</p> | |

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| | <p>A financial impact assessment for pay rises was not provided. The Headteacher explained that a 2% pay rise for all staff had already been built into the budget. As increase for SLT was only 1.5%, the government grant of £3,600 more than covers the pay rises, resulting in a net gain.</p> <p>Cost of trips consultation with parents has not yet taken place.</p> <p>Kevin's actions: Three quotes for LCVAP bid have been obtained, ranging from £10,000 to £20,000, all looking similar. These will be circulated to the committee, and a decision as to which one to accept to be made at the next meeting.</p> <p>Kathy's actions: Amended Hire Agreements have been issued, except for Theatrix and Slimming World. These will also be issued. Slimming World have indicated that they may reduce their hire to just one session. Costs to the school were highlighted, it is not possible to just heat the hall separately from the rest of the school.</p> <p>Estate agents have not been contacted, but nearly all leaflets have gone out anyway. The remainder will have a sticker advertising the Open Day in January and be distributed where appropriate.</p> <p>Finance report to parents is still work in progress.</p> <p>Photocopier companies – Kathy enquired what other schools do and informed the committee that they pass on relevant information to Kent County Supplies to do research on their behalf. The committee agreed that this is a sensible approach.</p> <p>Trips are only marginally cheaper if taken at the beginning of the Autumn Term. Cost savings can be made by either changing the activities, to be more teacher led, or to reduce the length of the trip. As previously agreed, the Headteacher will seek parents' views on the various options, emphasising that this is currently just a fact finding mission.</p> <p>Peter's actions: Hire agreement amendment and letter to nurseries are both still outstanding.</p> <p>Mel's actions: Met with Peter and agreed that accountant who audited funds last year should do the work again this year, at a cost of £100. It was confirmed that this will have been completed by the next meeting. Kathy asked for the School Fund to be included as well (two years), and Peter will enquire.</p> <p>Lara's action: Lara and Kathy have met to look at staff contracts. It became apparent that some of the older staff's contracts were not kept on file by Kathy's predecessor. She will ask staff to supply the school with their original contract and any amendments. The Headteacher will also put a notice out to staff.</p> <p>All other actions have been completed or are agenda items at this meeting.</p> | <p>PB</p> <p>KG</p> <p>KM</p> <p>KM</p> <p>PB</p> <p>PT</p> <p>PT</p> <p>KM</p> <p>PB</p> |
| Staffing | | |
| 5. | <p>To receive an update on staffing</p> <p>A part time teacher has handed in her resignation and will leave at February half term.</p> <p>Another teacher is due to go on maternity leave in May (still confidential and to be announced after Christmas).</p> <p>The Headteacher is currently exploring a number of options, looking ahead long term to arrangements in September 2020, as the teacher wishes to return part time after her maternity leave. For the short term, it is intended that the TA will act up with another Grade D TA for the</p> | |

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| | <p style="text-align: center;"><u>Return to the Diocese</u></p> <p>Mel and Dee to meet and prepare, ready for next committee meeting. <u>7.4 To receive a verbal update on audit of voluntary funds</u> This was discussed under agenda item 4.2.</p> | MF, DS |
| 8. | <p>To receive a report on and, if required, authorise write-offs or disposals, if any None reported.</p> | |
| 9. | <p>To consider quotes for new photocopiers lease and agree which one to accept Discussed under agenda item 4.2.</p> | |
| 10. Buildings/Grounds/Health and Safety | | |
| 11. | <p><u>11.1 Update on LCVAP</u> LCVAP bid has been submitted, and an outcome is expected end of March. Governors asked to be reminded of the maximum contribution they would be expected to make and were advised that this is likely to be around £3,000, for bid worth £30,000. Referring back to agenda item 2, it was agreed that the Headteacher should check with Mark whether complete installation of LED lights could be part of a future LCVAP bid.</p> <p><u>11.2 To receive a general update on buildings/grounds through the Property Action Plan (PAP)</u> Updated PAP was circulated prior to the meeting. Some items are LCVAP dependent. Mel pointed out that Kitchen Shutters are marked red on the PAP, indicating an urgent H&S issue. This was because they were identified in the Buildings Condition Survey as Priority 1. However, they have never been flagged up by the LA Fire Safety Officer. It was agreed that school should obtain quotes, and to change PAP entry from red to yellow. LED lights are already on a rolling programme.</p> <p><u>11.3 To receive a report from the H&S subcommittee</u> The H&S subcommittee met w/c 12 November and went through the PAP. Mel advised the committee that the LA is putting a lot of emphasis at the moment on Working at Height, due to a fatal accident at another school earlier in the year. The Headteacher confirmed that school has addressed everything, and that the Site Manager will also attend a relevant training course. A communication in this week's Schools Bulletin in connection with the PTA and working at height was shared with the H&S Subcommittee. This recommended that schools should obtain risk assessments by the PTA for their working at height activities and that school should consider possible insurance implications. The Headteacher was asked to check to what extent the PTA is covered in the school's public liability insurance. Persons who are contractors but do work at height at school as parent volunteers will be asked to work as contractors. This will be discussed further at the next H&S subcommittee meeting. A risk assessment for the wildlife area will be completed.</p> <p><u>11.4 To discuss and if thought fit to approve residential/hazardous school trips</u> Residential: The committee was advised that Y5 will again go to Sayers Croft and Y6 to Blacklands Farm. Both trips involve adventurous activities, led by qualified staff. Both venues are LA/LOTC approved, and</p> | <p>PB</p> <p>PB/KG MF</p> <p>PB MF</p> |

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| | <p>the committee was satisfied that this approval process covers all H&S related questions.</p> <p>Approved: The committee unanimously approved both Residential trips.</p> <p>Hazardous: Farm visits and rock pooling may take place later in the year. Governor approval will be sought nearer the time.</p> <p>The committee was further advised that the PE Coordinator has attended a PE H&S course where it was recognised that the school has all relevant systems in place and is complying with LA guidance. The LA has just issued new guidelines in connection with transportation by parents which could severely restrict which events children can attend during school time. Parents have been advised via the newsletter. The Deans schools are consulting among themselves exploring options around minibus hire, but recognising that this would increase costs. It may be possible to use the Sports Premium for this.</p> <p><u>11.5 To discuss whether to actively promote hiring the hall out for community use (parties, wedding receptions etc) for further income generation</u></p> <p>Governors were advised that the school was approached in the Summer with the request for hiring the hall for a wedding reception. It was recognised that this is an opportunity which should be explored for further income generation, and the committee agreed to pursue this avenue. Adverts will be placed in the various local community magazines. A notice will also be added to the Latest News section of the website and another page.</p> <p>Peter to design advert.</p> <p>Mel to research prices of community centres.</p> <p>A "Hire Pack" could be prepared which will also incorporate the previously explored option of offering the grounds to be used by local nurseries.</p> | PT MF |
| Policies and other statutory documents | | |
| 12. | <p><u>12.1 To discuss details of the Pay Policy prior to FGB approval</u></p> <p>The model Pay Policy was circulated to the committee prior to the meeting with the same school specifics as last year. Some accompanying guidance notes were discussed in more detail. Specific points discussed were: School uses Teaching and Learning Responsibilities (TLRs) and incremental pay scales for retention. The Pay Policy will be brought before FGB for approval at their next meeting.</p> <p><u>12.2 To review and approve the Hire Agreement and Lettings</u></p> <p>Deferred to next meeting.</p> <p><u>12.3 To consider Resources Committee aspects of the Accessibility Plan</u></p> <p>The SEND link governor still has to meet with the INCo to go through the Accessibility Plan. The Headteacher will chase. Deferred to the next meeting.</p> | PB |

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| | <p><u>12.4 To discuss the new Gifts and Hospitality Policy and if thought fit to agree to recommend to FGB for approval</u></p> <p>The Headteacher informed governors of comments and queries raised by staff:</p> <ul style="list-style-type: none"> • Alcohol (wine) was provided at Open Evening, which was much appreciated by prospective parents and added a nice touch to the occasion. – Governors agreed that alcohol should not be provided through school related funds for entertainment purposes, but that it is appropriate to provide a sensible amount for marketing purposes. It was agreed to add “unless for valid marketing purposes” to that section of the policy. • Limited value of gifts £30 – Sometimes classes club together and buy one big gift for their teacher, instead of individual small ones. It was agreed that it should be specified that this should be clarified in the policy. • It was felt that it is appropriate for the school to recognise long service of a staff member, and that on those occasions it should be at the governors’ discretion to allow for a leaving gift to be made by the school. It was agreed to add “or at governor discretion” to that part of the policy. <p>Agreed: The committee unanimously agreed to recommend approval of the Gifts and Hospitality Policy to FGB, subject to above amendments.</p> <p><u>12.5 To discuss the new Premises Management Documents Policy and if thought fit to agree to recommend to FGB for approval</u></p> <p>Agreed: The committee unanimously agreed:</p> <ul style="list-style-type: none"> • To recommend the Premises Management Documents Policy to FGB for approval • Annual review frequency • Review to be carried out by Headteacher and Site Manager • To ask FGB to delegate approval of the policy to the Resources Committee. | |
| Any other business | | |
| 13. | <p>To receive a brief verbal update on discussions with local councillors in connection with concerns about St Aubyns Development planning meeting</p> <p>A meeting took place between the Headteacher, Chair of Governors, Mel Fane, representatives from the Diocese and the three local councillors. This had been requested by the school in response to comments by a councillor at a planning committee meeting, suggesting St Margarets was “the community school”. The councillor apologised for her comments and asked to be invited to school events. The group were shown around the school and invited to forthcoming events.</p> <p>The meeting was felt to have been beneficial as it has built up rapport with the councillors. It also gave Marie Ryan (Diocese) the opportunity to discuss her concerns about lack of accountability of the School’s</p> | |

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| | <p>Forum to the City Councillors. An issue in connection with how primary schools are listed on the B&H website was also raised.</p> <p>The meeting closed at 5.46pm</p> | |
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Documents circulated prior to and at the meeting:

Minutes of the last meeting

Action points from the last meeting

Outturn Report October 2018

Breakfast Club accounts

School Fund Balance

Governors Fund

LCVAP bid documentation

Property Action Plan

School Trips information

Pay Policy

Hire charges

Premises Management Policy

Gifts and Hospitality Policy