

Our Lady of Lourdes Catholic Primary School

Minutes of a Resources Committee Meeting– 26 February 2019, 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, Dee Simson, Lara Williams (until 5.45pm)

Apologies: Peter Tierney (Committee Chair)

In attendance: Kathy Matthews (Bursar)

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

Clerk: Ruth Ali

Minutes signed by: _____ Agreed on: _____

Questions/Challenges

Actions

Resolutions

1.	Prayer, welcome and apologies Apologies were received and accepted from Peter Tierney. In the absence of the chair, the meeting was chaired by Mel Fane.	Actions
2.	Declaration of business interests or interests of loyalty in agenda items None.	
3.	<p>Minutes of the last meeting 20 November</p> <p><i>3.1 To agree accuracy of minutes</i> Mel met with Peter only, not with the accountant. Subject to this amendment, the minutes were agreed as a true record and signed by Mel.</p> <p><i>3.2 To discuss matters arising, including action points – if not elsewhere on this agenda</i></p> <p>PAP Group: Cross referencing of Condition Survey and PAP is ongoing.</p> <p>Paul's Actions: Sunny Solar Schools have been invited, and the programme has been embarked on.</p> <p>A consultation document for parents is in the process of being compiled. In addition to cost of trips, this will also include cost of uniform and other cost related questions in order to provide the school with a full and accurate overall picture. The consultation document will then initially be shared with the Parent Council. Governors asked:</p> <ul style="list-style-type: none"> • Is there any data available of how many parents have found it difficult to pay for more expensive trips? - This will be researched and provided at the next committee meeting. • Is there a facility to help some parents? - School pays a proportion or all of the cost for disadvantaged children if necessary. 	<p>PB</p> <p>KM/PB</p>

	<ul style="list-style-type: none"> • How far in advance are dates known? – About one term in advance. Once completed, the document shared with the committee will also be added to the Educational Visits Policy. SLT will work with teachers to compile a timeline to make the whole trips process fair for teachers and parents. <p>Obtaining original contracts from staff is ongoing and unlikely to be completed before the end of the Summer term.</p> <p>A meeting with the ASC provider to discuss taking over breakfast club has not taken place yet. Governors ascertained that the ASC provider is in the process of registering with Ofsted. Ensuring that this happens will be followed up by the Headteacher. This is a requirement as childcare is provided for more than two hours per day, but is also vital so that parents can use childcare vouchers, which had already been discussed at Parent Council. It was suggested to invite the ASC provider to a Parent Council meeting to discuss.</p> <p>Whether PTA is covered by the school’s public liability insurance will be discussed further at the next H&S subcommittee meeting.</p> <p>Kevin’s actions: Three LCVAP quotes have been obtained and will be scanned and forwarded to the committee.</p> <p>One quote for kitchen shutters has been obtained for £4,500. Two more will be sought. It was reiterated that this was an issue identified by the Condition Survey, and no concerns had been raised by the LA Fire Officer.</p> <p>Kathy’s actions: Some Hire Agreements have gone out, but not all have been returned. Kathy is currently seeking confirmation from Taekwondo when they have used the hall.</p> <p>Zoe is still chasing East Sussex for funding for EHCP INA.</p> <p>Peter’s actions: Advert for hall hire for newsletters has not been done yet.</p> <p>Mel’s actions: No H&S subcommittee meeting has taken place yet, so PTA working at height has not yet been discussed.</p> <p>All other actions have been completed and did not require further discussion, or are agenda items at this meeting.</p>	<p>KM/PB</p> <p>PB</p> <p>PB</p> <p>MF</p> <p>KG</p> <p>KG</p> <p>KM</p> <p>PT</p> <p>MF</p>
Staffing		
4.	<p>Staffing update</p> <p><u>4.1 General update – comings and goings</u></p> <p>The Y4 part time post has been filled, with the new teacher starting after Easter. Governors thanked the Deputy Headteacher who agreed to cover two days per week for this half term.</p> <p>Interviews for Y6 maternity cover will take place on 4 March.</p> <p>A new INA has started in Reception, but funding from East Sussex for this post has not been received yet.</p> <p>The student teacher in Reception has been brilliant, and the Reception teacher has been equally brilliant mentoring her.</p> <p>31 May is the deadline for teacher resignations, and it is hoped that staffing will remain stable.</p> <p><u>4.2 Update on NQT</u></p> <p>Is working on objectives and is receiving good support, being mentored by Zoe. Mentoring is well documented. Expectations for NQTs have increased in recent years.</p>	
5.	<p>To evaluate the staff wellbeing survey</p> <p>Governors were pleased to note that the survey was overall very positive.</p>	

	<p>They recognised that SLT have brought in a number of measures to support staff wellbeing (no more than an hour’s staff meeting per week, not expecting staff to work outside of school hours, mindfulness, wellbeing day).</p> <p>Governors asked:</p> <ul style="list-style-type: none"> • Is there anything we will do as a result? – School liked the idea of a suggestion box for staff, and this will be implemented. • Do you have the approach of a coaching relationship, where staff are asked their views and how they feel about something? – Yes, in appraisal meetings. <p>Also noted:</p> <ul style="list-style-type: none"> • Around 30% said they don’t feel in control of their job (sometimes, not much, not at all). It was suggested that this is because of uncertainty facing schools generally. • 95% find their job satisfying and fulfilling – very positive. • 100% get on well with their colleagues and their managers • Staff members recognised that governor input has increased, and their presence is more noticed in school. Staff feel more supported by governors. <p>On a more general note, staff members present at the meeting fed back that lots of positive comments have been received from prospective parents looking around the school.</p>	
Finance		
6.	<p>Budget</p> <p><i>6.1 To consider the latest outturn forecast</i></p> <p>Current projected underspend: £49,607 - This is vital for next year’s budget.</p> <p>A governor noted that there is an underspend on “Curriculum” of £500, but recognised that this is not a concern as the school is well resourced. The Headteacher confirmed that efforts are made to buy reasonably, and to ensure funds for annual expenditure, such as RWI resources, are available. Governors were advised that school has applied for a grant for dictionaries and maths equipment.</p> <p>Also noted was an underspend on SEND of £1,800. Kathy explained that much of the spending on SEND is listed under “Safety Net” and “Counselling”. These will be recorded differently in next year’s budget as school continues to try and make headings more reflective of how the school works. Governors were satisfied that, although there is an apparent underspend, SEND had not been neglected. However, if any surplus funds were available, these could be used to purchase laptops, as the SEND link governor reported these would be valuable.</p> <p><i>6.2 To discuss the draft budget for 2019-20 and implications, also review Services to Schools</i></p> <p>The draft budget indicates a cumulative surplus of £1,378 and in-year deficit of £38,299.</p> <p>Governors noted a shortfall of approximately £3,000 of breakfast club expenses against income. The last monitoring of breakfast club accounts did not show a discrepancy, and Kathy will amend. Some discussion took place on whether charges for breakfast club should be increased, due to an increase in staffing costs. Current cost is £3 for the session, including</p>	<p>KM</p> <p>KM</p>

	<p>breakfast. Kathy will research what other schools charge and bring the information to the next meeting. The last increase was five or six years ago. It was confirmed that childcare vouchers can be used as the school is the provider. When the ASC provider takes over it is vital that she is registered with Ofsted to ensure vouchers can continue to be used. Water rates have now been received and are lower than last year. It is expected that the installation of solar panels will reduce electricity costs. No changes to staffing arrangements are necessary, except that, should any support staff leave, they will not be replaced, but remaining staff will be shared more widely. Governors noted the high percentage of staffing costs (96%), but were advised that this has become normal.</p> <p>A number of new children have started at the school, and initial numbers for Reception also look very positive, which will make for a healthier budget next year. This year is the last for paying off redundancy costs, meaning an extra £11,000 being available next year. The Headteacher thanked governors for their support in that restructure and confirmed that previous staffing arrangements would not have been sustainable.</p> <p>The breakdown for Services to Schools was handed out. Governors noted:</p> <ul style="list-style-type: none"> • CERA is included – needs to be removed • Legal is not included – needs to be added • Possible reduction (half?) in number of tech visits – Paul to discuss • EMAS has reduced – assumed this is because only one child is being supported at the moment, but Paul will double check with Zoe. <p><i>6.3 To agree report to parents on school finances</i> Agreed to be ok to be put on school website.</p>	<p>KM KM PB PB RA</p>
<p>7.</p>	<p>Voluntary Funds</p> <p><i>7.1 To receive an update on the School Fund</i> Available Monies: £121.98. The actual balance is higher as the school fund is holding the funds for the Blacklands Farm trip (£6,396.00). Kathy requested that £1,000 should stay in the school fund to keep a healthier balance. This was agreed.</p> <p><i>7.2 To receive an update on the Governors' Fund</i> Current balance £20,044.61. This includes the government's one off capital expenditure contribution ("little extras") of £10,138.93. Still due to be paid out:</p> <ul style="list-style-type: none"> • £450 PD Harris • £3,500 fencing • Carpet tiles, this to be combined with Infant Block project. <p>Fencing and carpet tiles costs have already been paid through the budget and will be reimbursed.</p> <p>Some discussion took place on whether the 10% contribution needs to be made for projects paid for by the "little extras" grant. The Headteacher will check with Mark Brunet.</p> <p><i>7.3 To agree the Governors' Fund Annual Return to the Diocese</i> Agreed and signed.</p> <p><i>7.4 To receive an update on audit of voluntary funds</i> Mel to collate paperwork and send to accountant as soon as possible.</p>	<p>PB MF</p>

8.	<p>Internal Audits</p> <p><i>8.1 SFVS</i></p> <p>This was completed by Kathy and Peter. It was noted that question 24 should be changed to “yes”, as adequate arrangements are in place for the auditing of voluntary funds.</p> <p>Question 25 – school does not have an up to date asset register. It was agreed that the clerk should check what items (above what value) should be included in the asset register.</p> <p><i>The committee unanimously agreed to recommend the SFVS to FGB for signing off.</i></p> <p><i>8.2 Orbis internal audit bulletin questions</i></p> <p>Mel went through the questions with Kathy and reported the answers to the committee. Brief discussion took place on the implications of not all governors understanding how procedures in school work. The committee agreed that it is not necessary for each governor to understand all processes, but that at least one governor does.</p>	RA RA
9.	<p>To receive a report on and, if required, authorise write-offs or disposals, if any</p> <p>Kathy reported that there is still one parent who has not paid for last year’s Blacklands Farm trip (£220) and confirmed that to her knowledge this non-payment is not poverty related.</p> <p>The committee agreed that further steps should be taken to try and have the money paid.</p> <p>Kathy was asked to ask both LA Legal and Finance for advice.</p> <p>The question was raised whether it is an option that payment must be made upfront, or children won’t be able to go, but school has always maintained that no child should miss out.</p>	KM
10.	<p>To receive an update on quotes for new photocopiers lease</p> <p>Still being actioned. Forms for going out to tender to be completed by Kathy and Paul. School has joined with other Deans schools for purchasing from a stationery company, but is still keeping an eye on costs through other catalogues, as these are still cheaper for some products.</p>	PB/KM
Buildings/Grounds/Health and Safety		
11.	<p>Buildings/Grounds</p> <p><i>11.1 Update on LCVAP</i></p> <p>School will be informed of the decision at the end of March. The committee was reminded that a bid was submitted for the value of £30,000, of which the Governors Fund must contribute 10%.</p> <p><i>11.2 To discuss proposals for use of extra capital funding (“Little Extras money”)</i></p> <p>The Headteacher explained that during the last H&S Walk around he identified the Reception classroom as in need of improvement. This classroom is the “gateway” to the school, being the classroom seen by all new potential Reception parents. Initial thoughts had already been shared by email, and he outlined his ideas for improvement further. Four quotes are being obtained, and it is envisaged that the work could be done during the summer holidays, possibly concurrently with LCVAP work if granted, and if there are sufficient funds in the Governors Fund to pay the 10%.</p> <p><i>11.3 To discuss next steps in connection with Salix Scheme/LED Lighting</i></p>	

	<p>The committee was reminded that information had been emailed shortly after the last meeting. Following expression of some concern that it is a "loan" scheme, it was reiterated that the interest free loan is repaid using the predicted savings made through LED lighting. It was agreed that the Headteacher should proceed with the application and then bring it back to the committee at the next meeting.</p> <p><i>11.4 To receive a general update on buildings/grounds through the Property Action Plan (PAP)</i></p> <p>The outside classroom was completed over the half term holidays, and the benches previously in that area are still being used. Issues with the front door have been repaired.</p> <p><i>11.5 To discuss how to proceed with the Community Sharing Scheme</i></p> <p>It was agreed that this should be discussed at a future meeting. Meanwhile, the Headteacher will email nurseries back, thanking them for their interest.</p>	<p>PB</p> <p>RA PB</p>
12.	<p>Health and Safety</p> <p><i>12.1 To receive a report from the H&S subcommittee</i></p> <p>No meeting has taken place since the last report. Pier reported that school had to put in a Personal Emergency Evacuation Plan (PEEP) for a pupil who fractured their leg outside school. A meeting was held between parents, class teacher and Pier as staff member responsible for H&S where it was discussed whether the school can accommodate the pupil's needs. This was confirmed, as there is the stair lift which the pupil can use.</p> <p><i>12.2 Fire Drill Report</i></p> <p>None since the last report. One will be scheduled this half term.</p> <p><i>12.3 To discuss and if thought fit to approve residential/hazardous school trips (farm, beach, rockpools?)</i></p> <p>Y4 are doing "Wild Beach Days" once a week for this half term. These take place with a Wildlife Trust Expert, ratios for numbers for supervision are maintained, risk assessments have been done, and the trips have been approved by the LA. Governors asked how the trips are insured and were advised that they are covered through Brighton and Hove, and through the Wildlife Trust. In the Summer Term, Reception class will also go rockpooling, as in previous years. Both activities were unanimously approved. <i>Lara left at 5.45</i></p>	
Policies and other statutory documents		
13.	<p><i>13.1 To review and approve the Hire Agreement and Lettings Charges</i></p> <p>As it was previously agreed that outside facilities should be included in the Hire Agreement, the committee felt that prices and facilities need to be looked at separately. It was also felt that the current Hire Agreement is not very suitable for one off lettings, and separate agreements were suggested. Mel will review the Hire Agreement with the above in mind and bring a proposal back to the next meeting. Proactively hiring out school facilities will also be good for marketing the</p>	<p>MF</p>

	<p>school.</p> <p>13.2 <u>To consider Resources Committee aspects of the Accessibility Plan</u></p> <p>It was clarified that “annual review” refers to the objectives and “three yearly review” to the rest of the plan. The wording will be amended to ensure this is clear (“annual review of objectives”). Ragging should be removed. As agreed by Q&S some items will remain in the plan to ensure it is clear that these will be put in place as and when needed.</p> <p>Subject to above amendments, the committee agreed to recommend the Accessibility Plan to FGB for approval, also having been discussed at Q&S and by the SEND link governor already.</p> <p>13.3 <u>To receive an update on Gifts and Hospitality Policy</u></p> <p>Due to other priorities, it has not yet been possible to take this to a staff meeting. Further discussion on the policy was therefore deferred to the next meeting.</p> <p>13.4 <u>To review the Uniform Policy (including cost of uniform/supplier) in light of Poverty Proofing – also consider suggestion made by 50th Anniversary Working Group to have anniversary tie or other uniform item</u></p> <p>This is still work in progress. Kathy will obtain further costings in addition to those provided at this meeting. Ruth will also find out costs from other suppliers. Once completed, these will be emailed to the committee for further discussion at the next meeting.</p> <p>For the 50th anniversary, it was agreed that a badge or pin should be provided. Dee to research cost.</p> <p>13.5 <u>To review and approve the Health and Safety Policy</u></p> <p>The Health and Safety Policy was unanimously approved.</p>	<p>RA</p> <p>PB RA</p> <p>KM RA</p> <p>DS</p>
14.	<p>To discuss options for rescheduling Resources Committee meetings</p> <p>Due to a change in work commitments Mel requested that meetings should be moved from Tuesdays. It was agreed that future meetings should be held on a Wednesday or Thursday afternoon at 1pm. The next meeting will therefore take place on 15 May at 1pm.</p> <p>The meeting closed at 6.10pm</p>	

Documents circulated prior to and at the meeting:

Minutes of the last meeting	Response from nursery
Action points from the last meeting	Modified Hire Agreement
Staff wellbeing survey summary	Hire Charges 2017
January Outturn Forecast	Accessibility Plan
Draft budget	Health and Safety Policy
Budget Report to parents	Cost of trips summary
School Fund summary	Uniform costs and markup
Governors Fund to date	Services to Schools breakdown
Governors Fund 2017-18	
Diocesan Return Form	
SFVS	
Orbis Internal Audit Bulletin –	
Common Audit Findings	
Property Action Plan	