

Our Lady of Lourdes Catholic Primary School

Minutes of a Resources Committee Meeting– 15 May 2019, 1pm

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, Peter Tierney (Committee Chair)

Apologies: Lara Williams

In attendance: Kathy Matthews (Bursar), Chris Rowland (OVESCO – item 1 only), Mark Brunet (Diocesan Buildings Officer – item 1 only)

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. | <p>As agreed at the FGB meeting on 9 May, the Headteacher had invited a representative from OVESCO, and Mark Brunet to clarify some outstanding questions in connection with the installation of solar panels. The chair welcomed them to the meeting and thanked them for coming. They were asked to outline the changes which were made to the terms since the proposal was agreed by FGB earlier in the year. Mark explained that he has negotiated a six week window during which panels can be removed from the roof and work carried out, without the requirement to pay compensation to OVESCO. Should the work go on for longer, compensation would have to be paid, and it was clarified how this would be calculated. Mark confirmed that he, on behalf of the Diocese, has to ensure that all the terms are not to the detriment of the school nor OVESCO and reiterated that installation of solar panels is unlikely to make a huge difference in terms of savings, but sends the message to stakeholders that the school cares about environmental issues.</p> <p>Governors asked what the cost of dismantling the panels is likely to be, if there was ever a need to repair the roof. Any work to the roof would be covered through capital funding, and removal of the solar panels is a consequential cost, which would be included in the overall price. The cost to the school would therefore only be 10% of the actual cost.</p> <p>In response to the question what would happen if the price charged by OVESCO rises above that of the national grid, governors were</p> | |
|----|--|--|

| | | |
|----|--|-------------------------------|
| | <p>advised that, although this is a risk, it is not a high one. Governors asked whether technology is likely to change so much that the current panels would have to be exchanged for a more efficient model. Chris explained that panels have become more efficient (from 180 kw in 2011 to 325 kw in 2019), but that there is a limit to how efficient they can be. Furthermore, removal would not be worth the cost, and the decision would also be that of OVESCO.</p> <p>Governors were advised that the next step would be for OVESCO to conduct a structural survey to assess the suitability of the roof. Governors asked what would happen if the roof is not strong enough. If the cost of changes to the roof are low enough, this will be included. If not, the school may consider whether they would want to fund these, following consultation with the Diocese around possible funding. Mark confirmed that LCVAP funding for such a project is a possibility, but could not promise.</p> <p>Agreed: <i>It was unanimously agreed to proceed with the proposal, and the documentation was signed by the Chair of Governors.</i></p> <p>Prayer, welcome and apologies Apologies were received and accepted from Lara Williams.</p> | |
| 2. | <p>Declaration of business interests or interests of loyalty in agenda items None.</p> | |
| 3. | <p>Minutes of the last meeting 26 February <i>3.1 To agree accuracy of minutes</i> The minutes were agreed as a true record and signed by the Chair.</p> <p><i>3.2 To discuss matters arising, including action points</i> Paul's actions: Staff continue to be reminded to provide original contract and any amendments. Governors asked how many are still outstanding – this is about half. Dismay was expressed that there is no central record at the LA. The possibility of issuing everyone with new contracts if no progress is made was explored. However, this would require consultation etc. The bursar will make another concerted effort after half term to obtain the contracts, advising staff that the only other option would be to issue a new contract.</p> <p>The current After School Club (ASC) provider is extremely interested in taking over Breakfast Club and is currently looking for Ofsted registration. However, this must also go out to other companies for tender. The Headteacher and Dee will meet to draw up a tender to submit to governors.</p> <p>Governors asked</p> <ul style="list-style-type: none"> • How would existing staff be affected? - The new company would have to take them on under TUPE. • Is the Ofsted registration actually getting through? - The Headteacher will draw up a formal letter, giving a deadline of the end of the Summer Term, so that vouchers can be used from September. <p>Anna has not yet been invited to Parent Council as her Ofsted Registration is still pending. The timescale for new Breakfast Club</p> | <p>KM</p> <p>KM</p> <p>PB</p> |

| | | |
|-----------------|--|---------------------------------------|
| | <p>coordinator and the Premises Manager each time they are working at height. The PTA will be asked to confirm their compliance in writing. All other actions have been completed or are agenda items at this meeting.</p> | |
| Staffing | | |
| 4. | <p>Staffing update <u>4.1 General update – comings and goings</u> 31 May is the last day teachers may hand in their notice, and no resignations have been received so far. It is therefore envisaged that the school will be fully staffed in September, including support staff. If the DHT becomes Acting HT in September, her job share Y4 teacher will increase her days to four, and another member of staff will be recruited for one day. This has no considerable impact on the budget. The Headteacher advised that governors should prepare for a restructure to SLT – ie after the appointment of a new Headteacher to change the role of the InCo to Assistant Headteacher, as she is currently on the Teacher pay scale, which does not reflect the responsibilities of her actual role.</p> <p><u>4.2 Update on NQT</u> The NQT is set to pass his NQT year and will continue at the school in September. Governors are aware of the increased requirements of an NQT and understand that the government is considering to change the NQT probation period from one year to two.</p> | |
| Finance | | |
| 5. | <p>Voluntary Funds <u>5.1 To receive an update on the School Fund</u> Governors asked what “charity” stands for and were advised that this is the money collected for charities for example at Christmas and on Connor Saunders Day. A governor asked how school selects the charities it supports. They generally have a historic link to the school family, although school is also always open to suggestions. In response to the question whether children have any input into the choice of the charity as part of their education, it was confirmed that there is the input of children, for example through the School Council.</p> <p><u>5.2 To receive an update on the Governors’ Fund</u> The Governors Fund looks healthy at £21,241.51, but not all of this is independent money which is available to fund the 10% of any capital expenditure. How to record these separately from any other income needs to be developed.</p> <p><u>5.3 To discuss whether it is possible to arrange contributions to the Governors’ Fund through Parent Pay</u> At another school parents pay governors’ fund through parent pay. Mel and Dee will look into whether it is possible to set this up here as well.</p> <p><u>5.4 To receive an update on the audit of voluntary funds</u> Governors thanked Mel for collating the necessary documentation. The Bursar will deliver these to the accountant.</p> | <p>DS, MF</p> <p>MF, DS</p> <p>KM</p> |
| 6. | <p>Internal Audits <u>6.1 To note the new SFVS format</u> Noted. The clerk suggested that governors should consider</p> | |

| | | |
|--|--|-------------------------|
| | completing the SFVS earlier next year in order to allow time to explore the new features. | |
| 7. | To receive a report on and, if required, authorise write-offs or disposals, if any None. | |
| 8. | To receive an update on quotes for new photocopiers lease The Headteacher and the Bursar are meeting with KCS on 16 May. Governors asked whether the school is currently paying punitive rates as it is no longer in contract. There are no maintenance rates to pay at the moment, which means that, despite negligibly higher rates, the overall cost is cheaper. The option of not entering into a new contract until the current machines have failed was briefly explored. However, there are already some issues with the machines, and these are expected to increase. Options will be brought to the next meeting. | KM |
| Buildings/Grounds/Health and Safety | | |
| 9. | <p>Buildings/Grounds</p> <p><i>9.1 Update on LCVAP</i></p> <p>The bid was not granted, and governors were unsure why, as the condition survey highlighted the dire state. Applications for next year are due at the end of October, and governors will consider what bid to submit at the next meeting.</p> <p>In the meantime, the door remains a security issue. Quotes for £10,000 have been received. However, the refurbishment of the Reception classroom was also identified as a priority, especially as this will attract more children and thereby more funding. It may be possible to repair the door temporarily.</p> <p><i>9.2 To consider quotes for refurbishment of Reception Classroom</i></p> <p>Two quotes were circulated prior to the meeting, and two more were received by the school on the day of the meeting. These were tabled. Three companies' quotes included supply of furniture, and one quote did not, but a separate quote for furniture has been obtained. Governors felt that the quotes were not like for like and asked school to prepare a summary grid with the specifics. It was clarified that the quotes are for the best scenario and can be scaled back to fit the available budget.</p> <p>All contractors who submitted quotes were from a list of contractors supplied by Morgan Carn.</p> <p><i>9.3 To receive a general update on buildings/grounds through the Property Action Plan (PAP)</i></p> <p>GDPR locks have been fitted, and a fob system will be soon be fitted to the front door.</p> <p><i>9.4 To receive an update on the Salix Scheme/LED Lighting application</i></p> <p>The Headteacher reported that the application form is not quite straightforward, as it requires some technical detail. However, the cost of the LED lighting project is around £6,000 with £1,000 allowance made, and the request for a £7,000 loan has been made, which would mean a repayment of £1,000 per year. Governors asked whether installation of LED lighting would require repainting the ceilings and were reminded that there are funds in the maintenance</p> | <p>RA</p> <p>PB, KG</p> |

| | | |
|---|---|-----------------------------|
| | <p>budget for this.</p> <p>The project will again be an agenda item at the next meeting. The clerk will check the Scheme of Delegation whether it should be an item for FGB as the school is committing to a loan scheme.</p> <p><i>9.5 To discuss how to proceed with the Community Sharing Scheme</i></p> <p>It was agreed that this scheme should be put on hold until the new SLT is in place and working well, as there are many other projects going on this summer. However, it would be good if it could be re-considered before the end of the new admissions round. The basic thought behind the idea is for nurseries to become familiar with the school. There are logistical difficulties for nurseries bringing the children here, however, it is still worth exploring various other options at a later date.</p> | <p>RA</p> <p>RA</p> |
| 10. | <p>Health and Safety</p> <p><i>10.1 To receive a report from the H&S subcommittee</i></p> <p>Mel will attend the Governance Briefing on 22 May, which will focus on Health and Safety. Pier will endeavour to attend as well. The Headteacher, Premises Manager and H&S coordinator are meeting to review all risk assessments, policies and procedures.</p> <p>Outcomes will be given to governors at the next meeting.</p> <p><i>10.2 Fire Drill Report</i></p> <p>Planned for next half term (unannounced).</p> <p><i>10.3 To discuss details of the new model H&S Policy</i></p> <p>The committee went through the policy and considered highlighted sections to ensure consistency between the policy and current practice. It was noted that the arrangement of a separate school H&S committee is difficult to implement in a small school. In practice the requirements are implemented as follows:</p> <ul style="list-style-type: none"> • The Headteacher or a nominated member of SLT will be on the governors' H&S sub-committee • Union representatives have the mechanism of staff meetings to contribute – staff meetings have a standing agenda item of H&S <p>The wording of the policy will be amended accordingly. H&S will become a standing agenda item at FGB, as it is already at Resources Committee meetings. It was felt that it was not relevant to meetings of the Q&S Committee.</p> | <p>PB, PA, KG</p> <p>RA</p> |
| Policies and other statutory documents | | |
| 11. | <p><i>11.1 To review and approve the Hire Agreements and Lettings Charges</i></p> <p>Two separate Hire Agreements, one for single use, and another one for repeat bookings, were circulated prior to the meeting. Governors suggested that there is not sufficient reference to equalities and appropriate conduct in the document. The Headteacher agreed to contact Sam Beal at the LA for appropriate wording for an equalities statement.</p> <p>Approved:</p> <p><i>The two Hire Agreements were unanimously approved, subject to insertion of equalities statement. (see further discussion below).</i></p> | <p>PB</p> |

| | | |
|-----|--|----|
| | <p>The committee agreed that a lettings charge of £15 per hour is competitive, although hirers are not able to use any kitchen facilities. A governor asked whether hall hire includes use of the outside space (KS1 playground). It was confirmed that this is the case, as this is also the fire exit. It became apparent then that hirers would not be able to exit the playground, as the doors used during school hours would be locked. The Headteacher was asked to make enquiries as to how this problem can be surmounted.</p> <p>Agreed: <i>It was agreed that the charges of £15 should not be changed.</i></p> <p><i>11.2 To consider the amended draft Gifts and Hospitality Policy and, if thought fit, to agree to recommend to FGB for approval</i></p> <p>Governors noted that the issue raised by staff in reference gifts received from children and parents is clarified in the new model LA Staff Code of Conduct. The Gifts and Hospitalities Policy now refers to this document in the section of “Gifts Received”.</p> <p>Agreed: <i>The committee unanimously agreed to recommend the Gifts and Hospitalities Policy to FGB for approval.</i></p> <p><i>11.3 To consider the LA model Staff Code of Conduct and, if thought fit, to agree to recommend to FGB for approval</i></p> <p>Agreed: <i>Subject to an insertion making reference to the Gifts and Hospitalities Policy, the committee unanimously agreed to recommend the Staff Code of Conduct to FGB for approval.</i></p> | PB |
| 12. | <p>To agree date and time for next meeting Wednesday 3 July 12.30pm. There was no other feasible option, although the Bursar will not be present, and the June outturn will not be ready.</p> | |

Documents circulated prior to and at the meeting:

Minutes of the last meeting
Action points from the last meeting
Asset Register Guidance (three documents)
New style SFVS
Four quotes for Reception class refurbishment
Response from Ovingdean Nursery
H&S Policy
Single Hire Agreement
Repeat Hire Agreement
Lettings rates in the area
Gifts and Hospitality Policy
Staff Code of Conduct
Governors’ Fund
School Fund
Property Action Plan