

Our Lady of Lourdes Catholic Primary School

Minutes of a Resources Committee Meeting– 7 June 2019, 3pm

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), Kevin Golding (Site Manager, associated member), Clive Müdd, Giulia de Rosa, Dee Simson, Peter Tierney (Committee Chair), Lara Williams

Apologies: Mel Fane (Committee Vice Chair)

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

Resolution

Apologies for absence

Apologies were received and accepted from Mel Fane.

Declaration of Interests

None

Purpose of the meeting

Since the last Resources Committee meeting, quotes for proposed refurbishment of Reception Classroom and other refurbishment projects have been received. The meeting was called to discuss these quotes and to agree how to proceed, as time did not allow for deferring the decision to the next scheduled meeting.

The Headteacher had prepared matrices of quotes obtained for the various projects. The cheapest contractors were also the preferred ones. The matrices, as well as a summary of capital and independent monies in the Governors Fund, were circulated to the committee prior to the meeting.

Monies available:

Total Governors' Fund Balance: £28,218.64 – the committee was informed that since the summary was compiled, this had increased further

Of which total capital monies: £20,896.78

School Maintenance Budget: £20,000 (this is £10,000 more than in previous years)

Proposed projects:

Reception Classroom Refurbishment: £16,696.10

Emergency Exit and Glazing: £13,176.00

Stairwell Flooring: £3,519.60

Staff room kitchen: £3,000 approximately

Total cost of projects: £36,391.76

Discussion

Governors asked whether, in addition to the proposed projects, there are other priorities of the Property Action Plan (PAP) to consider. The door blinds were highlighted in the PAP as a high priority, but the committee concluded that the priority rating should be lowered. The roof survey for the solar panel project has been completed and confirmed that the roof does not need to be strengthened to bear the weight of the solar panels.

If the proposed projects are agreed, the remainder in the Governors' Fund would be around £5,000. The committee agreed that they are satisfied with this balance. After allocating £10,000 of the Maintenance Budget to these projects, the Governors were assured that the remaining £10,000 is likely to be sufficient to cover the usual ongoing maintenance requirements of the School', leaving a remainder of approximately £10,000 for ongoing works.

Agreed:

The committee unanimously agreed that the proposed projects should be completed:

- ***JH Paine (£9,562.28) and West Sussex Office Furniture (£7,134.48) – Reception Classroom***
- ***South Coast Home Improvements (£10,980+VAT) – Emergency Exit and Glazing***
- ***Dean Carpet and Curtains (£2933+VAT) – Stairwell flooring***

Regarding the staffroom kitchen, the Headteacher and Site Manager were asked to research the cost further, and if this is below £2,000, it will not have to be referred to the committee.

Action: Paul Beverton, Kevin Golding

Documents circulated prior to and at the meeting:

Summary of finances and projects