

Our Lady of Lourdes Catholic Primary School

Minutes of a Resources Committee Meeting– 3 July 2019, at 12.30pm at the school

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) Giulia de Rosa, Peter Tierney (Committee Chair)

Apologies: Kevin Golding (Site Manager, associated member), Clive Müdd, Dee Simson, Lara Williams

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

Clerk: Ruth Ali

Minutes signed by: _____ Agreed on: _____

Questions/Challenges

Actions

Resolution

1.	Prayer, welcome and apologies Apologies were received and accepted from Kevin Golding, Clive Mudd and Lara Williams.	Actions
2.	Declaration of business interests or interests of loyalty in agenda items None.	
3.	<p>Minutes of the last meetings, 15 May and 7 June</p> <p><i>3.1 To agree accuracy of minutes</i> Both 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: Changes to Term Time Only support staff holiday pay have taken over contract issues. Governors requested that this matter should be finished before a new Headteacher starts. The Headteacher agreed that he would contact HR to arrange a meeting with them, together with the Deputy Headteacher, to discuss what the options are.</p> <p>Arthropod Arts has been offered support with Ofsted registration, and the Headteacher is confident that it will be in place soon.</p> <p>Due to Kathy's absence, there was no update on the outstanding debt. The Headteacher has emailed the PTA about working at height risk assessment and is awaiting their reply.</p> <p>The Headteacher has contacted Sam Beal, and there is no model equalities statement for lettings. Governors are satisfied that the current wording of the Hire Agreement is sufficient to ensure that no discriminatory activities are held in school.</p>	PB

	<p>The problem around fire exit from the hall for lettings can be surmounted by hirers having the keys to the emergency exit doors giving access from the KS1 playground to the upper playground.</p> <p>Kevin's actions: Deferred, due to his absence.</p> <p>Kathy's actions: Actions not covered elsewhere in the agenda or addressed by other individuals were deferred, due to her absence.</p> <p>Peter's action: No advert for hall hire has been designed yet. Deferred.</p> <p>Mel's actions: Agenda item 8.2 answers the action of organising a second hand uniform shop.</p> <p>Items in connection with the governors' fund have been deferred, due to other priorities.</p> <p>Mel has made enquiries in connection with Parent Pay and confirmed that it is possible to use it for contributions to the Governors' Fund. All agreed that it would be easier for the office not to have to handle cash, and to extend the use of Parent Pay to collect contributions to trips etc as well.</p> <p>Ruth's actions: It was requested that LED lighting should also be put on the next FGB agenda for an update.</p> <p>All other actions have been completed and did not require further discussion.</p>	<p>KM</p> <p>MF</p> <p>RA</p>
Staffing		
<p>4.</p>	<p>Staffing update</p> <p><u>4.1 General update – comings and goings</u></p> <p>No teachers handed in their notice by the end of May. The new Y6 teacher came into school to meet her class. She has good references from her university and also her current school.</p> <p>Following the resignation of a Midday Supervisory Assistant, school is looking to fill the vacancy. Otherwise, there is a full complement of staff. In September, the Deputy Headteacher will become Acting Headteacher, and the InCo will be Acting Deputy Headteacher.</p> <p><u>4.2 Update on NQT</u></p> <p>The NQT is finishing his year in a good position and will remain at the school.</p> <p>All teachers are staying in their relevant year groups.</p> <p>Governors asked how staff morale is. There are no concerns. Although they are sorry to see the Headteacher move on, staff are confident that the school is in a strong position with regard to data and practice. Headteacher recruitment is under way, and interview days are being planned.</p>	
Finance		
<p>5.</p>	<p>School Budget</p> <p><u>5.1 Outturn Report</u></p> <p>It is still early in the year. Currently the outturn shows a projected underspend of £4,000.</p> <p>There was some uncertainty among governors in connection with the purpose of the various columns, and the Headteacher will ask the bursar to explain exactly what each column stands for.</p> <p>Governors noted that the outturn includes a figure for “final redundancy” and asked the Headteacher to clarify with Kathy why this is still included.</p> <p><u>5.2 Report on School's Finances to Parents</u></p>	<p>PB</p> <p>PB</p>

	<p>Deferred.</p> <p><u>5.3 To note change to NJC Term Time only staff pay and, if thought fit, to agree for the council to negotiate details on behalf of the Governing Body</u></p> <p>In addition to the documentation shared with governors prior to the meeting, the Headteacher provided governors with some background information to the current situation. Latest update from Headteachers' meeting was that the LA will honour 50% of the cost and provide schools with a loan for the remainder.</p> <p>As the Governing Body of a Voluntary Aided school, governors have the option of entering into negotiations with the unions themselves, or to agree for the LA to negotiate on their behalf. Governors asked:</p> <ul style="list-style-type: none"> • What is the impact on the budget? - The total cost is estimated to be roughly around £10,000, and if 50% are covered by the LA, the impact on the budget would be only £5,000. • Is it confirmed that there is a cap of six years on back pay? – This is likely. <p>Agreed: The committee unanimously agreed to instruct the LA to negotiate on the school's behalf.</p>	
6.	<p>Voluntary Funds</p> <p><u>6.1 To receive an update on the School Fund</u> No changes since the last meeting in May.</p> <p><u>6.2 To receive an update on the Governors' Fund</u> The Governors fund is currently healthy. DFC money has come in, and the current balance is £28,616.51. Governors enquired whether there is any interest paid on this account. This is not the case.</p> <p><u>6.3 To agree annual report on Governors' Fund</u> Mel will prepare this for the next meeting.</p> <p><u>6.4 To receive an update on the audit of voluntary funds</u> It was confirmed that the audit (the "Independent Examination") of the voluntary funds has been completed. The paperwork is with the Bursar, and the clerk will obtain it for FGB. It was agreed that the wording in the Scheme of Delegation should be changed to "Independent Examination".</p> <p><u>6.5 To discuss arrangements for next year's audit of voluntary funds, considering Schools Finance offer</u> In their Summer newsletter, Schools Finance offered their service for the audit of voluntary funds "for a small fee". However, it was not specified what the small fee is, and Kathy will be asked to find out. The current arrangement is £100.</p> <p><u>6.6 To discuss whether to become a cashless school</u> This was discussed under agenda item 3.2 (Mel's actions, Parent Pay).</p>	<p>MF</p> <p>RA</p>
7.	<p>Internal Audits</p> <p><u>7.1 To note the new SFVS format, changed submission deadline, and to discuss how to approach completion of the SFVS, considering Schools Finance Newsletter and Guidance notes (online)</u></p> <p>It was agreed that Mel, Peter and Kathy should meet and start work on the SFVS next term.</p>	<p>MF, PT, KM</p>
8.	<p>Parental costs/Poverty Proofing</p>	

	<p><u>8.1 To consider the Cost of school trips draft consultation</u></p> <p>The committee thanked the Headteacher for compiling this useful document. It was agreed that this should be taken to the Parent Council in the new term, and payment of contributions for trips would be opened up earlier in the year, addressing the current lag in planning and requests for contributions.</p> <p>Some costs need to be reviewed as they are currently not exact. It is envisaged that the document will also spark conversations about possible changes to number, length and/or timing of residential trips. Following discussion with the Parent Council and the Student Council, school will have a 360 degree impression of the thoughts of all stakeholders. By that time, more information about Parent Pay will also be available.</p> <p>Peter informed the committee that Brighton Singing School offers one hour free singing classes during the Summer holidays, and he will provide the Headteacher with information to share with families.</p> <p><u>8.2 To discuss whether to subscribe to the Smarter Uniforms scheme</u></p> <p>A briefing paper introducing “Smarter Uniforms” was circulated prior to the meeting. It was agreed that Mel would investigate this further and arrange for the scheme to be set up for the school. Some uniform may still be kept in school for spares or to be given directly to parents.</p>	PT MF
9.	<p>To receive a report on and, if required, authorise write-offs or disposals</p> <p>None were reported. Governors asked whether school owns the current photocopiers and were advised that they are on lease.</p>	
10.	<p>To discuss quotes for and to agree new photocopier contract</p> <p>Quotes from one company (Kent County Supplies) cover a variety of machines. Governors ascertained that Kent County Supplies is a one stop which has conducted all relevant research in connection with the various suppliers, considering the requirements of the school and best value for money, and have now submitted their findings. If agreed, school would proceed with the new contract through them.</p> <p>Governors asked whether school has any preferences from an operational point of view. The Headteacher explained that two favourites have been identified, both colour, faster, more efficient and cheaper per page.</p> <p>The Headteacher will ask Kathy to compile an easier to understand comparison for governors, to be agreed at FGB.</p>	PB
11.	<p>To discuss the proposed Breakfast Club tender</p> <p>To be added to tender:</p> <ul style="list-style-type: none"> • Requirement to be registered with Ofsted, so that parents can use childcare vouchers. • Add deadline for end of September. <p>The Headteacher will action and send out.</p>	PB
Buildings/Grounds/Health and Safety		
12.	<p>Buildings/Grounds</p> <p><u>12.1 To discuss possible projects for new LCVAP bid</u></p> <p>Governors considered what areas of the school would benefit most from a facelift to increase the marketing value of the school. The following items were suggested:</p> <ul style="list-style-type: none"> • Complete resurfacing of car park • New accessible toilet 	

	<ul style="list-style-type: none"> • Y1 and Y2 classrooms, corridor and flooring <p>It was agreed that:</p> <ul style="list-style-type: none"> • The PAP should be circulated for all committee members to consider • Pier should approach staff for suggestions <p><i>12.2 To receive an update on the Solar Panel project</i> Confirmation has been received from Ovesco that the panels will be installed over the summer holidays.</p> <p><i>12.3 To receive an update on the Salix Scheme/LED Lighting application</i> On Kevin's return, he will forward the committee further information. Two quotes will be obtained and shared with governors at the FGB meeting. It is envisaged that the cost will be around £7,000 and will be paid back over seven years at £1,000 per year.</p>	RA PA KG
13.	<p>Health and Safety</p> <p><i>13.1 To receive a report from the H&S subcommittee</i> The H&S subcommittee have not met since the last meeting.</p> <p><i>13.2 Fire Drill Report</i> One Fire Drill was conducted, unannounced to children. Evacuation time was well below 2 minutes. Staff considered the issue of the PE teacher teaching Multi Skills in the KS2 playground not hearing the fire bell, and it was suggested that he may have allowed children to enter the school to go to the toilet. It could be argued that staff members evacuating the school would challenge any child going back into the building. However, it was agreed that any staff member taking children to the upper outside area would be supplied with a Walkie Talkie. Pier will discuss this with Kevin.</p> <p><i>13.3 To discuss outcomes of review of all risk assessment, policies and procedures</i> The review has been started, but not yet completed.</p>	PA
Policies and other statutory documents		
14.	<p><i>14.1 Staff Grievance Procedure (new LA model) – to agree to recommend to FGB for approval</i></p> <p>It was requested that another option for representation should be added to point 5, to cover cases where a staff member is not a member of a union and no colleague is willing to represent them. HR advice will be sought on this question.</p> <p>Agreed: The committee unanimously agreed to recommend the Staff Grievance Procedure to FGB for approval, subject to HR advice on point 5.</p>	RA
Committee business		
15.	<p><i>15.1 To review Committee Terms of Reference ready for approval in the Autumn Term</i> No changes were suggested.</p> <p><i>15.2 To review committee members' responsibilities</i> The committee discussed chairing arrangements for next year and agreed to propose to FGB that Mel should be appointed as chair. Mel and Giulia shared their intention to self-nominate for co-chairing the Governing Body, and Mel confirmed that she feels able to commit to both roles.</p>	

	<p>Mel would like to pass on responsibility for Gift Aid and Governors Fund to another governor. This will be discussed further at the next FGB meeting.</p> <p>15.3 <u>To agree day/time for committee meetings next year</u></p> <p>Mel's working patterns have changed, and she is unable to take time off on a Tuesday. It was agreed that meetings should be held at 10am on Thursdays next year.</p>	
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Documents circulated prior to and at the meeting:

Minutes of the last meeting
Action points from the last meeting
Letter re changes to TTO staff holiday pay
Summer 2019 Finance Newsletter
Cost of trips consultation
Briefing Paper Smarter Uniforms
Breakfast Club tender
Model Grievance Procedure and Information sheet
Committee Terms of Reference
Committee governors' responsibilities
Governors Fund
May 2019 Outturn Report
Current Contract Photocopiers
Photocopier quote