

Our Lady of Lourdes Catholic Primary School

Minutes of a Resources Committee Meeting– 26 September 2019, at 10am 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, Mel Fane (Committee Chair), Kevin Golding (Site Manager, associated member), Anita Philbrook (Acting Headteacher), Dee Simson, Peter Tierney

Apologies: None

In attendance: Giulia de Rosa (from agenda item 5), Kathy Matthews (Bursar)

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 Anita opened in prayer. There were no apologies as the meeting was fully attended.	Actions
2.	Declaration of business interests or interests of loyalty in agenda items None	
3.	<p>Minutes of the last meetings,</p> <p style="padding-left: 20px;"><i>3.1 To agree accuracy of minutes</i></p> <p>The minutes were agreed as a true record and signed by the chair.</p> <p style="padding-left: 20px;"><i>3.2 To discuss matters arising, including action points – if not elsewhere on this agenda</i></p> <p>Paul's actions: Cost consultation document will go to next parent council meeting, when council is set up.</p> <p>No meeting with HR has taken place, but Anita/Kathy will check with HR whether new contracts will be issued anyway, due to TTO issue. It was confirmed that, whatever the answer to this question, missing contracts will be issued.</p> <p>Breakfast Club tender has not been sent out yet. Meetings have taken place with the ASC provider who is unable to tender for it until her Ofsted registration has gone through. St Margarets school, who are using the OLOL breakfast club, are considering setting up their own, though their children make up only one quarter of all. Transferring breakfast club over to St Margarets was briefly discussed, but was not considered to be an option as it is good for the school to provide</p>	<p style="text-align: center;">AP</p> <p style="text-align: center;">AP/KM</p>

<p>wraparound care on the premises, especially for young children. The committee agreed that further questions need to be answered, ie whether there would be an increase in cost to parents, and what the impact would be on current breakfast club staff.</p> <p>Governors considered what could be done in the meantime to streamline the workload of office staff in connection with breakfast club. Moving away from a paper register to an electronic one, and addressing issues around unexpected bookings would make a difference.</p> <p>Next step: Dee to hold another meeting with the ASC provider to discuss these questions and to assist with Ofsted registration and set a deadline.</p> <p>Any decision would be held off until the new Headteacher takes up his post as he may also have some thoughts on breakfast club provision.</p> <p>Kevin's actions: It was agreed that obtaining quotes for kitchen shutters was no longer relevant, as it was not identified as an issue in the Fire Safety survey.</p> <p>Two quotes for LED lighting were provided for FGB, a third one is being awaited. The work would be carried out during the next summer holiday to minimise disruption.</p> <p>Kathy's actions: Kathy is waiting to hear from Taekwondo concerning their hall use during the summer. Governors asked whether they have entered into a Hire Agreement, but it was agreed that this would be covered under a later agenda item.</p> <p>It was confirmed that the PTA is covered for liability, and that the school is also covered through their own insurance, as outlined in documents circulated for agenda item 9.</p> <p>The photocopier contract was agreed at the FGB meeting before the holidays. However, only one of three redundant photocopiers was picked up by the company, as the company maintains that they belong to the school, despite the school having been charged for their maintenance. Governors asked Kathy to email the company again, giving them the serial numbers of the machines and ask for confirmation that they are released to the school. It may then be possible to sell them.</p> <p>Governors ascertained that the outstanding debt amounts to £220 and that the family are no longer at the school. It has still not been possible for the debt to be recovered.</p> <p>Agreed: It was agreed that the debt should be written off, if one final call is unsuccessful.</p> <p>A meeting with Mel and Peter to work on the SFVS will be arranged.</p> <p>Mel's actions: Recording balances of capital monies separately still outstanding.</p> <p>Mel has registered with Smarter Uniforms, who will be in touch. She will chase.</p> <p>Ruth's actions: The "small fee" for independent examination charged by the LA is around £300. The current arrangements provide better value for money.</p> <p>Pier's actions: Some suggestions for LCVAP projects have come in. To be discussed later on the agenda.</p>	<p>DS</p> <p>KM</p> <p>KM, MF, PT</p> <p>MF</p>
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	All other actions have been completed or did not require further discussion.	
Staffing		
4.	<p>Staffing update – AP, verbal</p> <p><u>4.1 General update</u></p> <p>One teacher is on maternity leave and is being covered by a M2 teacher. Interviews have been held for MDSAs. Another staff member has handed in their notice, and another indicated they might leave at Christmas. One TA has reduced their days, so there is currently no TA in Y3. A new TA has been recruited, and school is waiting for references. The bursar has submitted her resignation to leave at Christmas. Governors will discuss recruitment options.</p> <p><u>4.2 To note the Staffing Structure document</u></p> <p>It was noted that the current staffing structure means that the a great majority of staff report to Anita directly. It is expected that it will be easier when the new Headteacher is in place. Governors asked whether there are schools where TAs report to the class teacher. Anita confirmed that this is being considered.</p>	
Finance		
5.	<p>School Budget</p> <p><u>5.1 Outturn Report</u></p> <p>As requested, the Bursar reminded governors of the purpose of the different columns.</p> <p><i>Giulia joined the meeting at 10.43am.</i></p> <p>The outturn shows a projected underspend of £47,003.</p> <p>Governors noted:</p> <ul style="list-style-type: none"> • Telephone costs seem quite high. These are somewhat skewed because of a one off cost for the texting service, which is paid in April. Donations from the PTA towards this are no longer being received. • £4,875 is expected to be received from the After School Club, which will become a surplus. • Governors questioned the entry under YGRANTS, as it was not clear what type of income this is. It was suggested that it could be the Primary Sports Grant, but Kathy will investigate. <p><u>5.2 Report on School's Finances to Parents</u></p> <p>Kathy to do for next meeting.</p> <p><u>5.3 To receive an update on NJC Term Time only staff pay</u></p> <p>Further details are still expected. Changes have now been entered into SIMS, so the next outturn will reflect these more accurately.</p>	<p>KM</p> <p>KM</p>
6.	<p>Grants</p> <p><u>6.1 To consider the Sports Premium Impact Statement</u></p> <p>Noted. No further discussion.</p> <p><u>6.2 To consider the Pupil Premium Review and Strategy</u></p> <p>Noted. No further discussion.</p>	
7.	<p>Voluntary Funds</p> <p><u>7.1 To receive an update on the School Fund</u></p> <p>Available monies £341.84.</p> <p>Kathy reminded governors that on a previous occasion, too much uniform had been ordered. This included 10 of all adult sizes (fleeces),</p>	

	<p>leaving school with stock that is not going to be used for a long time. It was agreed that all staff and governors should be given the opportunity to buy a fleece for £5 each.</p> <p><u>7.2 To consider answers to the School Fund Questionnaire and discuss next steps</u></p> <p>This had been completed prior to the meeting, and various issues leaving the bursar in a vulnerable position have been identified. To address these it was agreed:</p> <ul style="list-style-type: none"> • All committee members to look through it and come back to the next meeting with thoughts on how these issues could be addressed. • Mel and Dee to draft School Fund Terms of Reference and bring to the next meeting for the committee to consider. <p><u>7.3 To receive an update on the Governors' Fund</u></p> <p>Closing balance is £29,708.90. Two invoices are still outstanding. Governors ascertained that outlay for the Firework night is paid for through the budget and reimbursed by the PTA.</p> <p><u>7.4 To note annual report on Governors' Fund</u></p> <p>Noted. This has now been uploaded to the website.</p> <p><u>7.5 To schedule arrangements for next year's audit of voluntary funds</u></p> <p>Mel will arrange to prepare the Governors Fund for independent examination before the next meeting. Kathy will prepare the School Fund.</p> <p><u>7.6 To discuss whether to adopt Terms of Reference / Procedures for voluntary funds</u></p> <p>Sample Terms of Reference were shared with the committee prior to the meeting. It was agreed that these provide a good basis for our own, but will need to be tweaked accordingly.</p> <p>Mel and Dee will work on this and will bring it to the next meeting.</p>	<p>All</p> <p>MF/DS</p> <p>MF KM</p> <p>MF/DS</p>
8.	<p>To receive a report on and, if required, authorise write-offs or disposals, if any</p> <p>The outstanding debt was already discussed under agenda item 3. There are no further write-offs or disposals.</p>	
Buildings/Grounds/Health and Safety		
9.	<p>Buildings/Grounds</p> <p><u>9.1 To receive an update on work completed over the summer</u></p> <p>Work completed:</p> <ul style="list-style-type: none"> • Reception Classroom • Solar Panels. This resulted in a leak, which has been rectified. The caretaker will replace some damaged/missing tiles. • Windows/exit door <p>Governors asked if all works had been signed off and warranties are in place. Warranties have been issued for works paid for in full, which is currently only the windows.</p> <p><u>9.2 To discuss possible projects for new LCVAP bid</u></p> <p>Mel and Anita will attend LCVAP training on 1 October.</p> <p>Governors considered whether there may be a cap on the value of the proposed work. It was clarified that certain criteria must be met, which highlight sufficient urgency and three quotes obtained.</p> <p>Suggestions were:</p>	<p>KG</p>

<ul style="list-style-type: none"> • Flooring in whole KS1 block • Y1/Y2 shared area to be refurbished into a new learning environment, as well as adjoining area. The case for this would be that a stimulating environment improves children’s learning and impacts teacher morale, in particular after the refurbishment of the complete KS2 block. <p>Mel and Anita will feed their learning back to FGB where the proposals will be discussed and a decision made.</p> <p>The clerk highlighted communication from the diocese through the Alpha Beta bulletin which states the necessity of submitting the most recent building survey with any bid. This was not discussed further.</p> <p>Governors ascertained that they are looking at projects costing around £50,000 or less, as it is expected that around £5,000 will be available from the Governors’ Fund.</p> <p>The following two projects were identified to be added to the Property Action Plan (PAP):</p> <ul style="list-style-type: none"> • Accessible toilets – natural light would make a lot of difference • Headteacher’s office <p><u>9.3 Review of Hiring Arrangements</u></p> <p>A request received for hall hire highlighted an omission in the Hire Agreement in connection with the school’s longstanding policy on events which are either political, incompatible with the school’s ethos or otherwise contentious, and, having taken legal advice, it was considered prudent that this should be rectified as soon as possible.</p> <p>The following insertion was agreed:</p> <ul style="list-style-type: none"> • <i>The Headteacher and the School Governors are responsible for approving the hiring of school premises (‘the Hire’) and applications in the first instance should be made to the Headteacher. Any decision of the Headteacher and Governors regarding an application shall be final.</i> • <i>The school premises will not be let for any of the following purposes:</i> <ul style="list-style-type: none"> ○ <i>meetings, gathering or fundraising events which promote political views. The only exception to this is for use as a polling station.</i> ○ <i>activities which are considered to be incompatible with the ethos of the school</i> ○ <i>activities which might involve the school in contentious issues within with the local community</i> <p><i>The committee confirmed that agreement to the amendment had been sought and obtained by email. The agreement was unanimous, and no governors asked for further discussion on the issue.</i></p> <p>Governors were informed that someone had been bitten by a dog brought onto the premises by a hirer. <i>It was agreed that a clause stating “no animals to be brought onto the premises unless by prior agreement of the governors” should be added.</i></p> <p>Governors were advised of an issue with a potential hirer whose request was refused on grounds covered by the Hire Agreement. The committee was satisfied that school and the governors involved had acted appropriately and that any fallout is managed by the Headteacher and the Co-Chairs.</p> <p><u>9.4 To consider whether to take out LA Optional Insurance</u></p>	<p>MF/AP</p>
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	<p>The committee discussed the protection offered by current insurance arrangements and protection offered by the LA Optional Insurance. No additional benefits were identified.</p> <p>Agreed: It was agreed not to take out LA Optional Insurance.</p>	
10.	<p>Health and Safety</p> <p><u>10.1 To receive a report from the H&S subcommittee</u> The H&S Subcommittee will meet after half term. At the time of the last meeting, all was in a good place.</p> <p><u>10.2 Fire Drill Report</u> No fire drills have taken place since the last report. This had identified that staff in the KS2 playground cannot hear the alarm, though this had been addressed by staff being notified through walkie talkies. Governors asked whether school had considered having an external alarm, but there was concern over how the noise of regular tests would affect the neighbours.</p> <p><u>10.3 To receive an update on review of all risk assessment, policies and procedures</u> Kevin, Paul and Pier had met and started on the review. Kevin and Pier will take time out to continue. This will be an agenda item at the next meeting.</p> <p><u>10.4 To consider any forthcoming school trips needing governor approval</u> None planned as yet.</p> <p>H&S Updates:</p> <ul style="list-style-type: none"> • Pier will attend EVC Refresher training • Mel and Pier have attended H&S for School Leaders training and will report to FGB. A summary of highlighted issues was given <ul style="list-style-type: none"> ○ Personal responsibility of governors ○ Requirement of business insurance if driving on any school business. This will be shared at the next Staff Meeting. 	<p>KG/PA</p> <p>PA/AP</p>
Policies and other statutory documents		
11.	<p>To consider, and if thought fit, to agree to recommend the following to FGB for approval:</p> <p><u>11.1 Gifts and Hospitality Policy</u> Reference to PTA taken out as the PTA is a separate entity. <i>Peter left at 11.58. The meeting continued to be quorate.</i> Staff and visitors' gifts were discussed again, and governors recognised the difficulty of no funds being available for this, as the budget is allocated for educational purposes and the funds in the Governors Fund are requested from parents for improvement and development of the fabric of the school. It was then suggested that self-generated income, such as lettings income, may be used.</p> <p>Next steps: Further consideration to be given to self-generated income. Anita to check practice in other schools. The policy will then be brought back to the next meeting.</p> <p><u>11.2 Scheme of Delegation</u></p>	<p>All AP</p>

	<p>All references to “independent audit” were changed to “independent examination” as agreed at an earlier meeting.</p> <p>Agreed: <i>The committee unanimously agreed to recommend the Scheme of Delegation to FGB for approval.</i></p> <p>11.3 <u>Lockdown Policy</u></p> <p>Agreed: <i>The committee unanimously agreed to recommend the Lockdown Policy to FGB for approval.</i></p>	
Committee business		
12.	<p>12.1 <u>To agree to recommend Committee Terms of Reference to FGB for approval</u></p> <p>The following changes were agreed: To add a section on appointment of chair. To move responsibility for approval of the H&S Policy to FGB To add Absence Management Policy (clerk will circulate model)</p> <p>Agreed: <i>Subject to above amendments, the committee unanimously agreed to recommend the Terms of Reference to FGB for approval.</i></p>	RA

Documents circulated prior to and at the meeting:

Minutes of the last meeting
Action points from the last meeting
Staffing and Reporting Structure
Term Time Only email
Sports Premium Impact Statement
Governors’ Sport Report
Pupil Premium Strategy
School Fund Questionnaire
Governors Fund
School Development Fund Independent Examination
Governors Fund Terms of Reference example
Optional Insurance email and application form
Gifts and Hospitality Policy and email advice
Lockdown Policy
Committee Terms of Reference
School Fund Balance sheet