

Our Lady of Lourdes Catholic Primary School

Minutes of a Resources Committee Meeting– 21 November 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, Kathy Matthews (Bursar), Jess Winter (new governor not yet appointed to a committee)

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 The chair welcomed everyone to the meeting. 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.	Minutes of the last meetings, 26 September <i>3.1 To agree accuracy of minutes</i> The minutes were agreed as a true record and signed by the chair. <i>3.2 To discuss matters arising, including action points – if not elsewhere on this agenda</i> Anita's actions: Cost consultation document has been shared with the parent council, and positive feedback was received. The information is now also on the website. Conflicting information has been received as to whether the TTO matter will result in new contracts being issued to all staff. Kathy will check with HR contact. LCVAP training has been shared and LCVAP bid submitted. The requirement for business insurance has been shared with all staff. Anita has also acquired a "School Car Policy" which provides information around record keeping. Information received from other headteachers about how they approach staff gifts has been circulated. Gifts are generally covered from collections and self-generated income.	KM

	<p>Kevin's actions: The damage to the roof has been repaired. It remains to be seen when it rains whether this was successful. If not, the problem is due to the solar panel installation, and Kevin will contact OVESCO. A date for working through risk assessments has been set (7 January).</p> <p>Kathy's actions: Kathy has emailed the photocopier company, but no reply has been received. She will now send a letter giving a deadline for response, stating that if the deadline is not met, school will consider the photocopier to be theirs.</p> <p>Peter's actions: Advert for hall hire carried forward. Peter is working through the SFVS, based on last year's answers. It was stressed that the SFVS must be completed before FGB 30 January.</p> <p>Mel's actions: The way how capital monies are recorded in the Governors Fund separately from independent monies will be considered when new accounts are started next year. Nearly all relevant documentation has been compiled for the Independent examination. One invoice still needs to be located and added to the paperwork. Contract with Smarter Uniforms has been signed. The committee was reminded of how this will work. Governors asked whether we have an estimated value of new stock of uniform. This is an outstanding issue which is also addressed in a later agenda item.</p> <p>Dee's actions: These related to After School Club and were discussed as a confidential item.</p>	<p>KM</p> <p>PT PT</p>
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Staffing

<p>4.</p>	<p>Staffing update</p> <p><i>4.1 General update – comings and goings</i></p> <p>A number of applications have been received for the School Business Manager (SBM) role. A neighbour has expressed a concern that the Community Payback Team has cleared the ground for tree planting, as this is destroying hedgehog habitats. School has sought advice from the Wildlife Trust who recommended that the clearing should be done by hand. Governors recognise that the support of Community Payback is invaluable. A resignation has been received from a MDSA who is leaving on 16 December. A current staff member (TA) has been appointed to take this on as an additional role. A qualified Forest School instructor has been identified, but there will have to be a charge for children taking part. Anita is currently in contact with HR to discuss the type of contract. Another option would be for donations to be sought, or for a contribution from the PTA who may be keen to support as they funded the development of the outside area. It was also suggested to approach The Budding Foundation for support. All are aware that it is important to keep costs to a minimum.</p> <p><i>4.2 To discuss how to proceed with Staff Survey</i></p> <p>Staff members present were invited to suggest whether there are any questions missing, or should be changed. A governor asked whether any action had been taken as a result of feedback from previous surveys. He was reminded that, for example, SLT considered the Workforce Reform Document and is changing the Marking Policy as a result. All agreed that the survey is still useful as an annual exercise, especially as staff feel that they are being listened to. A concern was raised about</p>	
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	<p>confidentiality, as the first part, asking staff to indicate if they wish whether they are SLT, teaching or support staff, makes staff easily identifiable. However, it was considered important to differentiate between teaching and support staff and it was therefore agreed to only remove SLT.</p> <p>The survey will go out in time for results to be analysed at the next meeting.</p>	
Finance		
5.	<p>School Budget</p> <p><i>5.1 Outturn Report</i></p> <p>The outturn forecasts an underspend of £54,982.</p> <p>Governors asked:</p> <ul style="list-style-type: none"> • What is the effect of the solar panel installation? Why do electricity costs forecast an increase? - Governors need to have complete clarity in terms of billing (OVESCO and B&H) and requested that relevant information should be provided at the next meeting. Mel will give Kathy information from meeting with OVESCO, and Kathy will investigate. • Why is Services to Schools more than estimated? – Services to Schools have increased their Service level Agreement, for example from one SPA visit to two SPA visits per year. Governors were dissatisfied with the LA increasing costs mid year. <p>English Books and Materials shows an overspend of £1,000. The committee agreed to vire £1,000 from Short Term Contingency to this cost centre.</p> <p>Anita has asked the INCo to spend the funds allocated to SEND (Ear defenders to be purchased) and the PE lead to spend the PE money. Clarification from last meeting – “Grants” were teacher pay grant and pension grant.</p> <p><i>5.2 Report on School’s Finances to Parents</i></p> <p>Tabled. No further discussion. This will be uploaded to the website.</p> <p><i>5.3 To monitor Breakfast Club Accounts</i></p> <p>During 2018-19 Breakfast Club shows to have operated at a loss of £1,068.98, and it was suggested that this necessitates an increase in cost from the beginning of January. Staff explained that money is outstanding, but parents who do not pay are those known to be in genuine financial difficulties which school endeavours to “poverty proof”. Governors asked:</p> <ul style="list-style-type: none"> • Are payments are made through Parent Pay? - This is not currently an option, but parents pay by cash, cheque or vouchers. • What communication has been had with these parents? – It was agreed that Peter would draft a generic letter on behalf of the governors to all parents explaining how the Childcare Voucher system works and outlining the benefits. This would go out in the new year (to be drafted by 9 December). • Are outstanding sums old or current? - They were carried over from last year. • Have any of the families left the school? – Children still currently attend. <p>The clerk offered to share another school’s Debt Policy with the committee for their consideration.</p>	<p>MF, KM</p> <p>KM</p> <p>PT</p> <p>RA</p>

	<p><u>5.4 To receive an update on NJC Term Time only staff pay</u></p> <p>Staff have received letters about their settlements and will be paid in December. New hours have been put into SIMS which means that additional payments are already included in the budget. This is in terms of pay going forward. As far as backpay is concerned, there has not been an update, and it is still uncertain how this will be covered.</p>	
6.	<p>Grants</p> <p><u>6.1 To consider again the Sports Impact Statement to answer questions raised by the Q&S Committee</u></p> <p>The Q&S committee raised a concern around apparent discrepancies in Sports Premium Income as well as Spending and requested that these should be clarified at the Resources Committee. Anita has discussed this with Darren, and it became evident that the Impact Statement provided by him was taken to be the final version, when it still required further input from the school. Updated figures were circulated to the committee prior to the meeting. The clerk will amend and upload the revised version onto the website.</p>	RA
7.	<p>Voluntary Funds</p> <p><u>7.1 To receive an update on the School Fund</u></p> <p>Tabled. No further discussion.</p> <p><u>7.2 To consider committee members' answers to the School Fund Questionnaire and discuss next steps</u></p> <p>Kathy and Mel had already completed the majority of questions, but felt that some would benefit from discussion at the committee.</p> <p>Question 8 – stock of school uniforms is not counted and valued (referred to under agenda item 3.2)</p> <p>Question 13 – Cash in hand balance is not currently verified by a third party.</p> <p>The committee thought that the School Business Manager (SBM) to be appointed for the next term may have thoughts on how to put an appropriate system in place.</p> <p>This led to discussion on the handover from the bursar to the SBM and governors sought reassurance that this would go smoothly, including a handover of documentation and passwords. It was confirmed that documentation has been saved into a SBM folder, accounts will be reconciled to the end of November, and passwords will be arranged on induction. The School Finance Service will also be involved and ensure a correct handover. Governors were satisfied with these plans.</p> <p>Mel will contact the SBM at Cardinal Newman to see whether they have a cash handling procedure.</p> <p><u>7.3 To receive an update on the Governors' Fund</u></p> <p>Anonymised bank statement were supplied with the document pack to confirm entries into the spreadsheet.</p> <p><u>7.4 To agree Governors' Fund Financial Return to Diocese</u></p> <p>Governors were advised through the November edition of the Alpha Beta bulletin that it is no longer a requirement to submit this document.</p> <p><u>7.5 To receive an update on arrangements for audit of voluntary funds</u></p> <p>Discussed under agenda item 3.2.</p> <p><u>7.6 To agree Terms of Reference for Voluntary Funds</u></p>	MF

	<p>Governors Fund Terms of Reference: To be changed to “School Improvement Fund”. To remove delegation of up to £2,000 to Headteacher, as any payments are only for projects exceeding £2,000. A governor asked why school is still using cheques. It was confirmed that the long term intention is to become a cashless school. However, the question was also to determine why the Governors Fund still pays by cheque. This is because a charity account cannot have a debit card or online banking, as two signatories are required.</p> <p>For the School Fund, school has not yet set up a BACS system.</p> <p>Both terms of reference will be brought before FGB for approval.</p>	
8.	<p>To receive a report on and, if required, authorise write-offs or disposals, if any</p> <p>None reported.</p>	
9.	<p>To consider the Schools Financial Value Standard (SFVS) – questions and dashboard</p> <p>Mel and Peter will continue to work on the questions and ensure it is ready in time for FGB in January.</p> <p>Schools Finance will be asked to complete the dashboard. Kathy to arrange.</p>	<p>MF, PT</p> <p>KM</p>
Buildings/Grounds/Health and Safety		
10.	<p>Buildings/Grounds</p> <p><u>10.1 To receive an update on LCVAP bid</u></p> <p>The LCVAP bid has been submitted, and school will hear in January whether it has been successful. If not, some issues will have to be addressed ourselves.</p> <p><u>10.2 To receive an update on building (Property Action Plan)</u></p> <p>Laying of stair vinyl during October half term was delayed due to the Caretaker’s absence. This will now be done in February half term. Kitchen still needs to be actioned.</p> <p>A new key pad will be obtained for the gate. This has become necessary because teachers cannot access the car park due to parents dropping their children off for breakfast club. It was emphasised that this has been an ongoing issue, as parents have never been allowed to use the car park, but ignore the instructions.</p> <p>Pot holes have appeared again in Olde Place Mews, likely caused by cars turning into the staff car park. The caretaker will look into repairing the holes, but this will be considered further at the next H&S subcommittee meeting.</p>	<p>KG</p> <p>H&S</p>
11.	<p>Health and Safety</p> <p><u>11.1 To receive a report from the H&S subcommittee</u></p> <p><u>11.2 Accident/Incident Reports</u></p> <p>Pier updated the committee on one accident in the playground which resulted in a child suffering from mild concussion. She outlined the circumstances and concluded that it was a genuine accident and not due to any negligence.</p> <p><u>11.3 Fire Drill Report</u></p> <p>One fire drill has taken place this term, which did not raise any issues. It was the first drill for the new Reception class, and all went well.</p> <p>A governor asked whether school practices lockdown and was advised that a policy is in place, but this is not practiced.</p>	

	<p>The committee was advised that an issue arising out of recent car park markings is in the hands of the legal department and may result in school not having to pay for the markings.</p> <p>A governor raised the concern that the building floods around the Infant wooden door and window. The caretaker confirmed that this has already been rectified as he has cleared a drainage channel. If it occurs again the problem will be added to the PAP as red.</p> <p>Vents on the door to the boiler room have been damaged due to being hit by balls. Balls are not permitted in that playground. The caretaker will remind Anna that children attending ASC should not kick footballs.</p> <p><i>11.4 To receive an update on review of all risk assessment, policies and procedures</i></p> <p>Date of 7 January has been agreed.</p> <p><i>11.5 To consider any forthcoming school trips needing governor approval</i></p> <p>Letters are going out to parents soon for residential trips in May (Y5) and June (Y6), same venues as previously.</p> <p>In relation to trips/enrichment activities generally, the committee was advised that school receives fewer voluntary contributions for in-school workshops than for outings. In light of poverty proofing, school seeks to provide in-school workshops as these give children a great learning experience at a lower cost than trips. Governors agreed that it is important to feed back to parents that, although the activity takes place in school, there is still a cost involved which school seeks to cover through voluntary contributions and asked the Headteacher to highlight this in a future newsletter.</p> <p><i>11.6 To discuss approach to administering Paracetamol (H&S Newsletter and Supporting Pupils with Medical Conditions Policy attached)</i></p> <p>A recent communication from the LA advised schools that they may now adopt a policy of administering Paracetamol for immediate pain relief. The committee considered whether this option should be included in the Administration of Medicines section of the Supporting Pupils with Medical Conditions Policy.</p> <p>Jess agreed to look into this further, due to her professional expertise. She will also draft a letter to chemists about generic Epipens and inhalers.</p> <p>Governors noted from the policy that some First Aid related training expires at the end of November and asked whether this is being renewed. Kathy will organise for a trainer to come in for a day.</p> <p>It was noted that school was charged £200 for Epipen training. Jess advised that this training should normally be delivered free of charge if there is a child in need of an Epipen in the school.</p>	<p>PA, KG</p> <p>AP</p> <p>JW JW</p> <p>KM</p>
Policies and other statutory documents		
12.	<p><i>12.1 To consider the new LA model Charging and Remissions Policy and, if thought fit, to approve</i></p> <p>Approved: The new Charging and Remissions Policy was unanimously approved, subject to the insertion of “cost of bought-in workshops” among the activities for which a voluntary contribution is sought.</p> <p>It was agreed to continue with a three year review frequency.</p>	

<p><u>12.2 To consider, and if thought fit, to agree to recommend the following to FGB for approval:</u></p> <p>12.2.1 Gifts and Hospitality Policy</p> <p>Questions arising during previous discussions have now been clarified, ie staff gifts will be covered from self-generated income or collections. Lettings income will therefore be taken out of the budget and put into the School Fund.</p> <p>Agreed:</p> <p><i>The committee unanimously agreed to recommend the Gifts and Hospitality Policy to FGB for approval.</i></p> <p>12.2.2 Educational Visits Policy</p> <p>Communication has been received from the LA that ratios have been slightly relaxed.</p> <p>Agreed:</p> <p><i>The committee unanimously agreed to recommend the Educational Visits Policy to FGB for approval, subject to amendments in line with new LA recommendations for ratios. The clerk will amend.</i></p> <p>12.2.3 Sick Absence Management Procedures</p> <p>Agreed:</p> <p><i>The committee unanimously agreed to recommend both Absence Management Procedures to FGB for approval.</i></p>	RA
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Documents circulated prior to and at the meeting:

- Minutes of the last meeting
- Action points from the last meeting
- Staff Wellbeing Survey blank
- Outturn Report
- OLOL Impact Statement
- Sports Premium spending
- School Fund Questionnaire
- Governors' (School Improvement) Fund spreadsheet and two bank statements
- Governors' (School Improvement) Fund Terms of Reference
- School Improvement Fund Terms of Reference
- SFVS blank
- Property Action Plan
- H&S Newsletter
- Supporting Pupils with Medical Conditions Policy
- Charging and Remissions Policy
- Gifts and Hospitality Policy
- Educational Visits Policy
- Sick Absence Management Procedure
- HT Sick Absence Management Procedure
- Breakfast club Reconciliation

- Budget Report
- School Fund Balances