

Our Lady of Lourdes Catholic Primary School

Minutes of a Resources Committee Meeting– 16 January 2020, at 10am at the school

The three core strategic functions of the Governing Body:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- 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 Barber (Headteacher), Mel Fane (Committee Chair), Kevin Golding (Site Manager, associated member), Dee Simson,

Apologies: Peter Tierney

Quorum: Three governor committee members. Four 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 Headteacher opened the meeting with prayer. Apologies were received from Peter Tierney. The committee considered to reasons for his absence in connection with the commitment required from governors as part of the agreed Code of Conduct and <i>agreed to accept his apologies.</i>	Actions
2.	Declaration of business interests or interests of loyalty in agenda items None.	
3.	Minutes of the last meetings, 21 November <i>3.1 To agree accuracy of minutes</i> The minutes and confidential minutes were <i>agreed as a true record</i> and signed by the chair. <i>3.2 To discuss matters arising, including action points – if not elsewhere on this agenda</i> PAP Group/H&S Sub-committee: PAP group meets next Thursday, joined by the Headteacher. A H&S walk will also be conducted. Pot holes in Old Place Mews will also be discussed on that occasion. It was requested that this discussion should include H&S aspects of parental access to the car park via Old Place Mews, as there is currently a discrepancy between governors’ understanding of parental access - that there should be none -, and what is communicated to parents - that it can be used for Breakfast Club drop off. Discussions covered the following points: <ul style="list-style-type: none">The importance of calm access to the school, especially as the school is founded in calmness and gospel values	

	<ul style="list-style-type: none"> • Conversations with Olde Place Mews residents • The timing of the message to parents, should any changes be communicated, as the Headteacher is currently building relationships with parents. <p>With a view to clarifying parental use of car park at the time of the new intake in September, it was agreed:</p> <ul style="list-style-type: none"> • The message communicated at the moment would be that “we are looking into access to the school” • Headteacher and Caretaker to meet with one resident to begin conversations and build a relationship • Further discussions at H&S sub-committee <p>Pot holes are getting worse because of excessive use of Old Place Mews. The committee was reminded of the agreement with residents that school would be responsible for 70% of any repair cost, and residents would cover 30%. Residents have meanwhile changed and may not be aware. Dee will email main points about the split.</p> <p>Anita’s actions: These were the outcome of a confidential discussion at the last meeting and continue to be recorded as confidential minutes. The Headteacher will take over Anita’s action and put a notice in the newsletter about voluntary contributions for in-school workshops.</p> <p>Kevin’s actions: Risk assessment meeting with Pier was scheduled for 7 January but deferred, in order to enable the new Headteacher and SBM to be involved too.</p> <p>Kathy’s actions: Regarding TTO, all staff have received their letters, and all have attended meetings organised by the LA. Dee and Mel will update the new Headteacher and SBM about the contracts issue. The letter to the photocopier company has been sent, but it is not clear whether a response has been received. The clerk will check with the SBM.</p> <p>Mel will speak with the SBM about electricity charges and the impact of solar panels.</p> <p>Virement of £1,000 will be checked when the next outturn is received. SFVS Dashboard has been completed.</p> <p>In connection with First Aid training, Pier informed the committee that she and Mel had checked the current H&S policy against new statutory requirements for a First Aid Policy and confirmed that all is included. This will be brought to the next Resources Committee meeting. First Aid training for staff has been booked, and Pier is also looking into bespoke training for support staff etc and is liaising with the SBM. Going forward, a rolling programme will be introduced, so as to ensure that not all training expires at the same time. This will be looked into further by Pier and the Headteacher.</p> <p>Peter’s actions: Hall hire advert to be designed by Peter is no longer relevant.</p> <p>It was agreed that the timing for sending out information about childcare vouchers would be reviewed. Mel will discuss with the SBM.</p> <p>Mel’s actions: CNCS does not have a cash handling policy. Issues identified through internal review will be addressed appropriately by the new SBM.</p>	<p>PB, KG</p> <p>DS</p> <p>PB</p> <p>DS, MF</p> <p>RA</p> <p>MF</p> <p>MF, PA</p> <p>PA, PB</p> <p>PB, MF</p>
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	<p>Jess's actions: Jess has been in touch with Pier about Paracetamol administration. Pier will add her advice to the Supporting Pupils with Medical Conditions Policy, which incorporates the Administration of Medicines Policy. To be completed by 23 January.</p> <p>All other actions have been completed and/or do not require further discussion.</p>	PA
Staffing		
4.	<p>Staffing update</p> <p><i>4.1 General update – comings and goings</i></p> <p>There were 15 applications for the recently advertised TA role. Two part time INAs have been appointed.</p> <p>The Reception TA has submitted her resignation, and an advert has gone out.</p> <p>One teacher is going on maternity leave. Pier confirmed that a risk assessment has been completed.</p> <p>The Headteacher has arranged a return to work meeting for the teacher currently on maternity leave.</p> <p>The committee was updated on CPD undertaken by the Deputy Headteacher.</p>	
Finance		
5.	<p>School Budget</p> <p><i>5.1 Outturn Report</i></p> <p>Not discussed. Deferred to FGB meeting 30 January.</p>	
6.	<p>To discuss the completed Schools Financial Value Standard (SFVS)</p> <p>The SFVS has been completed. Questions to be clarified by the committee were:</p> <ul style="list-style-type: none"> • <i>Question 4 (register of business interests of staff members)</i> <p>Whilst governors submit an annual declaration of interests, this is not currently done for staff. It was suggested that this should be incorporated into the first Inset day of the academic year, when staff also sign the form that they have read Safeguarding information. Car insurance information could also be updated at the same time.</p> <ul style="list-style-type: none"> • <i>Question 8 (asset register)</i> <p>The clerk has obtained examples of an asset register from another school and will forward to the Headteacher. The committee discussed how this should be completed and agreed that initially the PAP group would work on it as part of their school walkaround. Following on from that, the Caretaker would update it with new items.</p> <p>The asset register should also list the value of items.</p> <p>Governors asked whether valuable items are still marked. This does not currently happen, but should be done.</p> <ul style="list-style-type: none"> • <i>Question 11 (pupil number projections)</i> <p>The clerk was asked to check with the SBM whether a presentation on pupil number projections and their impact on the budget could be provided for the next Resources Committee meeting.</p> <ul style="list-style-type: none"> • <i>Question 16 (benchmarking size of SLT)</i> <p>Benchmarking will be an agenda item at the next meeting.</p> <p>In the past the committee has considered benchmarking reports produced by Arbor, but these do not include any staffing detail. It was</p>	<p>RA</p> <p>RA</p>

	<p>agreed that, since the DfE benchmarking site has become much more user friendly, reports produced by Arbor are no longer required. The Headteacher will check with Anita whether there is a subscription which should be cancelled.</p> <ul style="list-style-type: none"> • <u>Question 17 (benchmarking income and expenditure)</u> <p>Benchmarking will be considered at the February meeting.</p> <ul style="list-style-type: none"> • <u>Question 21 (comparing non-staff expenditure against DfE recommended national deals)</u> <p>School generally goes with LA recommendations and questioned whether the LA compares their deals against DfE national deals.</p> <ul style="list-style-type: none"> • <u>Question 29 (consider results of dashboard)</u> <p>Governors carefully considered the contents of the dashboard and are comfortable with the gradings given. This will continue to be monitored by this Committee.</p> <p>The clerk will complete the Actions page and send back to the committee prior circulating to FGB for approval on 30 January.</p>	RA
Premises		
7.	<p>To discuss next steps for Staff Room refurbishment</p> <p>This will be discussed by the PAP group at their next meeting.</p>	PAP
8.	<p>To receive Hire Agreement compliance monitoring report</p> <p>No report has been received yet. The chair will arrange a meeting with the SBM to discuss outstanding issues from the Hire Agreement and how it is put into practice and communicated to hirers. Once satisfied, it can be used as another avenue for marketing the school.</p>	MF
Planning ahead		
9.	<p><u>9.1 To discuss and agree content of SBM Reports to the committee</u></p> <p>Chair and vice chair will discuss what they would find helpful and liaise with the SBM before the next meeting.</p> <p><u>9.2 To discuss and agree other ways in which new SBM can assist the committee</u></p> <p>To be discussed outside of this meeting by the chair and vice chair.</p>	MF, DS
		MF, DS
Policies and other statutory documents		
10.	<p>To consider examples of other schools' Debt Policies</p> <p>The chair reminded the committee of the background to the proposal to adopt a Debt Policy, referring also to the school's commitment to Poverty Proofing. Three sample policies had been circulated prior to the meeting, one of which was clearly preferred as the language was more compassionate than in the other examples.</p> <p>The clerk will format and send to the committee and the SBM to finalise school specific wording.</p>	RA

Documents circulated prior to and at the meeting:

Minutes and confidential minutes of the last meeting
Action points from the last meeting
Childcare voucher information
SFVS
Benchmarking report
Two SBM report examples

Three Debt Policy examples