

Our Lady of Lourdes Catholic Primary School

Minutes of a Resources Committee Meeting– 27 February 2020, at 11.30am 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 (till 12.45pm), Paul Barber (Headteacher), Mel Fane (Committee Chair), Dee Simson

Apologies: Kevin Golding (Site Manager, associated member)

In attendance: Kim Breckell (School Business Manager SBM)

Quorum: Three governor committee members. Three/four governor committee members were present. The meeting was quorate throughout.

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 and accepted from Kevin Golding. The committee noted that, due to a resignation, there is a vacancy on the committee, and it is essential that this is considered in governor recruitment.	Actions
2.	Declaration of business interests or interests of loyalty in agenda items None.	
3.	Minutes of the last meetings, 16 January <i>3.1 To agree accuracy of minutes and confidential 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> Property Action Plan (PAP) group: The caretaker's absence has impacted on the ability to complete the action points. Pot holes are therefore still outstanding, as is staff room refurbishment, although the aim is to have the staff room refurbished for September and to ensure that it is communicated to staff that this matter is important to the governing body. The next H&S walkaround has been scheduled for 13 March and will lead into a PAP meeting. Paul's actions: Due to the caretaker's absence no meeting with Old Place Mews residents has taken place.	

<p>A notice was put in the newsletter about voluntary contributions for in-school workshops, though it is not clear whether this has had an impact. Not sure what impact was about increasing voluntary contributions. H&S training has been addressed.</p> <p>Cash handling procedures are being looked into by the SBM. A bank account has now been set up, and some trips have been set up on Parent Pay to experiment with. Parents appear to be reluctant to use this system, but it is hoped that this will improve.</p> <p>Governors asked:</p> <ul style="list-style-type: none"> • Although cash coming in will in future be minimal, there will still be some. Have you made any changes with regard to the key and the safe? – This is pending, due to the caretaker’s absence as prior to his absence, he was asked to do research into key boxes. • Do you think you feel confident when cash comes in? - Currently cash is only seen by the SBM, but we are looking into getting another person checking it. It was agreed that the role of the SBM always involves an element of trust, but proper procedures must be in place. • Has there been correspondence to parents around BACS payments? – A reminder of the possibility to pay by BACS is going out with every letter requiring payment. It was suggested that this could also be discussed with Parent Council. <p>This led to discussions around school uniform. In terms of poverty proofing, enquiries are being made about iron on logo, to be used on jumpers bought on the high street. This approach may further help to reduce cash payments for school uniform. It was recognised that care must be taken not to have a two tier system, where some children have embroidered logos, and some have iron on logos. Uniform should continue to look smart, not in different shades of blue. Re-sale of second hand uniforms is in the process of being arranged through Smarter Uniforms.</p> <p>Pier’s actions: The Ofsted registration process of After School Club is now under way. The SBM will find out whether there has been any further action relating from this.</p> <p>Governors asked whether further consideration has been given to children under eight years old while the registration is still in progress. The Headteacher confirmed that he will look into it and put actions in place.</p> <p>Dee’s actions: The letter about 70/30 split of cost for Old Place Mews maintenance was presented to the Headteacher. It was recognised that this was a one off arrangement, and further negotiations would have to be held for any major repairs.</p> <p>The SBM is aware of the contracts issue. Staff with no contracts have been coming in to ask, and these have been processed. It was agreed to aim for this task to be completed by 31 October, the beginning of September being a good opportunity to catch up when staff are also asked to sign various other documents. Contracts should also be filed electronically. This will be an agenda item at the first committee meeting in the Autumn term.</p>	<p>KB</p> <p>PB</p> <p>RA</p>
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	<p>Mel's actions: Electricity charges were discussed between the SBM and Dee when looking at the outturn. They appear to be higher than they should be, and especially in light of now having solar panels. Implementation of the Hire Agreement with hirers is work in progress. Governors asked what measures are being taken to ensure that electronic equipment brought in by hirers is PAT tested and relevant documents are produced. The SBM confirmed that requests are going out with the invoices for the next hiring period. All other actions have been completed and did not require further discussion.</p>	
Staffing		
4.	<p>Staffing update</p> <p><i>4.1 General update – comings and goings</i></p> <p>The caretaker is on long term sick leave. The corona virus has not affected staff attendance, but has caused some anxiety. A Reception TA has been recruited, to start w/c 2 March.</p> <p>The Y5 teacher is re-locating, and the Y6 temporary contract is coming to an end in July, resulting in two vacancies. Adverts are just being finalised, to be posted on the DfE's free site, the Diocese, LA, school website and if possible at Cardinal Newman. Governor presence for interviews is requested. Universities will also be approached to seek the opportunity to talk with Primary undergraduates, as at least one NQT application would be welcomed.</p> <p><i>4.2 To note the updated staffing and reporting structure</i></p> <p>Governors were updated on the slight changes to the reporting structure. Currently there are two staff members working in the office, and the Headteacher would like to see this increased, to enable the SBM to focus on her role, as the current structure does not allow her to do this.</p>	
5.	<p>Staff Wellbeing</p> <p><i>5.1 To consider the responses to the Staff Wellbeing Survey</i></p> <p>Governors were disappointed with the low response rate (12 response). Although this is statistically still valid, the bigger question would be to consider why so few people completed the survey. The Headteacher gathered from conversations with staff that some were unsure exactly what the purpose of the survey is and therefore laboured over the answers in a way that was not intended.</p> <p>The committee considered how this could be addressed in the future. Those who did respond were very positive, and staff felt supported, also during the transition period which is testament to the Acting Headteacher's good work. In future consideration will be given to:</p> <ul style="list-style-type: none"> • Timing of the survey • The way it is communicated • Review of questions <p>It would mean having the survey as part of wider staff evaluation, together with a board communicating outcomes. The Headteacher will action this for future surveys.</p> <p><i>5.2 To consider Staff Absence statistics for the Autumn term</i></p> <p>This was the first time this data was presented to the committee, and therefore there was no comparative data to consider.</p>	PB

	<p>The SBM explained the procedures, ie that absences are sent to the LA monthly, and also monitored internally by the Headteacher and Deputy Headteacher and triggers identified. Child care absence for staff members is now unpaid.</p> <p>Return to work interviews are being conducted with TAs. These are on a forward trend, but also depend on the staff member being proactive with their line manager.</p>	
Finance		
6.	<p>Budget 2019-20</p> <p><i>6.1 Outturn Report</i></p> <p>The outturn shows a projected underspend of £28,451.</p> <p>The committee noted the deficit on clerical/admin staff and other cost centres under “staffing”. Admin overspend is due to an overtime claim which is currently being investigated by the LA. It is likely to be two claims that have come out in the same month.</p> <p>Governors asked for an explanation why “teachers” is underspend by nearly £20,000. It was pointed out that previously, Deans Sports Partnership was paid through this cost centre. There is a £10,000 overspend under Sure Start Sports Development due to the Deans Sports Partnership invoice having been received, and this will now be paid through “teachers”.</p> <p>In response to the question why “cleaners” is overspend, this is likely to be due to a mis-coded INA role claim.</p> <p>Contract cleaning – provision has been made to cover task which may build up in the caretaker’s absence.</p> <p>Governors were surprised to see that electricity costs do not appear to have reduced since the installation of solar panels. It was agreed to invite OVESCO in to understand how the system is meant to be working.</p> <p>Transport and Travel – The Y6 Residential trip goes through this cost centre, and there is a cross over with next year’s budget. The SBM has contacted Finance.</p> <p>Breakfast Club - £8,500 shortfall, partly due to a lot of debts. The SBM has split her time chasing the debts and putting in processes so that the situation is not repeated. Governors asked at what point we accept to take the loss and stop spending time on chasing. The committee agreed that it is important to concentrate on looking forward and putting practices in place. The SBM will chase until Easter. Some of the overspend is also likely to be due to resources. For next year’s budget, it is important that Breakfast Club is properly budgeted for.</p>	KB??
7.	<p>Voluntary Funds</p> <p><i>7.1 To receive an update on the School Fund</i></p> <p>Nothing to update since the last report. It was agreed that the School Fund should be discussed at the next meeting in more detail at the next meeting, also in connection with how it is managed and the relationship between the school fund and the budget.</p> <p><i>7.2 To receive an update on the School Development (Governors’ Fund</i></p>	

	<p>No funds have been spent since the last report. However, the flooring on the stairs has not been completed due to the caretaker's absence, and this is an expected expenditure.</p> <p><i>Pier left at 12.45pm</i></p>	
<p>Draft budget and benchmarking to be considered at the end of the meeting, when we will move into the ICT suite to look at these on the screen.</p>		
<p>Premises and Health and Safety</p>		
8.	<p>To receive an update from the Insurance meeting between LA and representatives from Catholic schools – including Risk Protection Arrangement (RPA)</p> <p>Information on RPA and a detailed breakdown of insurances were circulated prior to the meeting.</p> <p>The committee was advised that schools are not required to take out Catholic Buildings Insurance, although this had previously been communicated to schools. The Diocesan Buildings Officer still recommends it due to the cover provided. Since discussions have been held, the Catholic Insurance have dropped their premium by 15%. All other Catholic schools take out optional insurance, and governors will need to consider this more carefully when renewal is due again.</p> <p>The SBM is planning to attend a Deanery SBM meeting w/c 2 March on the same subject and will report back at the next meeting.</p>	KB
9.	<p>To receive an update on Buildings and H&S from the H&S subcommittee</p> <p>This was discussed under agenda item 3.2.</p>	
10.	<p>To receive an update on LCVAP</p> <p>The LCVAP bid has not been granted and will be submitted again next year.</p>	
11.	<p>Health and Safety Updates</p> <p><i>11.1 <u>Accident Reports</u></i></p> <p>None this term.</p> <p><i>11.2 <u>Fire Drill Report</u></i></p> <p>This is overdue, due to the caretaker's absence. Other staff are uncertain of procedures around the operational management of a fire drill. This will be discussed at an SLT meeting and an update given at the next meeting.</p>	PB
12.	<p>To receive Hire Agreement compliance monitoring report</p> <p>Governors recognise the urgency of implementing proper procedures in connection with legal requirements. The SBM confirmed that she is in the process of issuing invoices and using this process to collect all other required information.</p>	
<p>Policies and other statutory documents</p>		
13.	<p><i>13.1 <u>Debt Policy</u></i></p> <p>Agreed:</p> <p><i>The committee unanimously agreed to recommend the Debt Policy to FGB for approval, with an annual review cycle.</i></p> <p>The committee will monitor its implementation through reports from the SBM.</p> <p><i>13.2 <u>Health and Safety Policy</u></i></p>	

	<p>Further items for clarification were identified. The SBM and the Headteacher will go through it and bring it back to the next meeting. Training is in the process of being updated.</p> <p>13.3 <u>Supporting Pupils with Medical Conditions Policy</u> Procedures around the administration of paracetamol had been added to the policy. Governors asked how procedures would be implemented with regard to parental permission. This was discussed, and it was agreed to add that parents would always be phoned for permission prior to administration.</p> <p>Agreed: Subject to this addition, the committee unanimously agreed to recommend the Supporting Pupils with Medical Conditions Policy to FGB for approval.</p> <p>13.4 <u>NQT Policy</u> Governors' responsibilities were highlighted.</p> <p>Agreed: The committee unanimously agreed to recommend the NQT Policy to FGB for approval.</p> <p>13.5 <u>– additional item added after agenda was circulated –</u> <u>Adverse Weather and Snow Policy</u> The committee asked for further clarification on roles for days when part time staff members are not present.</p> <p>The Headteacher will update.</p>	<p>PB/KB</p> <p>PB</p>
<p>Finance continued</p>		
<p>14.</p>	<p>To consider the Draft budget 2020-21 in particular – The SBM talked the committee through the draft budget. Staffing currently stands at 102%. This is a significant increase on last year, for the same number of staff. Governors asked how the proposed additional admin role can be paid for and were advised that this is still being considered.</p> <p>Although the LA requests the draft budget to be submitted at the end of February, it was reported that this is not a strict deadline.</p> <p>The SBM and the Headteacher will discuss the budget again w/c 2 March, then she will go through it with Dee, prior to submission to the LA.</p> <ul style="list-style-type: none"> • <u>Impact of pupil numbers</u> Governors asked to be taken through the relevant part of the spreadsheet at a future meeting. • <u>Review Services to Schools</u> <p>The Headteacher and SBM will look at the Service Level Agreements (SLAs) in more detail.</p> <ul style="list-style-type: none"> • <u>Having a Governors' Training budget</u> Although most of the governor training is provided through the LA's Governor Support services (covered through Services to Schools), the sessions run through the Diocese are usually to be paid for. Governors do not wish to take funds from a stretched budget to the detriment of provision for pupils, but asked the SBM to consider what flexibility there is. It is not the highest priority for the budget, but important to consider. 	<p>KB/PB DS</p> <p>KB/PB</p> <p>KB</p>

15.	<p>To consider Benchmarking data – to be accessed together</p> <p><u>15.1 Finance</u></p> <p><u>15.2 Staffing</u></p> <p>Deferred</p> <p>The meeting closed at 12.45pm</p>	
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- Documents circulated prior to and at the meeting:**
- Minutes and confidential minutes of the last meeting
 - Action points from the last meeting
 - Staffing and Reporting Structure 2020
 - Staff Survey (two documents)
 - Absence spreadsheet and absence notes
 - Governors Fund bank statement
 - Governors Fund spreadsheet
 - Notes from Insurance meeting
 - Insurance cover arrangements
 - Property Action Plan
 - NQT Policy
 - Debt Policy
 - Health and Safety Policy
 - Snow and Adverse Weather Policy
 - Supporting Pupils with Medical Conditions Policy
 - Outturn Forecast