

Our Lady of Lourdes Catholic Primary School

Minutes of a Resources Committee Meeting– 24 June 2020, at 10.00am via Zoom

Outstanding Governance reminder:

Governing bodies should have a strong focus on the core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the Principal to account for the educational performance of the school and its pupils; and
3. Overseeing the financial performance of the school and making sure its money is well spent
4. To maintain and develop the Catholic nature of the school

In this meeting governors will be mindful of equalities issues in all agenda items

Present: Pier Anscombe, Paul Barber (Headteacher), Mel Fane (Committee Chair), Dee Simson

Apologies: Kevin Golding (Site Manager, associated member)

In attendance: Kim Breckell (School Business Manager SBM), Giulia de Rosa (co-chair of governors)

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 and accepted from Kevin Golding. All confirmed that conversations cannot be overheard.	Actions
2.	Declaration of business interests or interests of loyalty in agenda items None.	
3.	Minutes of the last meeting <i>3.1 To agree accuracy of minutes</i> The minutes were agreed as a true record and will be signed when face to face meetings are possible again. <i>3.2 To discuss matters arising and action points completed (to include update on any communications from OVESCO)</i> Min 6.2: Currently staff are not receiving allowances for First Aid as this is only applicable to staff who have completed the full three day training. Staff had intended to take part in such training, but this was cancelled due to Covid. Some have taken part in online training, but this is not applicable for allowances. The full three day training, for which allowances are paid,	

	<p>allows staff to have additional responsibilities such as rotating of stock etc. A fresh start on training will be made in September. “Staff training” has been separated from “Staff expenses”.</p> <p>Min 7: Optional insurance was arranged immediately and is now in place. Governors thanked the SBM for her speedy action. The SBM sought reassurance that a Direct Debit of £20 for Be Wiser insurance can be cancelled, as there is no record of school having taken out an insurance with that company. This was agreed.</p> <p>Min 8: School Development Fund (Governors’) Fund spreadsheet and bank statement to follow by email.</p> <p>Min 10: It was confirmed at the recent fire inspection that the fire alarm is not connected to the fire station, due to the small size of the school. The SBM arranged for a maintenance check after the last meeting; further catching up of maintenance, which had to be deferred due to the caretaker’s long term sick leave, has also been arranged for the summer holidays. Governors asked whether this will be an extra expense, and if so if it is of concern. It is an additional expense, but some of it, ie the cleaner, can be reclaimed through Covid-19 expenses.</p> <p>OVESCO: The SBM has tried to contact the company with emails and answer phone messages to get clarity over electricity and solar panel meter readings, but has not had a reply. She has also been in touch with other SBMs whose schools have also used OVESCO, and they do not see the expected savings either.</p> <p>It was agreed that Kim should contact Mark Brunet at the diocese who was involved in the decision to go with OVESCO, and to continue to contact the company.</p>	KB
4.	<p>To receive an update on the School Development (Governors’) Fund Due to school closure, only the monthly standing orders have been received, which add up to around £300 per month, bringing the School Development Fund to just over £19,000. This includes the DFC allocation which has just been received.</p> <p>During the previous academic year it had been agreed how this would be spent (stairs flooring etc), but this was delayed for a number of reasons. In light of Covid, it was considered prudent to review these plans (item 5).</p>	
5.	<p>To discuss plans for spending DFC allocation The Headteacher explained that, due to the Covid situation, he has increasingly been considering how to support children’s learning remotely, also in view of the likelihood of continued blended learning from September. He has also evaluated the means the teachers have available to deliver this type of learning and has identified ways to improve these and to remove barriers staff currently face.</p> <p>He has therefore obtained a quote from an LA recommended supplier to:</p> <ul style="list-style-type: none"> • Improve Wi-Fi in the school • Install an interactive whiteboard in the arches <p>The latter would be with a view to turning this area into an additional teaching space, for example to improve music provision for the children, to deliver staff training/CPD, and to continue with provision established during lockdown. The quote received is for £4,880, excluding VAT, or £5,856 including VAT.</p>	

	<p>It was confirmed that it is legitimate to use the School Development Fund/DFC for this project. Appropriately splitting elements of the project may maximise cost efficiency in terms of VAT.</p> <p>The committee agreed that the proposal has numerous benefits, as it would increase the usability of the space, raise staff morale and be of marketing value.</p> <p>The committee considered whether, as the LCVAP bid submitted last year was rejected, the same bid should be submitted again this year. It was confirmed that both projects would be affordable, and the LCVAP project would raise staff morale in Y1 and Y2, being the two classrooms which have not yet been refurbished. Both projects would also be beneficial in light of Covid by increasing space and thereby improving ventilation. Health and Safety related issues, as recorded in the Property Action Plan (PAP) will continue to be addressed; this includes the stairs flooring.</p> <p>The Headteacher informed the committee that the PTA have agreed to pay for a screen with built in computer in the hall. This would improve sound and vision in the hall, so that the hall could be used as an additional teaching space when required.</p> <p>An audit of access points will be undertaken.</p> <p>Further quotes for the Wi-Fi/arches project will be obtained, and once received, a remote Resources committee meeting will be scheduled to agree which quote to accept.</p> <p>The committee was advised that some kitchen cabinets have been donated for the staff room, which releases funds which were previously set aside for that. It was suggested that these could be used to improve the accessible toilet, especially as there are more and more children with intimate care needs coming into school.</p> <p>The impact of the deep clean on the staff room has been remarkable, and adding the new kitchen units will make it a much more pleasant place for staff. A skip has been booked for the summer to clear out other areas, thus creating an environment that is conducive to teaching and learning.</p>	<p>PB KB/PB RA</p>
<p>6.</p>	<p>To receive an update on discussions at Schools Forum</p> <p>In addition to the update that was circulated prior to the meeting, Mel expressed her concern that there is not yet full clarity over what the Covid budget can be used for. The Headteacher explained that he has been approaching this with caution by having checked his plans with the LA and ensuring that correspondence has been kept.</p> <p>Governors asked how it can be ensured that new Reception parents are made aware of the School Development Fund. Pier explained that all relevant forms are included in the new parent pack. Governors would still like to have the opportunity for face to face conversations; this may be possible at parents' evenings in October. There are around 15 new families in Reception, with no sibling connection to the school.</p> <p>The Headteacher invited governors to record a video message promoting the School Development Fund for uploading on the New Reception Parents page on the school website.</p> <p>The SBM explained that there is also the option of adding donations to Parent Pay. Governors agreed that this should be pursued, especially as they had also been keen to encourage cashless payments. Kim will</p>	<p>MF/DS</p>

	research pros and cons and email to the committee prior to the next meeting.	KB
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Documents circulated prior to the meeting:

Minutes of the last meeting

Extracts from draft minutes of Schools Forum meeting