

Our Lady of Lourdes Catholic Primary School

Minutes of a Resources Committee Meeting– 2 October 2020, at 1.30pm remotely

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

Apologies: Pier Anscombe, 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. Three governor committee members were present. The meeting was quorate.

Clerk: Ruth Ali

Minutes signed by: Mel Fane Agreed on: 19 November 2020

Questions/Challenges

Actions

Resolution

1.	Prayer, welcome and apologies The Headteacher opened the meeting with prayer. Apologies were received and accepted from Pier Anscombe and Kevin Golding.	Actions
2.	Declaration of business interests or interests of loyalty in agenda items None. All declared that they are not in a situation where conversations can be overheard.	
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, including action points – if not elsewhere on this agenda</i> Min 3: Kim has spoken with OVESCO. The next bill, covering the period when school was only partially open, was higher than the one covering winter which indicates that there is a problem. OVESCO has been in contact with B&H, who they work with and who were unable to identify a problem. They will visit the school on 29 October to check what is happening. Governors hope that they will also want to check what happened in the past and address this, as they would have expected to have seen savings straightaway. They also requested that contact should be made with Mark Brunet as he had been advising governors on this matter and recommended OVESCO. Mark is visiting the school on 6	

	<p>October in connection with the VASCA bid, and the Headteacher will mention it to him then.</p> <p>Min 5: Wi-Fi has been installed in the arches as part of a wider review of Wi-Fi, making the arches a professional space for staff (middle leadership) meetings. Governors were pleased to know that this arrangement means there is now a separation between staff professional space and recreational space.</p> <p>Governors asked what the final cost of the project was and how much of this would be paid through the Governors' Fund. This was discussed under agenda item 5.1.</p> <p>Min 6: The School Development (Governors') Fund will be promoted to new parents as part of the Virtual Open Events.</p> <p>Cashless payments have been working really well and there are now no outstanding payments for Breakfast Club. It is possible to set up donations on Parent Pay, but allowances have to be made for the percentage Parent Pay takes. Governors asked whether payments made through Parent Pay go straight into the budget and were advised that it is possible to set up different funds on that system.</p>	PB
Staffing		
4.	<p>Staffing update</p> <p><i>4.1 To receive an update on staff absences</i></p> <p>Two long term absences are impacting significantly on the school. These were discussed in more detail, as recorded in confidential minutes. All other staff are in school and showing flexibility with regard to different working arrangements such as staggered start and end times.</p> <p><i>4.2 To consider a request for flexible working (part time)</i></p> <p>One staff member has requested to reduce their hours from five days to two days due to family responsibilities. The Headteacher gave this due consideration but declined the request for two reasons. One is the impact this would have on the education of the children, and the oncosts for two part time teachers in a small school has a significant impact on the budget. The Headteacher is discussing other options with the teacher.</p> <p><i>4.3 To discuss maternity arrangements for one class</i></p> <p>One teacher is expected to start maternity leave towards the end of January. Options to cover this will be discussed further under agenda item 5.4.</p>	
Finance		
5.	<p>School Budget</p> <p><i>5.1 To consider the Outturn Report</i></p> <p>The new spreadsheet will be useful as it provides an outturn every month which will be circulated to the committee.</p> <p>The SBM took the committee through the outturn and explained that some areas will be reflected more accurately in September.</p> <p>Governors asked:</p> <ul style="list-style-type: none"> • Did you estimate a figure for Caretaker? – Yes, it is as forecast. The contract in the system remains the same during the site manager's absence, and it is not possible to change. Any money saved in this cost centre will be spent on contract cleaning. 	

	<ul style="list-style-type: none"> • Can you confirm that a new member of staff has been recruited following the retirement of a cleaner? - Yes. A replacement had been budgeted for, but the new staff member is on less hours. • Does Nviro come under Covid? – Yes, we allocated as much as possible under Covid. <p>The Headteacher explained that he had arranged for a peripatetic teacher to deliver music lessons at £4,500 per year. Governors ascertained that this is not a permanent contract and agreed that it would be reviewed next year, as a separate agenda item.</p> <ul style="list-style-type: none"> • What sort of music lessons are provided? What is possible under Covid? – Percussion, listening, reading music, ukuleles and recorders (outside). <p>IT expenses were outlined for three different projects - hall £4,900, arches £3,000, staff laptops £3,500 – total approximately £10,000. £6,500 of this cost will be reimbursed through the Governors’ Fund. Mel will also arrange payment for the work in the hall through the PTA. Both contributions are not yet showing as income.</p> <p>Covid: So far £8,800 has been claimed, and the total available is £25,000. Notification as to when the next claim can be submitted is imminent. A significant amount of expenditure has been incurred through the Nviro cleaner.</p> <p>Breakfast Club varies considerably from what was predicted. Only 22 children per day attend, with three staff members maintaining bubbles. The predicted income is not covering the cost of the three staff members. However, since the outturn was prepared, numbers have increased slightly. This is kept under weekly review, but it is possible that there will be a £5,000 deficit this year.</p> <p>The committee congratulated the SBM on having recovered £1,400 in debt from outstanding lunch and uniform payments.</p> <p>Governors were pleased to see the reduction in payment for the use of Hilders Field, as it had not been possible to use it for six months.</p> <p><u>5.2 To receive an update on TTO</u></p> <p>An email has been received from Schools Finance confirming that no payments are due until 2021/22. Governors asked whether it has now been clarified how much this will be. The SBM will check – it is clear that the amount will be paid over 10 years.</p> <p><u>5.3 To discuss the impact of Supply costs</u></p> <p>No major changes to the forecast made. School is looking at ways to combat costs associated with periods of self-isolation.</p> <p><u>5.4 To receive an update on catch up funding</u></p> <p>The Headteacher had explained some of his thoughts around the use of catch-up funding to FGB the previous evening and outlined further:</p> <ul style="list-style-type: none"> • Consider whether it is possible to use the funding whilst at the same time reduce the cost of supply and PPA cover • Safeguard against teachers leaving and recruitment being difficult. <p>£12,000 catch-up funding, plus the money that would be spent on supply and PPA cover could create a role along the lines of Cover Supervisor and Intervention Teacher, on a temporary contract for one year. Additionally the money saved by not recruiting to a TA role that became vacant</p>	RA
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	<p>through the retirement of a staff member could contribute to funding this role too.</p> <p>There are two options to use the catch up funding.</p> <ul style="list-style-type: none"> • To employ an Intervention teacher to work with children to catch up, with the additional role (not funded through the catch-up funding) of covering teacher absences. • To employ new or increase the hours of existing support staff to run further interventions. <p>The benefits of the first option are:</p> <ul style="list-style-type: none"> • Interventions are run by a trained teacher • This teacher would also be able to cover the absence of the part time teacher on maternity leave • If a staff member at the start of their career is recruited, this would move the profile of staff to a more appropriate level, as a disproportionate number of staff are higher up on the pay scale having an impact on the percentage of the budget spent on staffing • It could be an attractive offer to an NQT who had not been able to find a permanent job in September • It would increase the capacity of the leadership team and enable the DHT to take time off for the DHT role <p>These are initial thoughts shared with the committee, and a job description and person specification have not yet been prepared. Governors agreed that this is a good idea. Financial aspects were discussed in more detail, and it was concluded that the proposal provides added protection for the budget.</p> <p>Governors asked whether existing staff members may be disappointed that they are not offered further intervention posts from this funding.</p> <p>The Headteacher would advertise the role internally and on the website, and staff have the opportunity to apply for it. It is more beneficial for the children to have just one person delivering their intervention. Adults supporting in the classroom need to continue in their role with their teachers.</p> <p>The committee asked the Headteacher to proceed with this proposal for the use of the catch-up funding.</p> <p><i>5.5 To discuss a budget for Governor Training</i></p> <p>There is a budget for governor expenses, which so far has not been drawn on by governors for expenses incurred as part of carrying out their duties. However, it was requested that this should also cover governor training, and the committee discussed how much to set aside for that. Governors considered the charges for some courses (Diocesan £20 each, diversity webinar £95) and agreed that £500 should be allocated. This will be reviewed next year.</p>	
6.	<p>Voluntary Funds</p> <p><i>6.1 To receive an update on the School Fund</i></p> <p>No update, as the HT and the SBM are not yet in a position to access the School Fund bank account.</p> <p><i>6.2 To receive an update on the School Development (Governors’ Fund</i></p>	

	<p>A spreadsheet had been circulated prior to the meeting. Since then another bank statement has been received. Contributions average £250 per month, £6,500 to be paid into school budget for IT; this leaves around £14,000.</p> <p>Governors were concerned that the School Development Fund is not currently marketed. Y6 parents left and have cancelled their standing orders, and no new ones have been received. As it is not possible this year for governors to attend parent consultation evenings, it was agreed that a letter should be sent to parents.</p> <p>Mel will send the Headteacher a previous letter, this will be amended accordingly and sent out in book bags. Forms will also be put on the website.</p> <p><i>6.3 To discuss administration of Gift Aid</i></p> <p>There is currently no IT access for the Gift Aid administrator. Further discussion on the administration of Gift Aid was therefore deferred.</p> <p><i>6.4 To schedule arrangements for the independent examination of voluntary funds</i></p> <p>Jan who had previously examined the voluntary funds has agreed to do it again this year. Mel will prepare the Governors' Fund.</p> <p>It was highlighted that the independent examination of the School Fund has not been done for two years. This will be arranged as soon as possible, with a view to having both completed by the first meeting after half term (FGB agenda).</p> <p>The report to FGB should also include a summary of income and expenditure.</p> <p>Kim will prepare the School Fund.</p>	<p>MF, PB RA</p> <p>MF</p> <p>KB, MF</p> <p>KB</p>
7.	<p>To receive a report on and, if required, authorise write-offs or disposals, if any</p> <p>There were no write-offs or disposals to authorise.</p> <p>The SBM advised the committee under this item that there had been an expectation of some income from the After School Club provider for the last financial year, which has not been realised. It was clarified that no invoices had been raised for this. Governors considered the situation, taking into account the current circumstances and previous contributions, and agreed that the contribution the After School Club provider has made to other areas of the school far exceeds the amount that had been expected to be paid to the school. They therefore agreed that the matter should not be pursued.</p>	
8.	<p>Contracts</p> <p><i>8.1 To discuss the After School Club and Breakfast Club tenders</i></p> <p>The committee had previously been advised that the current ASC provider is not available to provide a service. As ASC is a major cornerstone of the school's offer and wraparound care is important to prospective parents, a new provision needs to be arranged as soon as possible. An interim solution has been arranged, which parents can agree independently between themselves and the provider, but it is not an ideal situation.</p> <p>The SBM has approached four providers, three of whom have written initial introductory letters, some of whom are offering minimal service. The usual rate seems to be £13 per session.</p>	

	<p>The committee considered the provision other schools have in place, as they felt the quoted cost may exclude some families. Some schools run their ASCs in house, but their charges are not known. Governors considered the impact running it in house has on the workload of office staff and felt that this may not be an option at the moment. The option of subsidies for families who need this was explored. It was noted that, although time is of the essence, providers will also need some time to recruit staff. Some providers have asked about the potential to employ some of the school's staff.</p> <p>The SBM will circulate the tenders to the committee.</p>	KB
Buildings/Grounds/Health and Safety		
9.	<p>9.1 <u>To receive a general update</u> The SBM is working on the Fire Safety Report. PAT testing will be done on 29 October (same date as visit from OVESCO for solar panels), and a few points from the Fire Risk Assessment are still being addressed. Once this is completed, all is up to date. The staff member who is going on maternity leave has completed a RA, also considering additional information about Covid.</p> <p>9.2 <u>Fire Drill Report</u> A fire drill is scheduled for next week. It was confirmed that the fire alarm is tested weekly. Two fire drills will take place – one announced and one unannounced.</p> <p>9.3 <u>Any accidents to report</u> There were no reportable accidents.</p> <p>The Headteacher and Me (H&S link governor) will agree a date to resume termly walkarounds.</p>	PB, MF
Policies and other statutory documents		
10.	<p>To consider, and if thought fit, to agree to recommend the following to FGB for approval:</p> <p>10.1 <u>Scheme of Delegation</u> Contracts – C13: The committee agreed to add “and purchases” for clarification.</p> <p>Agreed: Subject to this amendment, the committee unanimously agreed to recommend the Scheme of Delegation to FGB for approval.</p>	
Committee business		
11.	<p>11.1 <u>To review, and if thought fit, to agree to recommend Committee Terms of Reference to FGB for approval</u></p> <p>Agreed: The committee unanimously agreed to recommend the Terms of Reference to FGB for approval.</p> <p>Any other business: On the day of the meeting, information about changes to the Deans Sports Partnership (DSP) were circulated to all governors. The DSP is funded through the Sports Premium, and it was agreed that this should be discussed further at the next meeting.</p>	RA

	<p>Meanwhile the Headteacher gave a brief verbal background to proposed changes and an update on email exchanges within the partnership. He will continue to keep the chair updated with any further correspondence.</p> <p>The Headteacher closed the meeting with prayer.</p> <p>The meeting closed at 3.50pm</p>	
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Documents circulated prior to the meeting:

- Minutes of the last meeting
- Outturn Forecast August 2020
- Notes from Clerks Forum
- Governors Fund spreadsheet
- Scheme of Delegation
- Committee Terms of Reference

Action points

Item	Who	What	When by	comments
3.2	Paul	Speak with Mark about solar panels	6 October	
5.1	Ruth	Put Music Teacher contract on agenda for Spring 2	completed	On planner
6.2	Mel	Send Paul Governors fund letter		
6.2	Paul	Amend Governors fund letter and arrange for circulation in book bags		
6.2	Ruth	Put forms up on website		
6.2	Dee	Send Ruth forms to put on website 😊		
	Mel			
6.4	Mel	Prepare Governors Fund for IE		
6.4	Kim	Prepare School Fund for IE		
6.4	Kim	Prepare summary of income and expenditure of School fund to go to FGB with IE report		
6.4	Mel	Prepare a summary of income and expenditure of govs fund to go to FGB with IE report		
8	Kim	Circulate ASC tenders to committee	completed	
9.3	Paul	Agree date for walkarounds		
	Mel			
11	Ruth	Put DSP on agenda for next meeting	Completed	On planner