

# Our Lady of Lourdes Catholic Primary School

## Minutes of a Resources Committee Meeting– 19 November 2020, at 12.30pm remotely

### 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 (from 1pm to 1.40pm), 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.	<b>Prayer, welcome and apologies</b> The Headteacher opened the meeting in prayer. The meeting was fully attended.	Actions
2.	<b>Declaration of business interests or interests of loyalty in agenda items</b> None.	
3.	<b>Minutes and confidential minutes of the last meetings, 2 October 2020</b> <i>3.1 To agree accuracy of minutes</i> Both sets of minutes were <b>agreed as a true record.</b> <i>3.2 To discuss matters arising, including action points – if not elsewhere on this agenda</i> <b>Min 3.2:</b> After the Headteacher’s meeting with Mark, the School Business Manager (SBM) has also been in discussions with Ovesco over half term. It was identified that the panels are not working properly, and as a result school does not have to pay Ovesco bills at the moment. Npower has been contacted to check the meter, and it was confirmed that this is not reading correctly. In January the panels will be turned off to reboot. Governors sought clarification as to which charges are paid to the LA and which charges to Ovesco. <b>The clerk will re-send the contract documents and other information for clarification.</b> The committee thanked the SBM for her work in solving this issue. <b>Min 6.2:</b> The Governors’ Fund letter has been shared with parents, and the forms have been uploaded to the website. <b>Min 6.4:</b> The Governors Fund information has been sent to the Independent Examiner. However, due to her being unwell, this has not yet been processed.	RA

	<p>The independent examination of the school fund has not yet been actioned, as the change of bank account signatories is still being processed.</p> <p><b>It was suggested that enquiries should be made for different schools' SBMs to examine each other's voluntary funds.</b></p> <p><b>Min 9.3:</b> A workaround has taken place and paperwork has been shared with the committee – agenda item for this meeting.</p>	PB
<b>Staffing</b>		
4.	<p><b>Staffing update</b></p> <p><u>4.1 To receive an update on staffing – comings and goings</u></p> <p>The committee was updated verbally:</p> <ul style="list-style-type: none"> <li>• There is a vacancy for an intervention teacher, application deadline is 30 November. The focus of the role will be to support boys' writing in Y4, 5 and 6.</li> <li>• Two support staff vacancies (TA and INA), both in Y3, application deadline is 27 November. The Y3 INA vacancy is currently covered by sharing a Y4 INA. Bubbles are being maintained.</li> <li>• Maternity cover vacancy – candidates have been shortlisted, and interviews will take place on Wednesday 25 November.</li> </ul> <p>Governors asked:</p> <ul style="list-style-type: none"> <li>• <b>Have the two members of support staff worked out their notice?</b> – This was confirmed.</li> <li>• <b>For how many hours was their contract?</b> – The INA was to support a child who is not currently at the school but set to return. The staff member had a variety of different roles and was working all day every day. The TA was employed to work in the mornings.</li> <li>• <b>Are you recruiting to the same hours?</b> – Yes, we have a newly qualified teacher (NQT) in that year group, and the reason for recruiting the INA is to support the return of the child who was temporarily at the Pupil Referral Unit (PRU).</li> </ul> <p><u>4.2 To receive an update on staff wellbeing, absences and impact</u></p> <p>Staff are tired and looking forward to the end of term. This is due to staff absences which are covered internally on a long term basis. Morale remains positive, though. However, there is some anxiety around data following children's return to school. Although it was expected to see significant gaps, staff are not used to seeing such gaps and are taking ownership of these problems, when they are not their fault. SLT endeavours to continue to reduce pressure on them by trying to limit the amount of meetings with staff after school. Parent consultations were conducted by phone during the day.</p> <p><i>Pier joined at 1pm.</i></p> <p>Staggered starts and finishes mean a longer day for staff, and there is less opportunity for them to rest. The Headteacher is considering how staff can be freed up during the last week of term; however, this comes at a cost. Looking ahead to setting the budget for next year, he would like to allocate some money to staff wellbeing.</p>	

	<p>Staff are encouraged to leave the building by 5pm; some however feel under pressure by this as they would like to complete their work at school rather than at home.</p> <p>The Headteacher recognised it as a blessing that there has so far been no Covid outbreak at school. However, the threat is still there, which affects everyone's mindset.</p> <p>Governors asked why school is not backfilling vacancies with agency or supply staff, as money is available in the budget. The Headteacher confirmed that this has been considered, but that it is difficult finding agency staff who would immediately be able to work in the way existing staff would; there is also the added concern of bringing Covid into school. He confirmed that staff have volunteered to fill the roles, and with only four weeks to the end of term, this was the preferred option.</p> <p><b>Governors asked the Headteacher to reassure staff on their behalf</b> that they should not take pupils' gaps as a personal failure.</p> <p>They recognised that the current situation is exacerbated by lack of contact with friends and family due to lockdown.</p> <p>Governors asked if there is anything they can do to support staff wellbeing. The Headteacher confirmed that staff know the high regard governors have for them and are conscious of the support they continue to offer.</p>	PB
<b>Finance</b>		
5.	<p><b>School Budget</b></p> <p><i>5.1 To consider the Outturn Report</i></p> <p>Governors asked:</p> <ul style="list-style-type: none"> <li>• <b>Have all pay rises been included?</b> – Pay rises are all in SIMS and have been linked to FMS, and the forecasting therefore takes these into account.</li> <li>• <b>Why does Classroom Assistants show a surplus of £27,596?</b> – This is because new staff has not been recruited yet. Once recruited, this will reduce the overall surplus.</li> <li>• <b>Why is there a surplus in Admin Clerical?</b> – We budgeted for additional admin staff, but have not taken that forward.</li> <li>• <b>Are we replacing the staff member who left Breakfast Club?</b> – Not at the moment. This results in an ongoing surplus.</li> <li>• <b>Do we have any plans for spending money in Buildings Maintenance?</b> – There are plans, but these are not definite at the moment. Due to the long term absence of the site manager no specifics have been identified, but will be looked into.</li> <li>• <b>Why is there a deficit in Curriculum?</b> – This is because we increased the expenditure in the forecast.</li> <li>• <b>There is a £9,500 surplus between Caretaker and Cleaners. Is this shown as part of the Covid 19 expenditure?</b> – Yes.</li> </ul> <p><b>Governors requested to see a breakdown for Covid cleaning and other Cleaning.</b></p> <ul style="list-style-type: none"> <li>• <b>Why has School Development Plan reduced by £2,000?</b> - This amount was assigned to marketing, ie brochure and prospectus, and we are not doing this now.</li> <li>• PTA still has cheques for £4,500 for the school.</li> </ul>	KB



	<p><u>5.1 To monitor Breakfast Club accounts</u> Not discussed.</p>	
6.	<p><b>Voluntary Funds</b></p> <p><u>6.1 School Development (Governors') Fund</u></p> <p><b>6.1.1 To review the fund's Terms of Reference</b></p> <p>The following amendment was agreed:</p> <ul style="list-style-type: none"> <li>Day to day management – change from Headteacher to Resources Committee</li> </ul> <p><b>Agreed:</b> <b>Subject to this amendment, the committee agreed to recommend the School Development (Governors') Fund Terms of Reference to FGB for approval.</b></p> <p><b>6.1.2 To consider the annual report on the SDF</b></p> <p>Noted. An update for the new academic year will be circulated.</p> <p><u>6.2 School Fund</u></p> <p><b>6.2.1 To review the fund's Terms of Reference</b></p> <p>The following amendments were agreed:</p> <ul style="list-style-type: none"> <li>Remove lettings, as these should be processed through the budget as they are not pure income but also include overheads.</li> <li>Residential trips should also be processed through the budget, as school does not make a profit.</li> </ul> <p><b>Agreed:</b> <b>Subject to these amendments, the committee agreed to recommend the School Fund Terms of Reference to FGB for approval.</b></p> <p><b>6.2.2 To discuss the management of the School Fund and its relationship to the budget</b></p> <p>The purpose of this item was to discuss whether there would be any benefit in having the School Fund incorporated into the budget. The SBM would prefer to work with the current setup, once up and running, for a year and then evaluate whether there is a more efficient way.</p> <p><b>6.2.3 To receive an update on the School Fund</b></p> <p>There have been no transactions since the last update, due to the bank account signatories still being amended. A record of transactions that would normally have been processed through the School Fund is being kept and can be made available.</p>	
7.	<p><b>To receive a report on and, if required, authorise write-offs or disposals, if any</b></p> <p>None.</p>	
8.	<p><b>Contracts</b></p> <ul style="list-style-type: none"> <li><u>To receive an update on the After School Club and Breakfast Club tenders</u></li> </ul> <p>The school's chosen provider is Cats Club. They have applied to Ofsted for registration. A survey has been sent to parents to evaluate the need. So far only seven responses have been received, but a reminder will be sent out, as indications in personal conversations with parents has been that there is a much greater need. ASC will need around 15 children in</p>	

	<p>order to operate, and if fewer families require it, it may not be possible to put the provision in place until after Easter.</p> <p><b>Governors asked how many families are making use of the current temporary provision;</b> around seven families. Parents will be reminded that the temporary provision will cease.</p> <p><b>The Headteacher will write a letter reminding parents to respond to the survey, giving a deadline of 27 November.</b> A decision will then be made, based on the number of responses received.</p>	PB
9.	<p><b>SFVS</b></p> <ul style="list-style-type: none"> <li><i>To discuss approach and timetable</i></li> </ul> <p>It was agreed that this should be an agenda item at the meeting in January.</p>	
<b>Buildings/Grounds/Health and Safety</b>		
10.	<p><i>10.1 To receive a general update</i></p> <p>The Headteacher and SBM have conducted a walkaround, and information was shared prior to the meeting through the workplace inspection document.</p> <p>The next step is to prioritise certain actions. It is clear that the absence of the site manager since January, keeping a strategic overview of maintenance needs, coupled with the lockdown, has had an impact on the state of the building.</p> <p>It was proposed that the H&amp;S sub committee would resume their meetings and look at the prioritisation of actions and ensure they are driven through. Mel as H&amp;S link governor highlighted that she would also like to discuss some actions which are not property related, but which have come to her attention through Evolve newsletters.</p> <p><b>The Headteacher and Mel will agree a date.</b></p> <p>Referring to the PAP, it was highlighted that Olde Place Mews is not the School's premises and should not be included in the main body of the PAP. However, the potholes do have an impact on the school, but school should not be held responsible for them. Referring to the access road as a foot note to the PAP and keeping it as an agenda item at H&amp;S sub committee meetings would be more appropriate.</p> <p><i>10.2 To have assurance that Risk Assessments are reviewed in line with statutory guidance</i></p> <p>The Headteacher confirmed that the Covid Risk Assessment is updated at least monthly, or more often if the risk rating has been changed. Risk Assessments for individual staff members are also regularly reviewed and updated; copies will be supplied if requested.</p> <p><i>10.3 Fire Drill Report</i></p> <p>The last fire drill took four minutes. An issue was identified with one fire door (closing too slowly). The SBM has contacted the company to check and fix.</p> <p><i>10.4 Any accidents to report</i></p> <p>One child had their finger trapped in a door frame when the door shut. A finger guard will be installed.</p>	PB, MF
<b>Policies</b>		
11.	<i>To note:</i>	

	<ul style="list-style-type: none"> <li>• <b><i>Snow and Adverse Weather Policy (approved by HT and H&amp;S governor, for information)</i></b></li> </ul> <p>Noted.</p> <p><u><i>Policies due for review next term:</i></u></p> <ul style="list-style-type: none"> <li>• <b><i>Capability of Staff</i></b></li> <li>• <b><i>Special Leave of Absence Policy</i></b></li> <li>• <b><i>Debt Policy</i></b></li> <li>• <b><i>NQT Policy</i></b></li> </ul> <p>Noted.</p>	
12.	<p><b>To discuss moving dates:</b></p> <p>Due to clashes with other commitments, the following dates were agreed for future meetings:</p> <p>28 January 3.30pm  25 February 12.30pm  13 May 3.30pm  1 July 3.30pm</p> <p>Termly updates on Gift Aid were requested. This will be added to the planner. The SBM has agreed to administer Gift Aid.</p> <p>The Headteacher closed the meeting in prayer.</p> <p>The meeting closed at 2.45pm</p>	