

Our Lady of Lourdes Catholic Primary School

Minutes of a Resources Committee Meeting– 28 January 2021, at 3.30pm 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: Pier Anscombe (until 4.30pm), Paul Barber (Headteacher), Mel Fane (Committee Chair), Kevin Golding (Site Manager, associate member), Dee Simson

Apologies: None

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 in prayer. There were no apologies as the meeting was fully attended. It was agreed that item 8 (budget) should be discussed before item 3, in case Dee would not be able to participate fully later in the meeting.	Actions
2.	Declaration of business interests or interests of loyalty in agenda items None.	
3.	Minutes of the last meetings, 19 November 2020 <i>3.1 To agree accuracy of minutes</i> The minutes were agreed as a true record . <i>3.2 To discuss matters arising, including action points – if not elsewhere on this agenda</i> Min 3: Ovesco contract documents etc have been sent. The Headteacher has not yet discussed SBMs examining each other's voluntary funds with the Deanery Headteachers, as there are other priorities at the moment. The SBM advised that Deanery SBMS have arranged a meeting, and independent examination (IE) of voluntary funds is on the agenda for that meeting. Enquiries will be made as to the status of the IE of the last year. Min 4: Staff have been reassured that pupils' gaps are not their personal failure. In addition, the Headteacher will share the Autumn Term achievement data with staff at their meeting on 29 January. This is very positive and shows how hard they have worked to produce these results.	DS

	<p>Min 5: The SBM will circulate more detailed information around Covid cleaning. A claim for costs incurred in the Summer term has been submitted; this also includes some cost for September. The SBM confirmed that £3,000 has been clawed back due to a child having moved. All other actions have been completed.</p>	KB
Staffing		
4.	<p>Staffing update</p> <p><u>4.1 To receive an update on staffing – comings and goings</u></p> <p>Two teachers are on long term absence; both have been referred to Occupational Health. The caretaker has returned back from long term absence. One part time teacher has just started her maternity leave and will be replaced by a cover teacher starting w/c 1 February. The cover teacher is known to the school, and the Headteacher is confident in terms of quality of provision going forward. A TA has been appointed to replace the Y3 TA, due to start when school re-opens again fully.</p> <p><u>4.2 NQT Update</u></p> <p>The Headteacher confirmed that lockdown has no impact on the NQT's PPA time and mentor time. Lesson observation by the mentor will be done remotely. There were no concerns.</p> <p><u>4.3 To receive an update on staff wellbeing, absences and impact</u></p> <p>Staff members present at the meeting were asked about their impressions on staff wellbeing and gave a positive report. The beginning of lockdown was a learning curve for everyone, but anxiety has lessened, and staff have found how to override anxiety issues. The rota system has helped with this as has the flexibility around working from home or school and around how to provide the three quality inputs into remote learning. Staff are looking forward to the half term break as the quality provision offered is intense. Office staff miss being on site. When talking to parents, it is hard not to take on their anxiety. The committee was informed that the parent council had been very positive and that there is mutual understanding and appreciation between staff and parents. Staff appreciate the efforts of governors to make them feel valued and supported.</p> <p><i>Pier left at 4.35pm</i></p>	
5.	<p>Employment checks for EU/EEA teachers from 1 January 2021</p> <p>The committee noted the communication by the Diocese in connection with changes to employment checks. This is an extension to what is already in place for candidates from other countries and will be taken account of if applications from anyone who previously worked in these countries are received.</p>	
6.	<p>To discuss how to proceed with Staff Survey</p> <p><u>6.1 Format</u></p> <p><u>6.2 What do we want to know</u></p>	

	<p>The Chair explained that, whilst staff wellbeing falls within the remit of the Resources committee, wellbeing as a whole is also the responsibility of the Q&S committee. It is clear that the way the Governing Board considers staff is quite holistic, and staff wellbeing would therefore sit better within the remit of the Full Governing Board.</p> <p>Suggested steps forward are:</p> <ul style="list-style-type: none"> • Considering a Wellbeing Assessment tool • Take a flexible approach in gathering information about wellbeing, ie a suite of strategies rather than a survey, as completing a wellbeing survey can in itself cause some staff members anxiety • The SBM recalled practice from another school where staff were asked “what would the ideallook like”, giving staff opportunity to provide the answers to what they would like to see. She will locate a copy of the survey and forward. • Compare this with questions from previous staff survey. • Get input from staff about what approach to finding out about their wellbeing they would suggest. <p>The discussion will continue at FGB, and conclusion for next steps will be reached there.</p>	KB
Covid		
7.	<p><u><i>7.1 To understand Impact of Covid on the budget</i></u> <u><i>7.2 To receive information on Keeping School Clean</i></u> <u><i>7.3 To consider the Risk Assessment and any additional costs</i></u></p> <p>The SBM explained that initially £3,000 had been allocated to Covid expenses, but that meanwhile £22,000 had been spent. Cleaning has been the main expenditure. However, there had also been an impact on staffing in that savings were made through staff members resigning and not replacing them immediately as this was not needed due to Covid, coupled with difficulties around recruitment.</p> <p>The Headteacher explained that, in terms of cleaning expenses, all Headteachers are in the same position. Costs will increase further when children come back into school. A response from the LA is expected, as costs, which had not been budgeted for, were incurred as a consequence of following legislation, with no option for schools to make savings. The issuing of the new lateral flow tests is further increasing costs, as there are stipulations around cleaning requirements for the areas where they are collected from.</p> <p>Headteachers are suggesting that the LA should endeavour to solve the issue by either writing these costs off or offering a payment plan. Meanwhile schools have to “keep cleaning and keep spending”.</p>	
Finance		
8.	<p>School Budget (discussed before agenda item 3) <u><i>8.1 To consider the Outturn Report</i></u></p> <p>The December outturn was circulated prior to the meeting and showed a projected surplus of £60,323.</p> <p>Governors asked/noted:</p> <ul style="list-style-type: none"> • Why is the calculated forecast for “Midday Supervisors” lower than the school forecast? – This is because the Principal 	

	<p>Lunchtime Supervisor is a separate account in our accounts – the line for Principal Lunchtime Supervisor and the Midday Supervisors line cancel each other out. From next year, both will be combined in the Midday Supervisors line, and the actual commitment will be £2,000 more than currently.</p> <ul style="list-style-type: none"> • Term Time Only (TTO) repayments have been delayed by one year. • Electricity now shows a £2,000 surplus. Do we pay our own electricity bill, or do we pay centrally? – It is through a central payment to the council, usually paid in arrears. • Curriculum Extras school forecast was £6,000. £4,500 of this is for music. What other expenses will be covered through that line? – We pay monthly for music; we have also paid for extra resources during lockdown (CGP books). More details will be provided next time. • What were the governors’ expenses? – Training and NGA subscription. • Do we again pay for Hearing Aid Hire? – Yes, there is one child who needs this. • “Donations” shows a surplus of £12,050, with the comment “ICT donation from Gov/PTA”. Can you remind us what the details of this were? – This included laptops for teachers. More details will be forwarded. • LEA Contributions Other, current budget £25,785 – did we know that there would be a long term absence at the time of setting the budget? – No, but usually provision is made as chances for a long term absence during the course of a year are quite high. • Breakfast club shows a shortfall of £8,000. – The SBM explained that she had applied for furlough for the breakfast club staff members for this half term, which would reduce the shortfall. <p>Covid-19 expenditure shows a £22,000 overspend. A claim for this to be reimbursed has been submitted. The first part of the claim has been paid, and it is hoped that the remainder will be reimbursed as well. The LA had previously advised that there is a £25,000 budget to claim, so it is hoped that the full cost can be claimed back. It is not an expenditure line that can be reduced.</p> <ul style="list-style-type: none"> • School Trip Income does not balance against expenditure – do we still owe money to someone? - This will be checked; it may have been the return of the deposit from Blacklands Farm. <p>Governors were pleased to note the projected surplus of £60,323, but highlighted that the in-year surplus is only £6,031, which necessitates continued caution.</p> <p><u>8.2 To consider Pupil Premium Spending Plans</u></p> <p>The Pupil Premium Strategy Statement and Review was circulated prior to the meeting, and the Headteacher explained the range of resources school is using. He recommended the proposed approach as underpinned by the INCo’s experience, the recommendations of educational bodies and the experience of pupils themselves. The committee was asked to consider whether the proposals provide value for money. The next annual statement will be based on this template</p>	<p>KB</p> <p>KB</p> <p>KB</p>
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	<p>and will enable governors to see the actual impact of initiatives, thus being more useful in evaluating value for money, going forward. Governors were happy with the process outlined to them.</p> <p><u>8.3 To consider Sports Premium Spending Plans</u></p> <p>Governors were reminded that previously the majority of the Sports Premium was used to pay for the Deans Sports Partnership. However, this has now been disbanded, so other ways of spending the grant will need to be considered, which aim to widen and improve children’s experience of sport.</p> <p>£2,500 had to be paid towards the redundancy of the Deans Sports Partnership leader. The remaining balance will be used to employ a specialist sports coach. It was clarified that there were no remaining funds from the previous year.</p> <p>It was noted that when the budget is set, it must be ensured that the remainder of funding for this year is allocated to the next financial year. Governors highlighted that it had not been possible to use the funding as intended, due to the unplanned redundancy payment. The SBM advised that the LA is aware of this and may make a recommendation of whether this cost should be covered through a different budget line.</p> <p><u>8.4 To consider Catch-up Premium Spending Plans</u></p> <p>Governors had previously discussed the plans, ie to employ an Intervention teacher. This plan has been implemented, though slightly amended.</p> <p>It had initially been intended to target boys’ Writing in Y4, Y5 and Y6. However, having considered the Autumn term performance data, the support is now focused on boys in Y5, who the intervention teacher supports in school five days a week. This will finish at Easter, making full use of the funding.</p> <p><u>8.5 To receive information on Integrated Curriculum Financial Planning (ICFP)</u></p> <p>NGA guidance had been circulated prior to the meeting, and the chair recommended various workshops, suggesting that the introduction of this approach should be considered.</p> <p>The Headteacher explained that he had already advised governors of intended changes to the curriculum, ie the centrality of reading. He suggested the following next steps:</p> <ul style="list-style-type: none"> • Governors to understand what the curriculum would look like and the educational research it is based on – next FGB meeting • Consider the ICFP guidance document • Cost the three year curriculum plan • Present paper of three year plan to the next Resources committee meeting 	PB
9.	<p>Voluntary Funds</p> <p><u>9.1 School Development (Governors’) Fund</u></p> <p>Currently stands at £16,124.76. This usually increases by £300 per month with standing orders.</p> <p><u>9.2 Update on Gift Aid</u></p> <p>There was no update.</p>	

	<p>The committee discussed their concerns around the legal requirement to issue donors with Gift Aid End of Year tax letters, which is not possible as the gift aid administrators are currently not able to access the spreadsheet and software which is in school.</p> <p>Mel and Dee will discuss this further outside of the meeting.</p>	MF, DS
10.	<p>To receive a report on and, if required, authorise write-offs or disposals, if any</p> <p>None.</p>	
11.	<p>To discuss how to approach completion of the SFVS</p> <p>Governors agreed:</p> <ul style="list-style-type: none"> • The chair will meet with the SBM to discuss the questions and last year's entries (in time for it to be completed before the next Resources Committee meeting on 25 February) • The SBM will complete the dashboard. • The SFVS will be brought before the next Resources Committee meeting. 	MF KB
Buildings/Grounds/Health and Safety		
12.	<p><u>12.1 To receive a general update</u></p> <p>A formatting issue on the Property Action Plan (PAP) was clarified, ie that the Y2 classroom is in need of redecorating, not Y3.</p> <p>Dee volunteered to assist with the decluttering of old files in the PPA room, as she would like to ensure relevant documents are archived at The Keep.</p> <p>Future plans for H&S monitoring were also outlined in the link governor's report.</p> <p><u>12.2 To receive a report on accidents</u></p> <p>There were no reportable accidents.</p> <p><u>12.3 To receive information on the creation of a Strategic Risk Register</u></p> <p>An example Strategic Risk Register (SRR) was circulated prior to the meeting. Adopting such a document will enable governors to approach their H&S responsibilities from a more strategic perspective.</p> <p>The Headteacher has meanwhile adapted the example SRR to the school and will continue to work from that document rather than the PAP.</p> <p>The Caretaker will be asked to use the document to draft a three year plan for maintaining and improving the site, which will be regularly reviewed with the Headteacher.</p> <p>The SRR will be brought before the next Resources Committee meeting and going forward will be monitored by FGB, as it will include non-buildings/H&S related risks as well.</p>	
13.	<p>Policies</p> <ul style="list-style-type: none"> • <u>Capability of Staff</u> <p>Formatting issue to be rectified.</p> <ul style="list-style-type: none"> • <u>Special Leave of Absence Policy</u> • <u>Debt Policy</u> • <u>NQT Policy</u> <p>Agreed:</p> <p>The committee unanimously approved the Capability of Staff Procedure and agreed to recommend the other policies to FGB for approval.</p>	RA

14.	<p>To discuss reappointment of Associate Member</p> <p>Deferred to the next meeting, following discussions with the Associate Member.</p> <p>The meeting closed at 5.35pm.</p>	

Documents circulated prior to the meeting:

Minutes of the last meeting
Employment checks information
Covid Risk Assessment incl LFT
Outturn Forecast December
Pupil Premium Strategy and Review
Catch-up Funding Report
NGA ICFP Guide
SFVS 2020
H&S link governor report
Property Action Plan
Strategic Risk Register
Capability Procedure
Special Leave of Absence Policy
Debt Policy
NQT Policy