

Our Lady of Lourdes Catholic Primary School

Minutes of a Resources Committee Meeting– 25 February 2021, 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 (until 1.20pm), Paul Barber (Headteacher), Mel Fane (Committee Chair), Dee Simson

Apologies: Kevin Golding (Site Manager, associate 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.	<p>Prayer, welcome and apologies The Headteacher opened the meeting with prayer. Apologies were received and accepted from Kevin Golding. Pier advised that she will have to leave the meeting early.</p>	Actions
2.	<p>Declaration of business interests or interests of loyalty in agenda items None.</p>	
3.	<p>Minutes of the last meetings <u>3.1 To agree accuracy of minutes</u> The minutes were agreed as a true record. <u>3.2 To discuss matters arising, including action points – if not elsewhere on this agenda</u> Min 3.2: The Independent Examination Report of the School Development (Governors’) Fund has been received and will be brought to the next FGB meeting. Covid Cleaning breakdown – verbal update: <ul style="list-style-type: none"> • The biggest expenditure was Nviro (deep cleans, cleaning support during caretaker absence) – over £8,000. • Cleaning materials, hand sanitiser and dispensers • ICT – laptops and computer software for children to access • Individual stationery for children coming back in September • Premises work on windows/ventilation • Personal Protective Equipment (PPE) • Cover for staff self-isolating (this has not been claimed for) • Free School Meals – just over £500 (this has been claimed for) </p>	RA

	<p>Governors asked how much has been claimed back; this was just over £17,000. A second claim has been submitted, which is pending, for £6,000.</p> <p>Min 6: Staff survey from other school could not be located.</p> <p>Min 8.1: “Donations” are payments received for having students; listed as “donation” as income is not guaranteed.</p> <p>Min 8.2: School trip income does not balance expenditure because it crossed over two financial years. The SBM confirmed that nothing is outstanding.</p> <p>All other actions have been completed or are agenda items at this meeting.</p>	
Staffing		
4.	<p>To receive an update on Staffing</p> <p>All teaching staff are teaching remotely. Support staff are working with key worker children in school; currently between 50 and 53 children attend. School is due to open fully to all children on 8 March.</p> <p>One teacher has been on long term absence since prior to Christmas. A return to work meeting had been scheduled for 18 March prior to a phased return, but it is uncertain now whether this will go ahead. HR advice continues to be sought. The absence will potentially go into the summer term.</p> <p>Another staff member has been absent for nearly one year and is Clinically Extremely Vulnerable (CEV); guidance states that they should be shielding until 31 March. The staff member now had their first vaccine. HR support is being sought for their return.</p> <p>The site manager has returned from long term absence and was supported through his phased return. He is currently taking holiday owing to him, and following his return after the Easter holidays he will be working under Covid conditions as sole member of the site team for the first time and will be supported in his understanding of the stringency of the cleaning regime.</p> <p>A new TA will be welcomed into Y3 when school starts for all pupils on 8 March.</p>	
5.	<p>To discuss Staffing costs</p> <p>When the chair and SBM discussed the SFVS, the sustainability of staffing costs was flagged up. It was suggested that this should be discussed further under the budget item.</p>	
Covid		
6.	<p>6.1 To understand Impact of Covid on the budget</p> <ul style="list-style-type: none"> • <u>Cleaning cost update</u> <p>An update on the cost was given under agenda item 3. Cleaning procedures currently in place should continue at least until the end of the academic year. The same applies to school operating with bubbles and staggered starts. Return to normal costings and procedures can be considered from September.</p> <ul style="list-style-type: none"> • <u>Update on Free School Meal voucher system</u> <p>The SBM explained that school is continuing to use the Huggg system, in preference to Edenred. Administration of this scheme is different in that the LA provides the money and school claims it back. A claim will be submitted when the window opens.</p>	

	<p>6.2 To have assurance that Risk Assessments are reviewed in line with statutory guidance</p> <p>With school opening more widely Risk Assessments will be reviewed. It is envisaged that the only change will be regarding provision around wraparound care. The Headteacher will discuss this further with the SBM w/c 1 March and update the RAs on the basis of this. RAs will then be shared with staff and reviewed monthly, or when the rating of Covid changes within Brighton and Hove.</p> <p>It was highlighted that individual RAs will be done for any Clinically Vulnerable (CV) or CEV once they return to work.</p>	
Finance		
7.	<p>School Budget</p> <p><u>7.1 To consider the Outturn Report</u></p> <p>The Outturn shows a projected underspend of £45,916.</p> <p>Governors asked:</p> <ul style="list-style-type: none"> • Three areas mention “accrual” – is this spending allocated for paying next year, as otherwise we would expect to see a surplus this year? – We have put an amount into commitments and are ringfencing that money for the main areas of premises, English books/materials and general stock. • Will your claim for long term absence be granted? – This is expected • Why has the IT deficit increased by £1,000 since the last outturn? – SBM to check. <p>Governors were satisfied, but recognised that there was a £42,000 carryforward from last year.</p> <p><u>7.2 Three Year Curriculum Plan</u></p> <p>The costed plan was circulated prior to the meeting; cost is just over £14,166, over three years. The Headteacher explained that this covers the worst case scenario, ie is based on the most expensive options. Introducing the Reading Curriculum over three years spreads the cost and gives opportunity for constant review. Possible savings could be achieved by the way teachers are given time for effective planning. The current plan is based on freeing them up for five days, but other ways could be explored. However, it is important that time is set aside for planning such a substantial change. Moving forward, the cost will be embedded into the budget and savings made as we can.</p> <p>Grants can also be accessed, as well as PTA funds. These would not be for the curriculum itself, but used creatively in associated areas. This will be set as a priority on the 3-Year School Development Plan.</p> <p><u>7.3 Review Music Provision</u></p> <p>The Headteacher explained that the decision for music provision for this academic year was based on the rationale of having as wide and broad a curriculum as possible. Whilst there are always pressures around outcomes, outcomes for Reading, Writing, Maths and Phonics are best served through a variety of student experience. This would apply especially to coming out of a lockdown situation. The Headteacher confirmed that he is happy with the provision in terms of the children’s experience in the Autumn term and would recommend using the service</p>	KB

for another academic year before reviewing it, engaging children staff and parents. Governors' views were invited.

Governors asked/commented:

- **Whilst we understand the reasons for the proposal to continue with Music, are we able to support this as well as Reading?** – This is a valid consideration, and we now have a staff member who could potentially pick up some of the Music teaching. We should therefore go through a stringent review of music provision in terms of cost and defined outcomes and then come to a decision. This could be done over the course of the Summer and Autumn terms.
- **When considering value for money, will we also consider the benefit music has for mental health?** – This should also be considered as relevant and the cost could be offset from further catch-up funding to be released in light of the latest lockdown, by providing a suite of activities allowing children to catch up emotionally.

Pier left at 1.20pm

- **What is the cost of the programme?** – This year was around £4,500, and we have allowed £6,000 next year.
- **Is this for every child except for Reception?** – Yes.
- This feels like it provides what we want for our children.
- **In light of the budget for this year, we would need to make a good case for it, to ensure we are not leaving ourselves open to criticism to those who do not see value in Music.** – We can do more research to explore options through other providers or a hybrid system.
- **Who provides the current service?** – Sussex Music Service.

It was agreed that a decision should be made when discussing the draft budget (item 7.7).

7.4 Review Governor Training and Expenses Budget

This year £275 has been spent on training. The chair explained that she is looking to create a culture of training, in particular with new governors joining. There is currently some reluctance to encourage governors to attend training for which there is a cost.

The committee recognised the importance of training for governors to carry out their role effectively.

Agreed:

It was agreed to double the Governor Training and Expenses allocation in next year's budget.

7.5 Services to Schools

Maternity and Long Term Sick: The cost has reduced considerably, possibly due to many schools considering withdrawing from this service.

IT: Biggest expenditure

It was noted that last year was not a normal year, and some services were not used to the same extent as normally. The SBM will note how much services are utilised; some are there as a safety net and not used year on year.

	<p>Long Term Sick insurance will be kept under review.</p> <p>The SBM will circulate the Services to School document.</p> <p><u>7.6 To discuss the benefits of Risk Protection Arrangement (RPA) vs current Insurance arrangements</u></p> <p>The chair explained that she had discussed the question of whether moving to RPA is an option with the SBM who had advised her that this had also been discussed at the SBM forum, where no one wishes to take the first step.</p> <p>Governors asked how the current insurance compares to RPA and whether there would be a significant saving. The SBM will draw up figures for further discussion at the next meeting.</p> <p><u>7.7 To agree the draft budget</u></p> <p>The SBM highlighted the in-year deficit of £32,499. The available budget has increased due to the teacher pay and pension grants being paid through the formula budget.</p> <p>Losses are predicted on income, some of which are related to Covid:</p> <ul style="list-style-type: none"> • Breakfast Club (reduced numbers to keep group small) • Lettings income (not as many lettings at the moment) • High Needs income (two pupils have left, reducing income by £10,000. Brighton and Hove suggested putting in provision of £18,000, but the SBM preferred to put in the actual figure received for the remaining High Needs children. <p>Governors asked/commented:</p> <ul style="list-style-type: none"> • Regarding staffing, one class is taught two days per week by a teacher and three days by the Deputy Headteacher? – This is correct. • Are you still considering having another admin member of staff from September? – We have put in the same provision as last year. • Are we thinking of going ahead with that? – We would like to, as we want to free up some time for the SBM for marketing. • The allocation for marketing is quite high at £2,500. How do you want to use this? – For a photographer for new photos and a prospectus. • Would this cost be ongoing? – It would just be an initial outlay for photography, which was based on an estimate from the company that produced for another school. This would just be for this year; a reduced allocation has been made for Year 1 and Year 2. <p>The provision under “School Development Plan” reflects the proposal for literacy.</p> <ul style="list-style-type: none"> • Is £5,000 realistic for lettings? – Possibly; it is based on previous years for Taekwondo, Dance School and Theatrix. However, we can err on the side of caution and reduce. • Do these lettings incur extra cleaning costs? – In the past, and during Covid for Taekwondo and Dance, hirers were responsible for cleaning before they left. It should not incur any additional costs. • Sports Premium is set against PPA cover; this should be under a different heading. 	<p>KB</p> <p>KB</p> <p>KB</p>
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	<p>The SFVS asks about Benchmarking, and governors discussed whether they should continue to use the Arbor report or do their own exercise. The committee agreed that they like the Arbor report and chose to continue with it.</p> <p>A full report will be circulated and discussed at the next meeting.</p>	KB
Buildings/Grounds/Health and Safety		
11.	<p><u>11.1 H&S Governor Visit Report</u></p> <p>A report was circulated prior to the meeting. It was reiterated that the governors' focus is on estate vision and the strategy feeding into that, with less operational involvement.</p> <p>A 3-Year strategic site plan will be drafted, drawing on conversations around the curriculum, ie focusing on the place where children learn. The ownership of the plan will be with the site manager, managed by the SBM.</p> <p>The draft will be presented to FGB for the March meeting.</p> <p><u>11.2 To receive a report on accidents</u></p> <p>None.</p> <p><u>11.3 To receive an update on VASCA bid</u></p> <p>The priority order of bids has been agreed. The priority of the submitted project is not high enough to be agreed at this stage, but if calculations are correct the project can will be confirmed in the second round. Governors were pleased with this promising update.</p>	PB
12.	<p>Policies Due for Review</p> <ul style="list-style-type: none"> • <u>Health and Safety Policy</u> • <u>Premises Management Documents</u> <p>The chair asked to also add the following to be discussed at the next meeting:</p> <ul style="list-style-type: none"> • Animals in School – including risk assessment and public liability insurance for animals in school • Dignity and Respect at Work <p>The clerk will forward current policies to the committee.</p>	RA
13.	<p>To discuss reappointment of Associate Member</p> <p>Following discussion with the site manager, the Headteacher explained that it was mutually agreed that his term of office as Associate Member would not be renewed. Instead, he would attend Resources Committee meetings in an advisory capacity, depending requirements of the agenda. The meeting closed at 2.47pm.</p>	

Documents circulated prior to the meeting:

Minutes of the last meeting
 Outturn Forecast
 Reading Curriculum 3-year plan
 Services to Schools
 Draft Budget
 Benchmarking Report preview
 SFVS
 H&S visit Report

