

Our Lady of Lourdes Catholic Primary School

Minutes of a Resources Committee Meeting– 1 July 2021, at 3.30pm held 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, Paul Barber (Headteacher), Mel Fane (Committee Chair), Bryan Rossi-Anderson, Dee Simson

In attendance: Kim Breckell (School Business Manager SBM – agenda items 3.3, 5, 6.1, 7, 10 and 11)

Quorum: Three governor committee members. Five 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.	Actions
2.	Declaration of business interests or interests of loyalty in agenda items None.	
3.	<p>Minutes of the last meetings, 13 May 2021</p> <p><i>3.1 <u>To agree accuracy of minutes</u></i> The minutes were agreed as a true record.</p> <p><i>3.2 <u>To confirm that governors have approved Y6 residential trip</u></i> Due to an oversight, the committee did not consider the Y6 residential trip in detail at the previous meeting. Instead, relevant questions were therefore submitted to the Headteacher. The committee confirmed that, on the basis of the answers given, they had approved the trip by email.</p> <p><i>3.3 <u>To discuss matters arising, including action points – if not elsewhere on this agenda</u></i></p> <p>Min 3.2: CERA is charged at a reduced rate for Voluntary Aided schools and covers gas safety, water, electricity, kitchen and lightning protection. Governors agreed that this is fair and reasonable.</p> <p>Risk Protection Arrangement (RPA) will be discussed in the Autumn term.</p> <p>Min 6.2: The SBM has reviewed lettings and is now in the process of obtaining relevant documentation from current hirers. She outlined</p>	RA

	<p>how she intends to keep track of the process and assured governors that appropriate arrangements will be in place by September. Governors recalled difficulties with one particular hirer and asked whether they are still using the hall. This was confirmed, but assurance was given that the SBM is now dealing with a different representative who is more cooperative. An update will be given at the next Resources Committee meeting.</p> <p>The chair has been discussing lettings with the SBM outside of the meeting and commended her for her work in addressing issues. All other actions are agenda items at this meeting.</p>	KB
Staffing		
4.	<p><u><i>To receive an update on Staffing</i></u></p> <p>The Headteacher updated the committee verbally and explained that an advert for a caretaker has gone out with a closing date of 12 July. Interviews will take place later that week.</p> <p>The committee was also updated in detail on the staffing situation in Y2. Governors were reassured that arrangements are being made to ensure that a permanent member of staff is in place for that class in September. However, due to delays outside of the school's control it has not yet been possible to finalise arrangements, which means that other classes have not yet been advised of their teachers next year either.</p> <p>Potentially, an Individual Needs Assistant (INA) position will need to be filled in one year group. If this is the case, the Headteacher is confident that the role can be filled internally.</p> <p>Governors asked whether the potential INA resignation would affect the Forest School provision. The Headteacher confirmed that this would momentarily be the case, but that there are options available run by outside providers.</p>	
5.	<p>New LTS and Maternity insurance – discussed after item 3</p> <p>Governors thanked the SBM for the pre-circulated information; the SBM took governors through the options for cover and potential costs. However, she asked governors to bear in mind that companies often give discounts for the first quote, and costs may increase.</p> <p>Cover for teaching staff is fairly straightforward, but there are some variations in what is available for support staff. Under the current LA insurance, support staff are not covered, and the SBM sought governors' views on whether or not to include them.</p> <p>Governors discussed:</p> <ul style="list-style-type: none"> • Would support staff insurance also cover maternity leave? – The SBM will find out. • At what point do we take this insurance out and have we budgeted for it? – The LA cover finishes at the end of August, and we have not set anything aside for the new cover. • Will this then be an annual policy, ie a full year cover, but across two financial years? – Yes. • There are two options for stress cover – 30 days and 190 days – why do you recommend 30 days, and other SBMs recommend 190? – Our recent experience with Occupational Health has 	

	<p>shown us that, if the system works, a longer period is not required.</p> <ul style="list-style-type: none"> Will the quote depend on the actual number of staff members, ie does it make a difference that we have a high number of part time support staff? – For teaching staff we have to declare the Full Time Equivalent (FTE), but for support staff this is different. <p>The committee agreed that the SBM should obtain three quotes, based on her proposal, but also to include both 30 days and 190 days of stress cover. A final decision will be made at the FGB meeting on 16 July.</p>	<p>KB</p> <p>RA</p>
Covid		
6.	<p><u>6.1 To understand Impact of Covid on the budget</u></p> <ul style="list-style-type: none"> Cleaning cost update – discussed after item 5 <p>There are no additional costs, except for the cover cleaner/caretaker who is paid for the days he is working, ie £1,000 - £1,500 per month.</p> <p><u>6.2 To have assurance that Risk Assessments are reviewed in line with statutory guidance</u></p> <ul style="list-style-type: none"> General Covid Risk Assessment <p>The Headteacher confirmed that the Risk Assessment has been reviewed in light of government changes in the delay of the easing of restrictions and will be further updated when further information is received.</p> <p>School is continuing with staggered starts and finishes and bubbles for the rest of the academic year.</p> <ul style="list-style-type: none"> Update on Delta Variant <p>Numbers of cases are rising in Brighton and Hove, with different symptoms which can be very similar to hayfever. This will be considered in terms of the risk assessment for September. School has been strict about testing.</p> <ul style="list-style-type: none"> Update on general testing and Delta Variant symptoms <p>Staff continue with twice weekly Lateral Flow Tests (LFT) and inform the Headteacher of the outcome. This will continue. Test and trace may continue over the summer (for the first 10 days of the holiday).</p> <p>Governors referred to previous risk assessments and asked whether there are any mechanical ventilation systems in school. There are not.</p> <p>The Headteacher further explained that contractors will be on site in the summer and will also be expected to do LFTs. In terms of safeguarding, no children will be on site during the time when the contractors will be in the building.</p> <p>Governors pointed out that the UK only checks for three Covid symptoms, whereas other countries recognise up to 13, and they expect that further guidance may be issued around that. It is not expected that school will go fully back to normal in September.</p>	
Finance		
7.	<p>School Budget – discussed after agenda item 6.1</p> <p><u>7.1 Outturn – to discuss most meaningful timing of outturn reviews</u></p> <p>The mid-June outturn report was circulated prior to the meeting; the SBM explained that not much has changed so early in the year. She highlighted:</p>	

	<p><u>Teaching staff:</u> There will be a change to teachers at the end of July which will be reflected in the next outturn, but no provisions were included for any changes to staffing.</p> <p><u>Agency staff:</u> The SBM will make some corrections as one staff member was incorrectly listed here. There was also a higher than anticipated cost for cover for the Y2 teacher.</p> <p><u>Buildings maintenance:</u> This was a carryforward from the previous year, reflecting the money it was not possible to spend. Governors will discuss when planning the schedule of meetings whether to have the last Resources committee meeting of the academic year a little later to ensure they have a more meaningful report to consider. Governors asked:</p> <ul style="list-style-type: none"> • We forecast £20,000 for agency staff for the year; this outturn shows that we will be £7,000 in deficit, but you will move the cost for one staff member out of this cost centre. Can you confirm that you are expecting to spend £20,000 on agency even if this staff member is not included? - This was confirmed, erring on the side of caution. • Should we have been more generous with our allowance when we set the budget? – We should not look at the past year as a typical one, as there were a number of unusual and unforeseen expenses. <p><u>7.2 LA letter about underspend</u></p> <p>The Headteacher explained that he had received a letter from the LA with the request to answer some questions in connection with the carryforward from the last financial year which was above the 8% limit (8.6%, £5,321). The questions, and his response, were circulated prior to the meeting. He explained that the money had been allocated to buildings, and it had not been possible to proceed with plans. No further communication has been received.</p> <p><u>7.3 To receive information on the Contain Outbreak Management Fund (COMF)</u></p> <p>The SBM informed the committee that around £10,000 has been received from Schools Finance, without any guidance on how this should be spent. Dee explained that this comes directly from the council, and it is possible that there is no guidance attached to it. This was welcomed.</p>	
8.	<p>Grants</p> <p><u>8.1 Update on Sports Premium Funding</u></p> <p>A brief summary was circulated prior to the meeting. This showed that £8,230 was carried forward from the previous financial year, some of which has been spent as agreed at the last meeting (totalling £4,263). This leaves £3,967 to be carried forward into the new academic year.</p> <p><u>8.2 Pupil Premium Strategy</u></p> <p>A draft Pupil Premium Strategy was circulated prior to the meeting, and the Headteacher explained that this just outlines current thinking, but is not final. There are currently no proposed changes to spending from last year, as it is unfair to evaluate impact of initiatives on the past 18 months.</p>	

	to assist with an independent examination of voluntary funds. She will update the committee once she has more information. Governors are confident that there should be no concerns, as the Schools Financial Value Standard (SFVS) also shows no risks and does not make any reference to outstanding items from previous audits.	KB
12.	Benchmarking The Headteacher provided a document shared by the LA at a meeting of Headteachers of one form entry Primary schools, which was circulated to the committee prior to the meeting. Governors looked at it together on a shared screen. Governors agreed that one of the benefits of benchmarking against other B&H one form entry schools is that it could lead to sharing good practice. Governors noted various points, but concluded that it would be beneficial to set aside some time to look at the document in real detail. This document gives a level of direction, and going forward, for future benchmarking exercises, it would be useful to agree beforehand what areas should be considered in detail and why. However, governors also highlighted that it is important to know that the school is working within certain parameters and the children are happy and outcomes are good. The notional SEND allocations for individual schools were highlighted, and it was noted that parents of children with SEND generally prefer a single form entry school, as the children are known better than in a bigger school. This is a challenge, but also an opportunity if the SEND team is good. Recently new parents appear to have been looking at the school's SEND provision and chosen the school on the basis of this.	
13.	Report on School Finances to Parents It was agreed that this should in future be an agenda item at the first meeting in the Summer term, as the information can be extracted from relevant reports run at the end of the financial year.	RA
Buildings/Grounds/Health and Safety		
14.	Health and Safety <i>14.1 To receive a report on accidents</i> Governors were advised of two reportable accidents, and details of were shared. One accident happened during a gymnastics lesson with a supply teacher, and as a result, the Headteacher has determined that PE will not be covered by supply teachers, as children do not have the close relationship with the teacher that gives them the confidence to explain how they feel. <i>14.2 Fire Drill Report</i> Pier, in her role as the school's Health and Safety Coordinator, advised governors that a report on this term's Fire Drill was given at the last meeting. Pier was asked to check this, as the committee recalled the last report to be received on the Spring term. <i>14.3 H&S Link Governor Report (PAP)</i> The H&S link governor explained that she would attend H&S walkarounds only once a year. This visit has taken place, and identified issues were transferred into the Property Action Plan (PAP). Governors agreed that the PAP looks very positive, considering that no permanent caretaker has been in place for the past year.	PA

	<p>The Headteacher endorsed the approach taken for walkarounds and explained that other checks would be undertaken by the caretaker, Headteacher and SBM.</p> <p>Governors asked the Headteacher to check through the PAP to identify areas on which the DFC could be spent. Refurbishment of the accessible toilet was suggested.</p>	PB
15.	<p>Buildings</p> <p><i>15.1 To receive an update on VASCA bid and next actions</i></p> <p>The committee was advised that the tender has been finalised and received on 25 June. The Diocese has seen the quote and is happy for the school to proceed. It is intended that work should commence on 23 July, which is an Inset day, and staff are absent. Clearing of the area will be organised in house.</p> <p><i>15.2 To have initial discussion on next VASCA bid</i></p> <p>Governors asked the Headteacher to consider, together with the SBM and staff, what the school needs, and the committee will discuss this at the first meeting in the Autumn term. The Headteacher confirmed that he will look at the vision in the Site Plan and cross reference this with the PAP. An initial suggestion was a covered area outside to allow children to be outside at lunch times in wet weather.</p>	PB
Policies and other statutory documents		
16.	<p>Policies Due for review/approve</p> <ul style="list-style-type: none"> • <u><i>Dogs in School, including risk assessment and public liability insurance</i></u> <p>Agreed: <i>The committee unanimously agreed to recommend the Dogs in School Policy to FGB for approval.</i></p> <ul style="list-style-type: none"> • <u><i>Hire Agreements</i></u> <ul style="list-style-type: none"> ○ <i>Agree to request FGB to delegate lettings to SBM</i> <p>Currently the Hire Agreements (single and multiple) require signature by a governor. The chair proposed that it would be more practical for this to be delegated to the SBM.</p> <p>Agreed: <i>The committee agreed to that this proposal should be brought before FGB and, if agreed, be written into the Scheme of Delegation.</i></p> <ul style="list-style-type: none"> • <u><i>Lettings Charges</i></u> <p>Agreed: <i>The committee agreed that the current prices are still competitive and should not be changed.</i></p> <ul style="list-style-type: none"> • <u><i>Attendance Management Policy</i></u> <ul style="list-style-type: none"> ○ <i>LA model</i> ○ <i>LA model policy adoption sheet</i> ○ <i>CES model</i> ○ <i>Briefing paper</i> <p>The briefing paper, circulated prior to the meeting, outlined that Governing Bodies are required to adopt CES model HR policies. This is a bigger piece of work, and consideration must be given to how to do that.</p>	

	<p>Meanwhile, approval of the Attendance Management Policy was deferred to the next meeting.</p> <p>Notification of policies due for review next term:</p> <ul style="list-style-type: none"> • <u>Lockdown Policy</u> <p>Noted.</p>	
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Documents circulated prior to the meeting:

<p>Draft minutes of the last meeting</p> <p>Covid Risk Assessment</p> <p>Outturn Forecast</p> <p>School Carryforward LA questions</p> <p>School's response to LA questions</p> <p>Sports Premium update</p> <p>Pupil Premium Grant review and plan</p> <p>Orbis IA Bulletin – Audits</p> <p>One form entry schools budgets</p> <p>Dogs in School Policy</p> <p>Hire Agreement Single Hire</p>	<p>Hire Agreement Repeat Hire</p> <p>Hire Charges</p> <p>LA model Attendance Management Policy</p> <p>Policy Change cover sheet</p> <p>CES Schools Sickness Absence Policy</p> <p>Briefing paper Attendance Management Policy</p> <p>LTS and Maternity Insurance information (three documents)</p> <p>Property Action Plan</p>
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Item	Who	What	When by	comments
3.3	Ruth	Put RPA on next agenda		
3.3	Kim	Give an update on lettings at the next meeting		
5	Kim	Obtain three quotes, based on KB proposal, also include 30 days and 190 days stress cover	Before FGB 16 July	
5	Ruth	Put LTS and maternity leave insurance on FGB agenda		completed
8	Paul	Pass on governors' thanks to Zoe for work on PPG strategy costings		
8	Paul	Add Year of Inclusion to PPG strategy		
9.1	Mel	Give update on SDF by email		
9.1	Mel	List DFC allocation and spending separately on spreadsheet to ensure it is not overlooked		
11	Kim	Update committee when more info available from volunteer who may help with independent examination of voluntary funds		
13	Ruth	Add Report on School finances to parents to agenda for first meeting in summer term		On planner
14.2	Pier	Check date of last Fire Drill		
14.3	Paul	Identify areas for spending of DFC (check through PAP)		
15.2	Paul	Cross reference site plan with PAP and make suggestion for next VASCA bid		