

Our Lady of Lourdes Catholic Primary School

Minutes of a Resources Committee Meeting– 30 September 2021, at 4.00pm held remotely

Outstanding Governance reminder:

Governing bodies should have a strong focus on the core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the Headteacher to account for the educational performance of the school and its pupils and the effective and efficient performance management of staff; and
3. Overseeing the financial performance of the school and making sure its money is well spent
4. To maintain and develop the Catholic nature of the school

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 (from 4.40pm), Dee Simson

In attendance: Kim Breckell (School Business Manager SBM)

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. The committee was advised that Bryan would join around half an hour later.	Actions
2.	Declaration of business interests or interests of loyalty in agenda items None.	
3.	Minutes of the last meetings, 1 July 2021 <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 3.3: Update on lettings would be given under agenda item 14.2 – Scheme of Delegation. Min 8: Pupil Premium Strategy has been updated, but has not been sent to governors yet. This will be circulated for the next FGB meeting. Min 14.2: Due to an oversight no fire drill took place during the previous term. Governors ascertained that one has now been scheduled for 20 October.	

	All other actions have been completed or are agenda items at this meeting.	
Staffing		
4.	<p>Staff Absence statistics Summer term</p> <p>This was the first time the committee looked at staff absence statistics. They will continue to do so to monitor staff wellbeing and to identify issues around staff productivity/value for money.</p> <p>It was noted that the statistics are warped by two long term absences and Covid related absences. Governors were reassured that procedures are in place to ensure punctuality and attendance.</p> <p>Overall, cases of absence are relatively low which is testament to the dedication of the team.</p> <p>Governors asked:</p> <ul style="list-style-type: none"> • Are all staff fully vaccinated? – Yes and all staff continue to do LFD tests and update the Headteacher twice a week. As this is not statutory, not all staff members do so every time. <p>Governors were reminded of four cases of Covid in two classes this term. The Headteacher explained that, when cases are reported to the LA, he is also asked whether any members of staff are subject to individual Risk Assessments.</p>	
5.	<p>New LTS and Maternity insurance</p> <p>Quotes from two companies were circulated prior to the meeting, both comparing 30 days and 190 days stress cover. As previously discussed, the school's recommendation is 30 days.</p> <p>The SBM explained that she had also looked at the difference in cost/benefit of the insurance kicking in after five or 10 days absence. Previous provision covered after 10 days; five days is considerably more expensive, and the SBM therefore recommends to continue with cover after 10 days. She highlighted that prices are for the remaining six months of this financial year, after which the provision would be reviewed.</p> <p>Governors asked a number of questions to ensure that they have a correct understanding of the figures and provision. This included why only one support staff member would be covered – as previously discussed this would be the caretaker. However, maternity cover would not be relevant for this staff member and should be removed.</p> <p>Agreed:</p> <p><i>Governors agreed to the SBM's recommendation of Absence Protection, cover to kick in after 10 days, 30 days stress cover, with the amendment that maternity cover should be removed from the supply staff cover.</i></p>	
Covid		
6.	<p>To understand Impact of Covid on the budget</p> <ul style="list-style-type: none"> • <i>Cleaning cost update</i> <p>The committee was advised that Enviro attended full time throughout the summer term and will continue to attend for three weeks until the new caretaker starts. This comes at a cost of around £700-£750 and will be added to the next outturn.</p> <p>Governors discussed various details around the role and pay of the new caretaker. These are recorded separately in confidential minutes.</p>	

Finance

7. School Budget

7.1 Outturn

The outturn was circulated prior to the meeting and shows a projected overspend of £2,757. The SBM highlighted variances/changes:

- Changes in caretaker role, previous Grade D leaving and new caretaker Grade C starting. The gain of £11,000 is nearly cancelled out by contract cleaning expenses of £9,500.
- Agency staff is the highest expenditure, and governors were informed of the circumstances why this is the case. These are recorded in confidential minutes.

Bryan joined at 4.40pm

Governors referred back to the information received in relation to the caretaker and ascertained that provision has been made for the new caretaker for the rest of the year.

Further questions:

- **Are any more savings to be made by not re-employing staff that are leaving?** – We are always looking to make savings in that way, but also have to ensure we have the right provision in place for the children who are recovering from not having been in school during lockdowns.
- **Do we currently have sufficient TAs and MDSAs?** – Yes. We may need more support in Reception due to the needs of the new intake, but will not rush into any appointments until the situation has been evaluated.
- **Are all staff DBS checks up to date, as nothing has been spent on that to date?** – DBS checks have been processed as required, but the cost has not come through yet.
- **Why have we only paid £500 on Hilders Field?** – The field has not been used extensively during the past year, due to lockdown, and school has requested that the payment should be put on hold and further discussions be held at the beginning of next year when it will become clearer how much the field would be used. Whilst there would be occasions when use of the field would be valuable, this is difficult logistically due to the number of staff required to accompany the children. School would therefore like to explore other options for sports days and fixtures.
- **Have you considered the impact this might have on which school prospective parents would choose?** – The field is not advertised in our marketing, and the situation will be evaluated in the Spring term and may improve with the recruitment of a new caretaker and the possibility of having volunteers again. The cost of the field also appears to be very high.
- **Would you be able to negotiate this?** – School would like to see a pricing structure and would be very happy to enter into negotiations with those who make the field available.

	Governors thanked the SBM for her efforts in trying to find a volunteer accountant.	
9.	To receive a report on and, if required, authorise write-offs or disposals, if any None.	
10.	To receive information on Insurances (and to discuss Risk Protection Arrangements - RPA) Information on current insurance arrangements was circulated prior to the meeting. The chair explained that schools in the Deanery have not explored RPA, but others in the Diocese have. Communication from the LA has now been received which recommends that schools stay with the insurances provided through the LA. Governors asked the SBM for feedback from SBM meetings. Previously no school wanted to be the first to take it out. RPA is an agenda item at the next meeting. Discussions held at previous SBM meetings covered: <ul style="list-style-type: none"> • Whilst RPA had been recommended by the Diocese, SBMs were concerned that initial discounts may not be available in future years and the provision would become more expensive. • SBMs were concerned about whether there would be enough money to cover claims, as RPA does not work on the same principles as an insurance company. Governors requested that the SBM should feed back from the SBM meeting and compare costs and cover to what is currently in place.	
11.	Contracts <ul style="list-style-type: none"> • <u>To review Services to Schools</u> The Headteacher explained that he would like to review HR provision (£2,000) as he felt not adequately supported with the LA's service during a recent HR issue. He would also like to consider alternatives for IT technical support visits (£7,000) and will discuss both forthcoming Deans and Deanery Headteacher meetings, with a view to finding out what colleagues are doing. This would include discussions on whether it is possible to specify with the LA who on their team would provide HR support. Governors agreed that benchmarking exercises should be undertaken to ensure good value for money. A question was raised in connection with the School Meals service, and governors ascertained that money paid during school closure was refunded and adjusted. The committee agreed that at the moment no services should be cancelled, but the subscriptions would be kept under review. <ul style="list-style-type: none"> • <u>Update on Hilders Field</u> This was discussed under agenda item 7.	
Buildings/Grounds/Health and Safety		
12.	Health and Safety <i>12.1 To receive a report on accidents</i> Four HS2 forms were completed during the Summer term. Governors asked whether there were any common features – there were none. A	

	<p>recommendation was that children should be monitored playing football, and it was confirmed that this is happening.</p> <p><u>12.2 To receive an update on the school's allergen management</u></p> <p>The Headteacher explained the background to this item, ie that the LA had issued new guidance on allergen management. School is now working alongside the caterers to implement the guidance and ensure the safety of children with allergies. The LA guidance is irrespective of the size of the school and does not take into account that in a small school children are well known. Governors were advised of the systems in place to monitor children with allergies; these will continue to be evaluated. There was some concern that these children's needs should not be highlighted, but similarly, as long as this does not result in bullying, there are clear benefits to being known. The school educates the children to know and respect that all are different, and having an allergy is one of such differences. It is also reassuring for children to see that others are having similar problems which they would otherwise not have known. Governors were satisfied with the school's approach to allergy management.</p>	
13.	<p>Buildings</p> <p><u>13.1 To receive a general update on buildings</u></p> <p>The Headteacher informed the committee that the building continues to be well looked after despite not having had a site manager for some time. The SBM is now organising a to do list for when the new caretaker starts in past. Issues to be addressed are water damage in some areas and untidy grounds in places.</p> <p>There was brief discussion around the gate at the side of the school; it was ascertained that responsibility for potential replacement of it would lie with the school. Governors would look at it as part of their next walkaround.</p> <p><u>13.2 To discuss next Voluntary Aided School Condition Allocation (VASCA) bid</u></p> <p>The deadline for submitting the next VASCA bid is 31 October. The committee agreed that some members would join the Headteacher and SBM on a walkaround as soon as possible to identify potential bids either for the enrichment of the school or as a H&S priority. The clerk will send out a doodle poll to find a suitable date.</p>	RA
Policies and other statutory documents		
14.	<p>Policies Due for review/approve</p> <ul style="list-style-type: none"> <u>Lockdown Policy (to agree to recommend to FGB)</u> <p>The Headteacher will update the policy to reflect current communication methods. He also confirmed that CB radios are working.</p> <p>Agreed:</p> <p>The committee agreed to recommend the Lockdown Policy to FGB for approval, subject to above amendment.</p> <ul style="list-style-type: none"> <u>Review Scheme of Delegation spending limits (doc 14.1 previous model, doc 14.2 new model – the intention is to review the spending limits in the previous model and discuss approach to adopting new model)</u> <p>Agreed:</p>	PB

	<p>The committee agreed that current spending limits should be maintained. This recommendation will be submitted to FGB for their approval at the next meeting.</p> <p>Governors liked the new model but agreed that it requires further discussion in more detail at the next Resources Committee meeting.</p> <p>Notification of policies due for review next term:</p> <ul style="list-style-type: none"> • <u>Snow and Adverse Weather</u> <p>The Headteacher and H&S link governor will review this at their next H&S meeting.</p> <ul style="list-style-type: none"> • <u>Accessibility Plan (also goes to Q&S, due Spring 2)</u> • <u>Governor Expenses Policy (Summer 1)</u> • <u>H&S Policy (due Summer 1)</u> • <u>Premises Management Documents (due Summer 1)</u> • <u>Lettings Charges (due Summer 2)</u> • <u>Gifts and Hospitality Policy</u> <p>Noted.</p>	<p>RA</p> <p>RA</p> <p>MF, PB</p>
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Documents circulated prior to the meeting:

- Minutes of the last meeting
- APL quotation
- HB quotation
- August outturn forecast
- Governors' Fund
- Insurances information
- Insurance Additional Information – LA
- Services to Schools 2021-22
- Scheme of Delegation (current)
- Scheme of Delegation (new model)

Item	Who	What	When by	comments
3.2	Paul	Ensure PP Strategy is ready for next FGB meeting	20.11.21	
3.2	Ruth	Circulate PP Strategy with other docs for next FGB meeting		
8.1	Mel/Dee	Update format of Governors Fund spreadsheet and bring proposed new version to next Resources meeting		
8.3	Mel	Prepare Governors Fund for Independent examination		
8.3	Dee	Take Governors Fund and School Fund to accountant		
13	Ruth	Send out doodle poll for walkarouond date		completed
14	Paul	Update Lockdown Policy with current communication methods.		