

ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL MINUTES

Governors' Resources Committee Meeting - Spring 2022: 26 Jan 2022



<https://st-scholasticas.com>, Kenninghall Road, Clapton, Hackney, London, E5 8BS

MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE OF ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL GOVERNING BOARD WEDNESDAY 26 JAN 2022, HELD REMOTELY BY VIDEO – Chair Approved Version

A. MEMBERS

Non-Governors in grey font

Name	Initials	Role / Category of Governor	Term of Office start - end	Attendance / Apologies
Davina Attara	DA	Local Authority / Chair of this Committee for 2021/22	29/11/21 - 28/11/25	Present
Sandra Brierley	SB, HT	Headteacher	Ex officio	Present
Ann McKenna-Slade	AMS	Foundation, Chaired this meeting	01/09/18 - 31/08/22 Ends this calendar year	Present
Elaine Radburn	ER	Foundation, Vice-Chair of this Committee 2021/22	26/09/19 - 25/09/22 Ends this calendar year	Apologies
Frederick Pemite	FP	Foundation	01/05/21- 31/08/24	Absent
Jimmy Healy	JH	Co-opted	17/10/19 -16/10/22	Present, mostly voice only
Nick Blackham	NB	Staff	28/03/20 - 27/03/23	Present
Audrey Ngouadje	AN	Observer		Present

In remote meetings during the Covid Pandemic, the FGB accepted that attendees do not have to have their camera on throughout meetings.

Also Present: School Business Manager (SBM): Chandrika Sashidharan (CS)
LBH School Governance Professional & Clerk: Chris AC Baker (CACB), wrote these minutes.

B. ACTIONS

Colour key: Outstanding Complete Action owners recommended to send progress updates 3 working weeks before the next meeting.

Item / Date	Action	Responsible	26.01.22 Update
3.1 10/03/21 24/11/21	SB to continue to chase Diocese for formal acknowledgement of AN's new term as Governor.	Headteacher	AN to complete new governors' reference form. She spoke to her local priest, and was due a meeting next week.

6.2 24/11/21	School to investigate how the School Fund account was funded in the past, findings to be presented at the January 2022 meeting	Headteacher	Covered in these minutes. [DONE? CORRECT COLOUR?]
6.3 24/11/21	The Headteacher to email the Pupil Premium Grant (PPG) report to the Committee's Governors by next week.	Headteacher	DONE: In the documents for today's meeting, and published on the website
6.4 24/11/21	The Headteacher to circulate information on the £3,000 remaining allocation to the Committee's Governors by end of week	Headteacher	DONE
6.6 24/11/21	ER to arrange a visit to the School to view the procurement card spend	ER	DONE: ER met at the School 10 Dec, went through this, the Single Central Record (SCR) and the School Fund. All in order.
6.7 24/11/21	HT to liaise with other Catholic schools' Headteachers and report back at the next meeting on retaining rental income in the Governors' Fund account.	Headteacher	DONE: HT presented a report at today's meeting, and had met the other HTs.
8.2 10/03/21, 7/7/21 24/11/21	HR Advisor to confirm Governor involvement in recruitment for senior and teacher posts (Recruitment Policy).	HR Advisor	Not updated (in a different table, 4.2 Matters Arising, in the previous minutes)
9 first bullet 24/11/21	Schools Financial Value Standard (SVFS) not due until March 2022, deferred to the January 2022 meeting.	HT	8 g) today: Call extraordinary Resources Cttee meeting for beginning of March, including to cover benchmarking.
8 c) 26/01/22	The Asset Register including Service Level Agreements (SLAs) is deferred to the next Resources Committee meeting.	HT	Generated today
11 e) 26/01/22	Business Continuity policy will be submitted to the next meeting.	HT	Generated today

C. Part 1: NON-CONFIDENTIAL

1.	<p>Welcome & Opening Prayer</p> <p>Governors were welcomed to the remote meeting. The meeting was opened with a prayer.</p> <p>DA agreed to join the meeting. The Clerk advised that the term of office for DA appeared to have expired (28/12/21 as shown on the agenda). So it would be unwise for her to chair the meeting. AMS kindly chaired instead. (Post meeting note: A 27 Jan 2022 at 13:16 email from Nazrin Rahman said information had been supplied in early December, however it must have been missed. The re-nomination of Davina Attara was approved by the LBH Cabinet (agendas/papers) published on the Hackney Council website in November: > Cabinet Decision notice > Scroll down to Item 13 > 'School Governor Appointment'). The Council nominates, and the Governing Body appoints, so those two dates are different.</p>
2.	<p>Agreement to Virtual Meeting in line with GDPR regulations and School policy: AGREED.</p>
3.	<p>Apologies and consent for absence:</p> <p>ER sent apologies, which were accepted. The quorum was half of the membership. There were 7 members, so the quorum was four. Four Governors (excluding DA) were present from the start, so the meeting was quorate. Two members were mostly on voice only; the Clerk checked with the Chair that that was satisfactory.</p>
4.	<p>Declarations of interests, pecuniary or otherwise, in any <u>agenda</u> item, not already in the Register of Interests: NB said that his partner worked in the <u>School</u>.</p> <p><u>Annual</u> Declaration of business interests: CS confirmed that she had received all Committee members'</p>

Commented [CB1]: For four years? See 27 Jan emails "Re: nomination of Davina Attara" [Resources folder]

Commented [CB2]:

Commented [CB3]: Is this in the list of annual declarations?

	declarations (Shara Canning, new Parent Governor had not attended nor declared yet).
5.	<p>a) Minutes of the previous meeting held on 24 Nov 2021:</p> <p>6.8, third bullet point, was corrected to: "<u>Finance Officer Elaine Brady's</u> excellent day-to-day work and transparency". [The Clerk CACB had circulated other minor typographical and clarification amendments. The old version was wrongly file named " _ Resources Committee minutes <u>17.11.2021</u> .docx". After this January meeting he finalised those minutes to "St. Scholastica's PS Resources Committee minutes <u>24.11.2021</u> Final.docx"].</p> <p>APPROVED with the above amendments, the minutes of the 24 Nov 2021 meeting as a correct record.</p> <p>b) Matters Arising: None.</p> <p>c) Action Log: See table B "ACTIONS" above.</p>
6.	Review agenda and agree any confidential items: Agenda AGREED , and no confidential items.
7.	Urgent Action taken since the last meeting - Chair to report: None.
8.	<p>Financial Tasks</p> <p>a) SBM Budget review – INCOME The SBM showed her report on screen "Income and Expenditure up to 31st Dec".</p> <p>QUESTION: Should 75% have been spent by now? ANSWER: Yes, the end of December was normally 75%, however it was actually 3.45% overspent now. This was not a problem since the School was using its Surplus Spend Plan.</p> <p>Io3, The Special Educational Needs (SEN) projection may increase.</p> <p>Io8b, Facilities: There was a large increase, due to reimbursements from the Diocese, which had been spent on Information and Communication Technology (ICT) this year.</p> <p>QUESTION: Io8b, Income, was that payments from parents for the nursery? ANSWER: Yes, that was because parents had children in the nursery for longer than expended.</p> <p>The total income was £1,731,969.</p> <p>- EXPENDITURE</p> <p>Training had spent 30% so far, and no more was expected this year.</p> <p>E12 was School Office Systems (SOS), who now ran the facilities (including cleaners). So that Company's costs will appear in that row. Eo4 will become zero.</p> <p>E20, ICT, was money from the Diocese.</p> <p>E26 was long-term absences.</p> <p>Some rows were likely to underspend a little.</p> <p>The projected in-year deficit was -£106,407.</p> <p>QUESTION: Were you saying that the budget was in order, but still needs to be watched? ANSWER: Yes, it was stable, but Covid, E26 Supply Staff, Tutoring et cetera could lead to expenses. There</p>

Commented [CB4]: Correct?

	<p>was probably no reason to worry this year, or next.</p> <p>QUESTION: Was the lower catering revenue income due to Covid? ANSWER: Yes, most pupils had changed to packed lunches. The kitchen had always been expensive, with costs higher than income. This needed to be examined. Prices for meals were low, and there were fewer pupils.</p> <p>Overall, although some figures could look concerning, the budget was actually on course.</p> <p>QUESTION: What was E27 and E28, Governance, for? ANSWER: It included the LBH School Governance Professional Clerking, and training for Governors.</p> <p>c) Asset Register Update: A company has documented all the furniture and equipment into a comprehensive statement. This will be presented at the next meeting, including Service Level Agreements (SLAs). The report is used for insurance purposes. The purchase date of any new items needs to be recorded.</p> <p>ACTION: The Asset Register including Service Level Agreements (SLAs) is deferred to the next Resources Committee meeting.</p> <p>e) Governors' Fund, retaining rental income (HT to liaise with other Catholic schools, Action 6.7, 24/11/21): The HT had met other schools. Rental income should be directed into Io8. Money in the School Fund account was collected mostly for charities. Cheques had now been sent to all of these, about 10 charities, including Grenfell – HT shared a spreadsheet list. That account will be absorbed into the main disbursements, then the other accounts will be closed. It meant the HT would have more control of funds.</p> <p>DECISION: The Governors' Account, and the School Fund, will be closed in the New Year.</p> <p>g) Schools Financial Value Standards (SFVS) due March 2022:</p> <p>ACTION UPDATE: The HT will call an extraordinary Resources Cttee meeting for the beginning of March, on SFVS, including to cover benchmarking (action 9 of 24/11/21 in table).</p> <p>DECISION: All the finance documents submitted were AGREED UNANIMOUSLY.</p>
9.	<p>Staffing/Reviews, Single Central Record (SCR):</p> <p>Two staff were signed off with ill health, affecting a Year Six class. This was causing issues. Some support staff were affected by Covid. The absence rate was more than 10%.</p> <p>The SCR was up-to-date, and ER had signed it. One more Governor still needed to sign, CS was chasing the Disclosure and Barring Service (DBS) information that had to be added.</p>
10.	<p>Premises / Contracts: Tender of contract for site management and cleaning services:</p> <p>One more quote in addition to SOS had been obtained, which was higher. See report.</p>
11.	<p>Policies for amendment / approval</p> <p>a) Government Procurement Card: AGREED UNANIMOUSLY. b) Debt Management: There was one minor change - the Committee name. AGREED UNANIMOUSLY. c) Managing Drug Related Incidents: AGREED UNANIMOUSLY. d) Lock Down Policy: The HT had added in a few minor details. AGREED UNANIMOUSLY. e) Business Continuity: This had been derived from the Key organisation. Elements towards the end needed further work, so</p> <p>ACTION: Business Continuity policy will be submitted to the next meeting.</p>

	f) Lettings: Although this was not on the agenda, a document had been attached. There had been an enquiry from a scout's group. CS had set rates that would ensure viability. AGREED UNANIMOUSLY , subject to the below decision to be added: DECISION: Alcohol at lettings maybe served/consumed/sold, only if there is a valid license.
12.	Any Other Business (AOB): None.
13.	Decide whether any of the above should be confidential , and if any new confidential items: None.
14.	Propose items for the next meeting's agenda (at least three weeks ahead of the meeting): None other than those already mentioned in the actions.
15.	Dates of Committee Meetings 2021/22 See 8 (g) above: Action Update: The HT will call an extraordinary Resources Cttee-FGB meeting for the beginning of March <u>19/04/2022</u> , on SFVS, including to cover benchmarking (action 9 of 24/11/21 in table). Meeting previously scheduled: 4th May 2022 , 18:15. Face-to-face venue or e Online to be decided .

D. PART 2: CONFIDENTIAL (None)

~~These minutes were approved at the subsequent _____ 2022 meeting, and ready to publish on the School's website~~
Agreed as a correct record, signed by Chair:

Date:

DRAFT – PLEASE REPLY TO TEXT IN RED/ORANGE FONT, & TO "COMMENTS" (WORD FUNCTION).
 DON'T EDIT THIS; FOLLOW EDITING ETIQUETTE:

Editing etiquette: Changes welcome, but could they be lost? Please do not edit this file. Instead follow these 10 points: (1) Check your emails and GovernorHub to ensure you have the most recent file version. If you received this by email, save the attachment to your filing system. To retrieve the file from GovernorHub, find the file listed in the folder, right click on the three dots to the right of the file name, download, open, and save to your filing system. (2) In PC/Windows, open File Explorer, or in Apple Mac, open Finder. (3) Find, click on and copy the most recent file version. (4) Rename your new file with a suffix such as V0.2. Keep the rest of the file name the same, as this follows the LBH system. (5) Edit your new file using Word's Track Changes (Toolbar > Review tab> Tracking > All Markup). (6) Send to the Clerk. This enables the Clerk to find your changes - otherwise they will not be noticed and will be over-written. (7) Normally the Clerk will review your changes, and issue a "No-Markup" clean version V0.3, accepting most of your changes. (8) If there is no time and you want to issue a "No-Markup" clean version including your changes not Tracked, then copy your V0.2 using the file copying process (1) – (4). (9) Name this next new file with a suffix such as V0.3, and Accept all your changes with two clicks. (10) Only issue V0.3 to others once you have sent your Track Changes V0.2 to the Clerk. That means that the Clerk will have your Track Changes V0.2, and everyone else will have your clean "No-Markup" V0.3 with all your changes accepted. The Clerk can then review your changes, and decide whether another version needs to be issued.