

# **ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL MINUTES**

Governors' Resources Committee Meeting – Summer 2022: 4th May 2022. Landscape format for easier screen reading



<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 04 MAY 2022, 18:15, HELD REMOTELY BY VIDEO DOCUMENTS HERE: [2022 MAY 04](#)**

§ Agenda item numbers may have changed due to a new agenda (V0.2) being issued by HT during the meeting. No comments were made on V0.1, so some agenda item differentiation may be unclear, marked §. These minutes follow the agenda items in V0.1.

**A. MEMBERS**

Non-Governors in grey font

Name	Initials	Role / Category of Governor	Governor Term of Office start - end	Attendance / Apologies
Davina Attara	DA	Local Authority / Chair of this Committee for 2021/22	09/03/22 - 08/03/26	Apologies
Sandra Brierley	SB, HT	Headteacher	Ex officio	Present
Ann McKenna-Slade	AMS	Foundation	01/09/18 - 31/08/22 Ends soon	Present
Elaine Radburn	ER	Foundation, Vice-Chair of this Committee 2021/22, Chaired this meeting	01/01/20 - 31/08/23	Present
Frederick Pemite	FP	Foundation	01/05/21- 31/08/24	Apologies
Jimmy Healy	JH	Co-opted	17/10/19 - 16/10/23 (not 16/10/22)	Present, mostly voice only
Nick Blackham	NB	Staff	28/03/20 - 27/03/23	Present
Audrey Ngouadje	AN	Foundation	01/02/22 - 31/08/25	Present from 18:20
Chandrika Sashidharan	CS	School Business Manager (SBM)	Not a Governor	Present
Chris AC Baker	CACB	LBH School Gov Professional & Clerk:, drafts agenda & minutes	Not a Governor	Present

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

## B. ACTIONS

Colour key: Outstanding Complete

Actions sent to HT & Chair 1/6/22. V0.2 Chair Approved Version to all via GovHub 24/6/22

Action owners recommended to send progress updates to HT, CoG and Clerk 3 working weeks before the next meeting.

Item / Date	Description	Lead	26.01.22 Update	04.05.22 Update
3.1 10/03/21 24/11/21	SB to continue to chase Diocese for formal acknowledgement of <b>AN's new term as Governor</b> .	Headteacher	AN to complete new governors' reference form. She spoke to her local priest, and was due a meeting next week.	Cert received and forwarded.  DONE
8.2 10/03/21, 7/7/21 24/11/21	<b>HR Advisor</b> 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)	NB normally sits on interview panels. DONE
9 first bullet 24/11/21	Schools Financial Value Standard ( <b>SFVS</b> ) 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.	Agreed at the 19.04.2022 EGM FGB. DONE
8 c) 26/01/22	The <b>Asset Register</b> including Service Level Agreements (SLAs) is deferred to the next Resources Committee meeting.	HT	Generated today	Covered at item 9 (h), joined external "B2" register, example presented. See "SLA Contract Register (1)" in GovHub Docs  DONE
11 e) 26/01/22	<b>Business Continuity</b> policy will be submitted to the next meeting.	HT	Generated today	Referred to FGB
04.05.22 3	SB to ask RV to contact <b>FP re attendance</b> (FP due at May meeting)	HT	-	Generated today
04.05.22 9 (i) §	Review <b>procurement card</b> spend physically in School before next meeting	ER	-	Generated today
04.05.22 11 §	<b>Kitchen and toilet works:</b> Explain or send quotes to Governors	CS	-	Generated today. NOT NEEDED by Gobs
04.05.22 16 §	Review next year's <b>meeting dates</b> . 1 FGB in May, 2 in summer? FGB decides. CS to check Governance SLA for costs. See "FGB Overview 2022 2023" doc.	HT, CS	-	Generated today

### C. Part 1: NON-CONFIDENTIAL

1.	<b>Welcome &amp; Opening Prayer</b> Governors were welcomed to the remote meeting. The meeting was opened with a prayer.
2.	<b>Agreement to Virtual Meeting</b> in line with GDPR regulations and School policy: <b>AGREED</b> .
3.	<b>Apologies</b> and consent for absence DA & FP sent apologies, which were accepted. The quorum was half of the membership. There were 8 members, so the quorum was 4. Five Governors were present from the start, so the meeting was quorate. <b>ACTION: SB to ask RV to contact FP re attendance (FP was due).</b>
4.	<b>Declarations of interests</b> , pecuniary or otherwise, in any <u>agenda</u> item, not already in the Register of Interests: NB said that his partner worked in the School. No other declarations at this point.  <u>Annual</u> Declaration of business interests: HT confirmed that she had received all Committee members' declarations for 2021-22 [Are these on the website?]. The system for 2022-23 will be decided at the July FGB. For example whether to use GovernorHub. [The Clerk put that item on that agenda].
5.	<b>Minutes of the previous meeting held on 26 Jan 2022</b>  <b>APPROVED</b> as a correct record.  a) Matters Arising: None.  b) Action Log: See table B "ACTIONS" above.
6.	<b>Review agenda</b> and agree any confidential items: Agenda <b>AGREED</b> , and no confidential items. § Agenda item numbers may have changed due to a new agenda (V0.2) being issued by HT during the meeting. She said there were two new items. These minutes follow the agenda items in V0.1. Agenda changes are marked §.
7.	<b>Urgent Action</b> taken since the last meeting - Chair to report: None.
8.	<b>§ School Business Manager's Report:</b> There was no SBM report, because that was provided at the 19.04.22 FGB EGM.

## 9. Financial Tasks

- a) § SBM 2021-22 Budget review: There was no SBM report, because that was provided at the 19.04.22 FGB EGM.
  - b) Year End 2021-2022: APPROVED AT THE 19.04.22 FGB EGM
  - c) Controls Assurance Statement 2021-2022: APPROVED AT THE 19.04.22 FGB EGM
  - d) Best Value Statement: APPROVED AT THE 19.04.22 FGB EGM
  - e) Schools Financial Value Standard (SFVS) Formal Agreement: APPROVED AT THE 19.04.22 FGB EGM
  - f) Budget 2022-2023 Approval including Surplus Spend Plan 2022-2025: APPROVED AT THE 19.04.22 FGB EGM
  - g) SBM 2021-22 Budget review: APPROVED AT THE 19.04.22 FGB EGM
  - h) Asset Register including Service Level Agreements (SLAs): Deferred from 26/01/22 meeting, Action 8 (c). The School joined the external “B<sup>2</sup>” register. See “SLA Contract Register (1)” in GovHub Docs. There may be access issues for the Register. HT presented an example of the Register on the screen. They were not able to give a policy, but did provide a to-do list. It included backups for critical failures, such as Information and Communication Technology (ICT). Both the company and the School can update the Register. The SLA contract register (for information only, similar to terms of reference) was in the meeting documents on GovernorHub. The service had been useful, particularly for ICT, photocopyers et cetera. HT considered the action complete.  
 QUESTION: Are you sure they update the register?  
 ANSWER: Yes, they visit once a year to update it.
  - i) Procurement Card spend: Use stopped in January, but had recently started again.  
 QUESTION: Why was it not used?  
 ANSWER: Expenditure had been stopped for the year-end, to help with tracking for the budget.
- ACTION: ER to review procurement card spend physically in School before the next meeting.**
- j) Governors’ Fund, retaining rental income (HT to liaise with other Catholic schools, Action 6.7 of 24/11/21): This was covered at the 19.04.22 FGB EGM. The accounts needed to be formally closed, and funds transferred to the disbursement account. There will be a VAT change to rent, because of the account move. It would apply from August.
  - k) Rental income (referred from FGB EGM, 19/04/2020). Covered at (j) immediately above.
  - l) Service Level Agreements (SLAs): LBH Human Resources audited it, so it was complete. They found minor issues such as signatures and names, which were easy to fix. Everything was in order, including the Disclosure and Barring Service (DBS).

§ A new agenda was announced as uploaded to GovernorHub at this point by HT, but was in error as it was for Teaching and Learning Committee.

m) § PM (Performance Management?) policies & procedures	§ Not covered as agenda items here, probably because they were not on the revised V0.2 agenda.
n) § Health & Safety / Premises Policies. See 11 below.	
o) § Building Development Plan. See 11 below.	

10.	<b>§ Staffing/Reviews</b> , Single Central Record (SCR): § Not covered, probably because they were not on the revised V0.2 agenda.
11.	<p><b>Premises / Contracts</b></p> <p><i>SBM Premises Report, and Building Development Plan:</i>  CS said that School Offices Services were doing good work, and that reminders for tests et cetera were being issued. Over the summer holidays the following will be refurbished: Two sets of toilets, and the kitchen servery to be opened up to face the hall for easier serving. Years Five and Six will be redecorated and re-carpeted. The main office layout will be made more user friendly.</p> <p>QUESTION: When the Years Five and Six carpets were replaced a few years ago, the flooring underneath was faulty. Had that been considered?  ANSWER: No, the carpets had not been removed to check, but the contractor will be warned.</p> <p>Three quotes will be obtained for the toilet and kitchen works, on which CS offered to consult Governors. The Clerk said this was probably the type of matter that was delegated to the School Leadership Team.</p> <p><i>General Data Protection Regulations (GDPR) Audit:</i>  This was in the meeting papers. In terms of Red/Amber/Green (RAG) ratings, most items were green. There were a few that were amber or red. CS and HT were working on these, and they were mostly complete. The data breach policy was red, and in the papers for today's meeting.</p> <p>§ At 19:00 the HT said she had uploaded (another) new agenda, V0.2.</p>
12.	<p><b>Policies</b> for amendment / approval (Source: "Policy Schedule 2020 -2022.docx"). Some review dates needed to be added.</p> <ul style="list-style-type: none"> <li>a) Business Continuity: Deferred from 26/01/22 meeting, Action 11 (e). Refer to the FGB.</li> <li>b) Sun Safety: no changes, this was a standard policy. <b>AGREED UNANIMOUSLY</b></li> <li>c) Nut Policy: A Governor said the page No. flow, e.g. 1 to 3, could be improved. HT will amend this. <b>AGREED UNANIMOUSLY.</b></li> <li>d) Pastoral Care: <b>AGREED UNANIMOUSLY.</b> Governors were happy with the service.</li> <li>e) Cookie Policy: <b>AGREED UNANIMOUSLY</b> (from GDPR, review date to be added in).</li> <li>f) Data Breach (from GDPR): Review date to be added. Some details needed to be populated, for example some headers. Then refer to FGB [Clerk put on July agenda].</li> </ul>
13.	<p><b>Any Other Business (AOB)</b></p> <p>Uniform questions will go to the Teaching and Learning Committee. New guidance and cheaper alternatives for branded items had been issued. Some used items could be sold, for example if the Parent Teacher Association was running again.</p>

	<p>QUESTION: For lettings, had an alcohol licence been applied for, whether for consumption or for sale?</p> <p>ANSWER: That would be needed if alcohol was sold, and the organisation hiring the space would need to apply. They may need a Temporary Event Notice. The summer fete had had donations for drinks, which was different.</p>
14	Decide whether any of the above should be <b>confidential</b> , and if any new confidential items: None.
15	Propose items for the <b>next meeting's agenda</b> (at least three weeks ahead of the meeting): None other than those already mentioned.
16	<p><b>Dates of Meetings 2022/23</b></p> <p>The HT said that the term dates and In-Service Education and Training (INSET) days were in the documents ("FGB Overview 2022 2023"), but did not have to be agreed today. CS and HT were working on next year's meeting dates. Perhaps one FGB in May and two in the summer?</p> <p><b>ACTION: CS to check Governance SLA for costs of FGB meetings. The next FGB will decide dates &amp; number of meetings.</b></p> <p>The Clerk declared a potential financial interest if he was paid for an extra meeting.</p>

## 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 – DON'T EDIT THIS; FOLLOW EDITING ETIQUETTE

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