



**MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE
OF ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL HELD ON
WEDNESDAY 5 JULY 2023 AT 6.15PM**

Members:

Name	Initials	Role / category of governor	Term of Office End	Attendance / Apologies
Davina Attara	DA	Local Authority/ Chair of this Committee	09/03/2022 – 08/03/2026	Present
Sandra Brierley	SB	Headteacher	Ex officio	Present
Audrey Ngouadje	AN	Foundation	01/02/2022 – 31/08/2025	Present
Nick Blackham	NB	Staff	28/03/2020 - 27/03/2023	Present
Elaine Radburn	ER	Foundation	01/01/2020 – 31/08/2023	Apologies
Marsha Mollineau	MM	Parent	16/11/2022 – 15/11/2025	Present – arrived at 18:40
Roseline Fadaini	RF	Foundation		Apologies

Also present: Chandrika Sashidharan (CS) – School Business Manager

Clerk: Sarah Davies

ACTION LOG

Item	Action	Responsible	Date by
4.2	Statlog meeting to be rearranged and update provided at next FGB meeting.	SB / Clerk	12 July 2023
4.2 & 9	Contract register update to be provided at next Committee meeting.	SB / Clerk	Resources committee – Autumn term 2023
10.1	SB to discuss WhatsApp for Business with Governors and update policy accordingly.	SB	ASAP

The meeting started at 18:25.

Part 1: Non-confidential

1.	Welcome & Opening Prayer All governors were welcomed to the meeting. The meeting was opened with a prayer.																																		
2.	Agreement to virtual meeting in line with GDPR regulations and School policy Governors agreed for the meeting to be held virtually.																																		
3.	Committee Organisation <u>3.1 Governors to declare any interest, pecuniary or otherwise, in agenda items</u> There were no items declared.																																		
4.	Minutes of the Last Meeting <u>4.1 Minutes of the Previous Meeting held on 25 January 2023</u> Governors considered the minutes within the agenda pack and APPROVED the minutes of the meeting held on 25 January 2023 as a correct record. <u>4.2 Matters Arising</u> The following updates were provided: <table border="1" data-bbox="255 1075 1436 2128"> <thead> <tr> <th>Item</th><th>Action</th><th>Responsible</th><th>Status</th></tr> </thead> <tbody> <tr> <td>4.2</td><td>All Governors to complete declaration of interest form on GovernorHub.</td><td>All</td><td>Complete</td></tr> <tr> <td>4.2</td><td>Pupil premium grant and sports grant to be discussed at next FGB meeting.</td><td>Head / Clerk</td><td>Complete</td></tr> <tr> <td>7</td><td>CS to confirm where funding in line I13 was received from.</td><td>CS</td><td>Complete – funding was from donations.</td></tr> <tr> <td>7</td><td>CS to review and confirm cost per meal received from Government per each free school meal.</td><td>CS</td><td>Complete – since previous meeting, the Mayor of London has introduced free school meal for all primary school children at a price of £2.65 per meal.</td></tr> <tr> <td>7</td><td>CS to confirm money to be raised by proposed increase.</td><td>CS</td><td>Complete – as above.</td></tr> <tr> <td>7</td><td>CS to undertake further work and present figures to Governors.</td><td>CS</td><td>Complete – as above.</td></tr> <tr> <td>7</td><td>Fire risk assessment report to be shared at the next Resources Committee meeting.</td><td>CS</td><td>Complete – uploaded onto GovernorHub. Red actions</td></tr> </tbody> </table>			Item	Action	Responsible	Status	4.2	All Governors to complete declaration of interest form on GovernorHub.	All	Complete	4.2	Pupil premium grant and sports grant to be discussed at next FGB meeting.	Head / Clerk	Complete	7	CS to confirm where funding in line I13 was received from.	CS	Complete – funding was from donations.	7	CS to review and confirm cost per meal received from Government per each free school meal.	CS	Complete – since previous meeting, the Mayor of London has introduced free school meal for all primary school children at a price of £2.65 per meal.	7	CS to confirm money to be raised by proposed increase.	CS	Complete – as above.	7	CS to undertake further work and present figures to Governors.	CS	Complete – as above.	7	Fire risk assessment report to be shared at the next Resources Committee meeting.	CS	Complete – uploaded onto GovernorHub. Red actions
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					have been completed by the Facilities Manager; who was now working through the lower risk items. All recommendations would be complete by September.	
	7	CS to identify all income received from catering, including FSM grants.	CS		Complete – as above re Universal Free School Meals (UFSM).	
	7	Restructuring to be discussed at next FGB meeting.	CS		Complete	
	7	SFVS to be discussed at next FGB meeting	CS		Complete	
	8	Governors to review self-evaluation form once circulated.	All		Complete	
	8	Chair of Governors to circulate doodle poll to obtain Governors availability for RE governor visit.	Chair of Governors		Complete	
	9	Statlog meeting to be rearranged and update provided at next FGB meeting.	SB		To be discussed next week (12 July)	
	9	Contract register update to be provided at next Committee meeting.	SB		To be discussed at next Committee.	
	<p>Governor Question – will the introduction of universal free school meals make the school's deficit worse?</p> <p>Answer – if the funding is only received for FSM value, then it is a possibility, this point is being raised at borough meetings, however it will not be clarified until September.</p>					
5.	<p>Review agenda and agree any confidential items</p> <p>There were no confidential items for discussion.</p>					
6.	<p>Urgent action taken since the last meeting – Chair to report</p> <p>There was no urgent action undertaken.</p>					
7.	<p>Financial tasks</p> <p>(Note: MM arrived at the start of this item)</p> <p>a) <u>SBM report</u></p> <p>CS presented the budget and outlined the following points:</p> <p><u>Income</u></p> <ul style="list-style-type: none"> The budget was prepared until the end of May; when 16.67% of income should have been received and 16.67% of expenditure spent. To date the school had spent 14.12%, CS confirmed spend was usually lower at this point in the school year. Separate funding has been received for achievement activities and the Easter holiday club. 					

- £4900 had been received from lettings, which related to rent received from the school house. Governors noted that the diocese had requested to take the house over, SB responded to say that the school had already included the rent in the school budget, however no response had been received. The current tenants would need to be given three months' notice, meaning the date for them to vacate by the start of the next academic year had already passed.

Governor Question – what will Diocese do with the house?

Answer – the house was given to the school by the Diocese on the understanding that it may be needed for retired priests.

Governor question – is the budget from September to September?

Answer – no the budget year runs from April to March.

Expenditure

The expenditure report was discussed. CS said that the insurance payment line was currently at 50% as the payments had been made until November.

Governor question: why are some of the lines over 16.67%?

Answer: CS stated that the SBM report outlines the reasons as to why some lines are overspent.

Governor question: why are the rates higher?

Answer: it does balance later on as they no payment taken in February and March.

Governor question: what are the publicity costs?

Answer: the school are making a film to be publicised on social media to promote the school.

Governor question: have the other insurance costs been paid for the whole year?

Answer – yes, the insurance has been paid to the Diocese for the full year.

Staffing

Three appointments had been made, however there had been no leavers.

Planned capital works

The following updates were given:

- Three ICT rooms had been moved; this work had been completed.
- Library refurbishment tenders had been sought with two received.
- Some works had been completed to the prayer gardens with more to do; the flooring needs to be replaced.
- Works had been completed on the murals.
- Works to the nursery kitchen will be completed over the summer.
- Works to the kitchen would be completed over the summer.

Further dates

These will be reviewed at the full governors meeting on 12 July.

b) Diocese communication

This was discussed above.

8.

RE inspection feedback

SB confirmed that the report had not yet received and may be delayed due to two strike days. The report is due to be sent 10 to 15 working days after the inspection for the school to fact check and send back to the inspectors; five days after that the school will receive the final report. SB hoped to have the report by the end of term.

SB said the inspection went well and was very positive, with thanks to staff and parents, over 70 consultation responses were received, and the pupils were phenomenal. SB thanked the governors who attended who were amazing and gave a really positive picture of the school.

9.	Premises / Contracts SB confirmed the contract register had been updated and would be shared at the next Resources Committee.
10.	Policies <u>10.1 Electronic Information and Communication Systems Policy</u> SB confirmed the policy was provided by Judicium and was their standard policy which stated the updates undertaken to date, including change of reference from GDPR to UK GDPR. SB noted that on page 10, the policy states not to use WhatsApp on personal phones, which the school currently do. Governors noted that they used WhatsApp for Business and it was agreed that this would be reviewed for the school to use and then update the policy accordingly. ACTION: SB to discuss WhatsApp for Business with Governors and update policy accordingly. All agreed the Electronic Information and Communication Systems policy, subject to the amendment above. <u>10.2 Information Security Policy</u> The policy was also a standard policy from Judicium with no updates. All agreed the Information Security policy. <u>10.3 Bereavement Policy</u> The policy was received from the Diocese of Westminster. The policy is extensive and a very comprehensive resource. It is a new policy. All agreed the Bereavement policy. <u>10.4 Emergency Data Recovery Plan</u> This had been updated by the IT technician, as the school have moved to a cloud based system. All agreed the Emergency Data Recovery Plan. <u>10.5 Use of photography in school policy</u> This had been reviewed to ensure up to date and correct, no changes were made. All agreed the use of photography in school policy
11.	Any other Business Governors were reminded to complete their skills form on GovernorHub.
12.	Decide whether any of the above should be confidential and if there are any new confidential items There were no items that were confidential.
13.	Propose items for the next meeting's agenda None proposed.
14.	Dates of Committee Meetings 2023/24 The proposed dates below would be agreed at the FGB meeting on 12 July. It was proposed that Committee meetings would remain online, with FGB meetings in person. Proposed Committee dates: 27 September 2023 29 March 2023 12 June 2023