



**MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE
OF ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL HELD ON
WEDNESDAY 25 JANUARY 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	Present
Marsha Mollineau	MM	Parent	16/11/2022 – 15/11/2025	Present
Roseline Fadaini	RF	Foundation		Absent

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

Clerk: Sarah Davies

ACTION LOG

Item	Action	Responsible	Date by
4.2	All Governors to complete declaration of interest form on GovernorHub.	All	ASAP
4.2	Pupil premium grant and sports grant to be discussed at next FGB meeting.	Head / Clerk	Next meeting FGB
7	CS to confirm where funding in line I13 was received from.	CS	ASAP
7	CS to review and confirm cost per meal received from Government per each free school meal.	CS	For discussion at FGB meeting.
7	CS to confirm money to be raised by proposed increase.	CS	For discussion at FGB meeting.

7	CS to undertake further work and present figures to Governors.	CS	For discussion at FGB meeting.
7	Fire risk assessment report to be shared at the next Resources Committee meeting.	CS	Next Resources committee meeting.
7	CS to identify all income received from catering, including FSM grants.	CS	For discussion at FGB meeting.
7	Restructuring to be discussed at next FGB meeting.	CS	For discussion at FGB meeting.
7	SFVS to be discussed at next FGB meeting	CS	For discussion at FGB meeting.
8	Governors to review self-evaluation form once circulated.	All	ASAP
8	Chair of Governors to circulate doodle poll to obtain Governors availability for RE governor visit.	Chair of Governors	ASAP
9	Statlog meeting to be rearranged and update provided at next FGB meeting.	SB	For discussion at FGB meeting.
9	Contract register update to be provided at next Committee meeting.	SB	For discussion at next Committee meeting.

The meeting started at 18:00

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 5 October 2022</u> Governors considered the minutes within the agenda pack and APPROVED the minutes of the meeting held on 5 October 2022 as a correct record. <u>4.2 Matters Arising</u> The following updates were provided: <ul style="list-style-type: none"> All to complete declaration form at FGB meeting in November. Update: November meeting held online, all to complete via GovernorHub. ACTION: All Governors to complete declaration of interest form on GovernorHub. SB to confirm quorate required for the Committee.

	<p>Update: completed.</p> <ul style="list-style-type: none"> Pupil premium grant and sports grant to be discussed at FGB meeting in November. Update: to be discussed at next FGB meeting. ACTION: Pupil premium grant and sports grant to be discussed at next FGB meeting. DA's terms of office to be clarified with Clerk. Update: completed. Brought in professional services budget expenditure line to be increased. Update: completed. SB to review promotion of breakfast club. Update: ongoing. Benchmarking to be presented at the next Committee meeting. Update: on agenda for discussion.
5.	<p>Review agenda and agree any confidential items There were no confidential items for discussion.</p>
6.	<p>Urgent action taken since the last meeting – Chair to report There was no urgent action undertaken.</p>
7.	<p>Financial tasks a) <u>Budget 2022-23</u> CS presented the budget noting it was accurate as of 11 January 2023. The income should be at 79.17%; the school had slightly overspent at 80.87%; this was due to the payment of some invoices. Currently there was a deficit of £24k, although it was noted the school had a surplus. CS noted she was not concerned about the deficit as savings could be identified. Governor question – what is included in line 113? Answer – CS confirmed she would write to confirm where the funding had been received from. ACTION: CS to confirm where funding in line 113 was received from.</p> <p>The expenditure budget was explained with salary costs and repairs and maintenance increased. The catering and stationery costs had also increased. It was noted that energy cost support would end in April.</p> <p>Governor Question – has the heating been turned on in the school? Answer – SB confirmed it had been turned on. There were two boilers in school which had not been working well with the boilers turned on full when they did not need to be. CS noted that the diocese had encouraged schools to move towards smart switches which could be controlled online. Governors agreed that it was important to have the children warm at school.</p> <p>CS confirmed that all staff had been emailed regarding buying resources by 31 January. All PO orders and credit card spend would stop after this date.</p> <p>The catering spend was at 95%; due to equipment repairs and servery repairs.</p> <p>E12 spend included maintenance jobs which included urgent electrical works. Only essential works would be undertaken, which were health and safety requirements.</p> <p>CS requested Governors to approve increasing meal costs from £2.10 to £2.30 from the beginning of April, noting that there may need to be a further increase due to food prices.</p> <p>Governor Question – how much were meals increased last year? Answer – they have increased from £2 to £2.10.</p> <p>Governor Question – could the price increase damage the reputation of school by increasing prices during a cost of living crisis. Would students withdraw from dinners altogether?</p>

	<p>Answer – the breakfast club costs £2 and clubs are £3 per session; there have been no additional prices raised. A free breakfast club was also offered at the moment. The costs to the school were going up and the price needed to support the school; there was a possibility of raising to £2.20 now and then £2.30 further.</p> <p>Governor Question – are parents struggling?</p> <p>Answer – a drop off was not seen at the previous price increase, however that was not during the cost of living crisis. 70% of children are entitled to a free school meal.</p> <p>Governor Question – what does the forecast look like if the price continued at £2.10?</p> <p>Answer – £2.30 would not break even, the increase was to try to minimise the gap.</p> <p>Governor Question – what is FSM and UFSM funding was received from the Government?</p> <p>Answer – CS believed £2.40 per meal was received, CS to review.</p> <p>ACTION – CS to review and confirm cost per meal received from Government per each free school meal.</p> <p>Governor Question – how much money would the increase raise?</p> <p>Answer – CS to confirm.</p> <p>ACTION – CS to confirm money to be raised by proposed increase.</p> <p>It was agreed that CS would undertake further work and present the figures to Governors, with a 10p increase initially.</p> <p>ACTION – CS to undertake further work and present figures to Governors.</p> <p>A fire risk assessment was undertaken in September which noted a moderate risk range. A list of actions had been identified; this would be reviewed with the business manager to identify priorities. The document would be circulated at the next Resources Committee meeting.</p> <p>ACTION – fire risk assessment report to be shared at the next Resources Committee meeting.</p> <p>b) <u>SBM report</u></p> <p>Catering was discussed concerning budget allocation with the actual expenditure for both staffing and supplies from 2018 outlined. From 2021-22 the catering costs had increased. The average number of children who had a meal was 161, which included FSM students.</p> <p>CS requested to move to the Hackney framework model and move away from Ashlyns. The cost per pupil meal would be higher with new company, however all costs were included. The current set up with Ashlyns meant that food and staff were paid for separately.</p> <p>It was agreed that CS would identify the income received from catering.</p> <p>ACTION – CS to identify all income received from catering, including FSM grants.</p> <p>Marsha Mollineau left at 7pm.</p> <p>It was agreed that the restructuring would be discussed following the work surrounding the school meal increase at the next FGB meeting.</p> <p>ACTION – restructuring to be discussed at next FGB meeting.</p> <p>c) <u>Benchmarking</u></p> <p>Benchmarking reports were circulated and reviewed total expenditure; staffing; insurance, utilities and catering; and supplies and services.</p> <p>SB noted that the benchmarking included the surplus which obscured the figures slightly.</p> <p>d) <u>SFVS</u></p> <p>This was previously circulated to Governors and would be discussed at the next FGB meeting.</p> <p>ACTION – SFVS to be discussed at next FGB meeting.</p>
8.	<p>RE inspection feedback</p> <p>SB noted that the Section 48 inspection was due imminently and said the school had completed a self-evaluation form (SEF). This form will be circulated to Governors for review.</p>

	<p>ACTION – Governors to review self-evaluation form once circulated.</p> <p>SB confirmed that Father Stewart was the link governor for RE.</p> <p>SB said she would arrange a day before Easter for Governors to attend a RE governor visit to view classes, books and teaching. It was agreed that the Chair of Governors would circulate a doodle poll for availability.</p> <p>ACTION – Chair of Governors to circulate doodle poll to obtain Governors availability for RE governor visit.</p>
9.	<p>Premises / Contracts</p> <p><u>Statlog:</u> SB confirmed that the school had not yet met with Statlog. The meeting was to be rearranged and would be discussed at next FGB meeting.</p> <p>ACTION – Statlog meeting to be rearranged and update provided at next FGB meeting.</p> <p><u>Contract register</u> – confirmed this was in place and would be worked on ahead of the new budget year. An update would be given at the next Committee meeting.</p> <p>ACTION – contract register update to be provided at next Committee meeting.</p>
10.	<p>Policies</p> <p><u>10.1 Recruitment Policy</u> It was confirmed this was a Hackney Education standard policy.</p> <p>All agreed the Recruitment policy.</p> <p><u>10.2 Debt Management Policy</u> This was the same policy as before with no changes made.</p> <p>All agreed the Debt Management policy.</p> <p><u>10.3 Government procurement Policy</u> It was confirmed that minimal changes had been made with the dates changed.</p> <p>All agreed the Government procurement policy.</p> <p><u>10.4 Management of Human Bites Policy</u> It was confirmed this was a public health policy and the school nurse was consulted.</p> <p>All agreed the Human Bites policy.</p>
11.	<p>Any other Business</p> <p>SB gave an update on the strike action, SB undertook a risk assessment and has spoken to the Chair of Governors and have decided to close the school. Staff and parents had been informed. Provision had been made for those students eligible for FSM with a packed lunch being given on Tuesday evening.</p>
12.	<p>Decide whether any of the above should be confidential and if there are any new confidential items</p> <p>There were no items that were confidential.</p>
13.	<p>Propose items for the next meeting's agenda</p> <p>Contract register.</p>
14.	<p>Dates of Committee Meetings 2022/23</p> <p>Governors noted that the following meetings:</p> <ul style="list-style-type: none"> • 19 April 2023