



**MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE  
OF ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL HELD ON  
WEDNESDAY, 24 NOVEMBER 2021 Final Version**

**Members:**

Name	Initials	Role / category of governor	Term of Office End	Attendance / Apologies
Sandra Brierley	SB, HT	Headteacher	Ex officio	Present
Davina Attara	DA	Local Authority/ Chair of this Committee from today	22/06/12- 28/12/21	Present
Ann McKenna-Slade	AMS	Foundation	01/09/18- 31/08/22	Present
Elaine Radburn	ER	Foundation, Vice- Chair of this Committee from today	26/09/19- 25/09/22	Present
Frederick Pemite	FP	Foundation	01/05/21- 31/08/24	Absent
Jimmy Healy	JH	Co-opted	17/10/19- 16/10/22	Present
Nick Blackham	NB	Staff	28/03/20- 27/03/23	Present
Audrey Ngouadje	AN	Observer		Present

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

Clerk: Rabiya Khatun

**ACTION LOG**

Item / Date	Action	Responsible	Date by
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	Pending- Headteacher to discuss application with AN following this meeting
6.2 24/11/21	The school to undertake an investigation to ascertain how the School Fund account was funded in the	Headteacher	To report back at the next meeting in January 2022

	past and the findings to be presented at the next meeting in January 2022		
6.3 24/11/21	The Headteacher to email the PPG report to the Committee's governors by next week.	Headteacher	By next week and before 31 December 2021
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	By next week
6.6 24/11/21	ER to arrange a visit to the school to view the Procurement Card spend	ER	ER to arrange visit.
6.7 24/11/21	Headteacher to liaise with other of Catholic schools Headteachers and report back at the next meeting on retaining rental income in the Governors' Fund account.	Headteacher	To report back at the next meeting in January 2022

### Part 1: Non-confidential

1.	<p><b>Welcome &amp; Opening Prayer</b></p> <p>All governors were welcomed to the remote meeting.</p> <p>The meeting was opened with a prayer.</p>
2.	<p><b>Elect Chair &amp; Vice Chair for 2021/22</b></p> <p>AMS nominated and RV seconded DA for the position of Chair of the Committee and ER as Vice-Chair for the academic year 2021/22.</p> <p><b>AGREED:</b></p> <p>i. That Davina Attara be elected the Chair of the Resources Committee for the academic year 2021/22.</p> <p>ii. That Elaine Radburn be elected Vice-Chair of the Resources Committee for the academic year 2021/22.</p>
3.	<p><b>Committee Organisation</b></p> <p>3.1 Apologies and consent for absence There were no apologies for absence.</p> <p>3.2 Declarations of Interest/Business Interests There were no declarations of interest declared at the meeting.</p>

4.	<p><b>Minutes of the Last Meeting</b></p> <p>4.1 Minutes of the Previous Meeting held on 7<sup>th</sup> July 2021 Governors considered the minutes within the agenda pack and <b>APPROVED</b> the minutes of the meeting held on 7<sup>th</sup> July 2021 as a correct record.</p> <p>4.2 Matters Arising</p> <table><tr><th>Item / Date</th><th>Action</th><th>ACTIONED/ COMPLETED</th></tr><tr><td>43 7/7/21</td><td>Monitor Procurement Card spend</td><td>Completed -Standing item for future agendas- On the agenda</td></tr><tr><td>4.5 7/7/21</td><td>Report priorities to Committee - Provide an update on the site management and cleaning services tender of contract</td><td>Completed–On the agenda</td></tr><tr><td>4.6 7/7/21</td><td>Deferred Committee performance evaluation to the next Committee meeting.</td><td>Completed –On the agenda</td></tr><tr><td>4.7 (7/7/21) 4.2.2&amp; 8.2 (18/11/20)</td><td>Deferred Asset Register Policy to the next Committee meeting.</td><td>Completed –On the agenda</td></tr><tr><td>3.1 10/03/21</td><td>SB to continue to chase Diocese for formal acknowledgement of AN's new term as Governor.</td><td>Pending- Headteacher to discuss with AN following this meeting</td></tr><tr><td>9 10/03/21 7/7/21</td><td>The Governors' Fund to be presented at the next Resources Committee meeting to enable Governors to understand trends.</td><td>Completed –On the agenda</td></tr><tr><td>8.2 10/03/21 7/7/21 24/11/21</td><td>HR Advisor to confirm Governor involvement in recruitment for senior and teacher posts (Recruitment Policy).</td><td>Pending</td></tr><tr><td>9 10/03/21</td><td>The Governors' Fund to be presented at the next Resources Committee meeting to enable Governors to understand trends.</td><td>Completed– on the agenda</td></tr></table> <p>4.3 Chair to Report on Any Urgent Action Taken There were no urgent actions taken by the Chair.</p>	Item / Date	Action	ACTIONED/ COMPLETED	43 7/7/21	Monitor Procurement Card spend	Completed -Standing item for future agendas- On the agenda	4.5 7/7/21	Report priorities to Committee - Provide an update on the site management and cleaning services tender of contract	Completed–On the agenda	4.6 7/7/21	Deferred Committee performance evaluation to the next Committee meeting.	Completed –On the agenda	4.7 (7/7/21) 4.2.2& 8.2 (18/11/20)	Deferred Asset Register Policy to the next Committee meeting.	Completed –On the agenda	3.1 10/03/21	SB to continue to chase Diocese for formal acknowledgement of AN's new term as Governor.	Pending- Headteacher to discuss with AN following this meeting	9 10/03/21 7/7/21	The Governors' Fund to be presented at the next Resources Committee meeting to enable Governors to understand trends.	Completed –On the agenda	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).	Pending	9 10/03/21	The Governors' Fund to be presented at the next Resources Committee meeting to enable Governors to understand trends.	Completed– on the agenda
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5.	<p><b>Review terms of reference/ Committee Membership and yearly plan</b></p> <p>Governors reviewed the terms of reference within the agenda pack. <b>AGREED</b> the terms of reference of the Resources Committee subject to the deletion of the wording 'Staffing'.</p>																											
6. e	<p><b>Financial Tasks</b></p> <p><u>6.1 Budget review</u> Governors reviewed the document within the agenda pack and CS highlighted the following points in the budget 2021/22 as follows: Income</p> <ul style="list-style-type: none"><li>• There was currently a slight overspend by 1.55%.</li><li>• I01 – The income was £46,769 short of current budget. The additional funding for teachers' pension and £45,000 of pay grant was included in this year's devolved budget.</li><li>• I09- Income from catering had not been rising and this could have been due to more children receiving free meals or poor uptake of meals. The company had been asked to do more promotions to increase school meal uptake.</li></ul> <p>Expenditure</p> <ul style="list-style-type: none"><li>• E04- Premises and cleaning staff. The overtime costs related to sickness absence cover had resulted in the overspend.</li><li>• E14, E15, E16 – The low expenditure was due to September invoices being paid only. The October invoices had not been included.</li></ul>																											

- E20- ICT – The cost of the school's new laptops, IPADs and transfer to Cloud would be funded mostly from the school's surplus and governors' contribution.
- E25 – The kitchen had purchased a new freezer which had resulted in an overspend in catering. In 2022 the school would need to consider whether it wanted to take out insurance covering the catering equipment.
- E26 – There had been an overspend in agency supply costs due to agency cover for staff absences for Covid sickness, isolation and dependency. Two additional agency teaching assistants had also been employed for EYFS to support 1:1 children.
- E27 & E28 – There had been an increase in services for speech and language therapy, counselling, mentoring, drumming, education psychology and governance. The upfront costs of these services had led to an initial overspend.

QUESTION: Will the Diocese reimburse the school for the costs of the perimeter fencing?

ANSWER: No, the fencing is not covered under capital spending.

## 6.2 Monitor School Fund Account.

The Headteacher highlighted that the school held two accounts:

- **School Fund**—There was approximately £8,000 in this account, which had previously been used to pay for extra curricular activities such as trips, coaches, pantomimes and engagement. Since 2019 the parental contribution collected had totalled £826 and there were no transactions on this account as no money had been spent since SB had been appointed Headteacher.
- **Governor's Building Fund** – The two revenue streams for this account were from the rent revenue from the house and the parental contributions starting from £10. The money held in this account was used for building projects.

The Headteacher stated that the full parental contributions should be deposited in the Governors' Building Fund account as the contributions were requested towards the costs of building and maintenance works such as upgrading the toilet. A newsletter requesting parental contributions would be sent out next week.

The Headteacher believed that the remaining funds in the School Fund account should be spent on extracurricular activities such as trips etc and no further funds should be deposited as the revenue stream was unclear and it was not appropriate to take a small percentage of the parental contribution for this account as it was not being used for building projects. The Chair was of the opinion that a percentage of parental contributions could be held in the School Fund account and enquired how this account would be topped up going forward should any pupils require assistance with the costs of trips etc.

The Headteacher clarified that the school had a total of four accounts and the other two accounts were the Local authority Account which held public money and DFC Account which was a Diocese centrally controlled account to cover building works which required consent before funds could be withdrawn.

QUESTION: If the School Fund account is closed and a child needs assistance with the cost of a trip, where will the money come from?

ANSWER: It can come from the Governor Building Fund account as the parental contributions and rent are paid into this account. However, the school will need to seek permission before withdrawing any money from this account including for extracurricular activities.

The Chair proposed alternatively that the rent from the house could be deposited into the School Governor Fund account, which would then allow the school to retain its flexibility in withdrawing funds for extracurricular activities. The Headteacher was satisfied with the alternative proposal and indicated that she would check with other Catholic headteachers about their banking arrangements and in particular the School Fund account.

The Chair indicated that going forward the Committee needed to decide if the rent revenue should be transferred and deposited into the School Fund account as well as parental contributions. Further investigation was needed to ascertain how the School Fund account was funded in the past.

**AGREED:** That the school to undertake an investigation to ascertain how the School Fund account had been funded in the past and the findings to be presented at the next meeting in January 2022 so that governors could take a decision going forward.

**ACTION 6.2:** The school to undertake an investigation to ascertain how the School Fund account was funded in the past and the findings to be presented at the next meeting in January 2022.

#### 6.3 Pupil Premium Grant (PPG) report

The Headteacher reported that the reporting arrangements for the PPG had changed and she was still working on the report, which needed to be published by 31 December 2021. The report would be circulated to Committee governors by next week.

It was highlighted that the school would be receiving over £150,000 this year including £141,225 in PPG and approximately £12,000 from the recovery funding.

QUESTION: Is the PPG going up this year?

ANSWER: No, the grant is currently set at £1,345 per child and the school currently has 105 children eligible for the grant. The PPG amount the school receives has increased from previous years but this is due an increase in the number of children eligible for free meals as a result of the pandemic.

**AGREED:** That the PPG report be circulated to the Committee's governors by next week.

**ACTION 6.3:** The Headteacher to email the PPG report to the Committee's governors by next week.

#### 6.4 Sports Grant Report

The school had been allocated £17,590 sports grant this year. The sports grant would be used to fund one hour of the allocated three and half hours of PPA time that was linked to PE and it would also be used to fund the work undertaken with the SEN group, lunch time cover, clubs, swimming and an African drum specialist attending school.

There was £3,000 remaining of the grant and HT would allocate this by end of week.

**NOTED** the verbal update regarding the sports grant report.

**ACTION 6.4:** The Headteacher to circulate information on the £3,000 allocation to the Committee's governors by end of week

#### 6.5 Asset Register Policy

The Headteacher reported that the asset register would be available online soon. 3M had visited the school and audited and documented all equipment and furniture. SB would be meeting with them next week to discuss the register and sharing the online system.

**NOTED** the update.

#### 6.6 Monitor Procurement Card spend

ER advised that she would be visiting the school to view the Procurement Card spend.

**NOTED** that ER would be visiting the school to view the Procurement Card spend.

**ACTION 6.6:** ER to arrange a visit to the school to view the Procurement Card spend

#### 6.7 The Governors' Fund

Governors reviewed the Rent & Expenditure document within the agenda pack.

The Headteacher summarised that there was currently £55,667 in the account from the rent received from the house and outlined the expenditure since 2012. It had been clarified with the estate agent that any electrical checks and costs of replacing white goods should be paid from this account.

	<p>The Chair noted that this account was used for the purpose of depositing rent only and was not part of the School Fund account. The Headteacher indicated that she would liaise with other Headteachers of Catholic schools to ascertain if it was appropriate to keep the rental income in the Governors' Fund account and report back at the next meeting.</p> <p><b>NOTED:</b> The Governors' Fund Rent &amp; Expenditure.</p> <p><b>ACTION 6.7:</b> Headteacher to liaise with other Catholic schools' Headteachers and report back at the next meeting on retaining rental income in the Governors' Fund account.</p> <p><u>6.8 Committee performance evaluation</u></p> <p>The governors reflected on the work undertaken by the Committee in 2020/21 and highlighted the following:</p> <ul style="list-style-type: none"> <li>• Governors had been prudent with the finances and had delivered a budget underspend.</li> <li>• The budget documents produced by the School Business Manager were easy to read and interpret.</li> <li>• The School had scored highly on the audit and this had been a result of Finance Officer Elaine Brady's excellent day-to-day work and transparency.</li> <li>• Governors had been able to grant £10,000 to help the teacher purchase books to increase diversity in the curriculum.</li> <li>• Governors had done a good job during 2019/20 and 2020/21 in a challenging environment.</li> <li>• The Committee had been supportive of funding requests for extra Covid measures.</li> </ul>
7.	<p><b>Staffing/Reviews</b></p> <p>The Headteacher provided a verbal update on the following:</p> <p><u>7.1 Pay reviews</u></p> <p>Three applications had been received from staff for a pay review: 2 applications were transfers to the Upper Pay scale and 1 application to transfer from scale EPS1 to EPS2. The Headteacher had consulted with Personnel and based on the paperwork submitted SB had granted the applications.</p> <p><u>7.2 Performance Management (PM) reviews</u></p> <p>The Headteacher reported that the performance review cycle was underway and the dates would be forwarded to AMS.</p> <p><u>7.3 Single Central Record (SCR)</u></p> <p>CS reported that the SCR was up to date and that governors could visit the school to view the record.</p>
8.	<p><b>Premises/Contracts</b></p> <p>CS provided a verbal update on the tendering of the contract for the site management and cleaning services. The school had been considering the tender from Schools Offices Services, which had experience of delivering this service to other schools in Hackney and Islington. The tenders had been sent out to companies but no bids had been submitted. It had been difficult to get companies to visit the school and bid for the service, especially due to Brexit and the uncertainty around staffing, and Covid as some companies did not want to take on facilities and cleaning together. As a consequence the school had been unable to carry out a comparative cost exercise as 3 tenders could not be obtained before awarding the contract. Schools Offices Services had been employed in September 2021 to undertake the facilities and cleaning services as no other companies had bid for the contract.</p> <p>The Headteacher and Assistant Head stated that they had met with those staff being transferred to explain the Transfer of Undertakings (Protection of Employment) regulations (TUPE) process, and had assured them that their conditions would remain unchanged.</p>

	<p>The Headteacher highlighted that the school had tried its best to obtain 3 tenders but due to the mitigating circumstances and extraordinary situation the school had been unable to obtain the three quotes needed and that this would not reoccur in future. It had been also been a challenge as some companies did not want to enter into new commitments as they were unsure of the viability of their business.</p> <p>QUESTION Can we accept the one bid from this company? ANSWER: We will need costings from two other companies and TUPE estimates. The auditor will issue a strong recommendation because three tenders have not been obtained but the school will need to explain the exceptional circumstances and that the contract length will not exceed 3 years.</p> <p><b>NOTED</b> the verbal update.</p>
9.	<p><b>Policies</b></p> <p>Governor considered the following policies within the agenda pack:</p> <ul style="list-style-type: none"> <li>• Schools Financial Value Standard (SVFS) – <b>DEFERRED</b> The SVFS was not due until March 2022 and therefore this item was deferred to the next meeting on 26 January 2022. <b>ACTION:</b> SVFS deferred to Resources Committee on 26 January 2022.</li> <li>• Charging and Remissions – <b>AGREED</b> subject to the amendment that Elaine Radburn is the Vice-Chair of the Committee The Headteacher reported that the current charge for meals per pupil was £2.10 and the proposed charge from April 2022 would increase to £2.20 in line with the national average. The increase would also cover the rising cost of utilities and food, and the lower uptake of school meals. The charge for after school clubs would increase from £2 to £3 per club.</li> <li>• Health and Safety including Guidance on Infection Control and Winter Readiness – <b>AGREED</b> The Headteacher advised that the policy had been updated to include infection control and an Outbreak Management Plan for Covid 19.</li> </ul> <p>Snow Arrangements – <b>AGREED and that the snow arrangements be transferred into the Health and Safety policy in future.</b> QUESTION: Can the Snow Arrangements policy be included in the Health and Safety policy? ANSWER: Yes, the Snow Arrangements policy can be added to the Health and Safety policy in the future. QUESTION: Can the snow arrangements be put on Class Dojo so that people know of the arrangements? ANSWER: Yes, this can be added to the Class Dojo.</p>
10.	<p><b>Any other Business</b></p> <p><b>SIP Report - Visit 1: Autumn 2021</b> Governors considered the SIP Report - Visit 1 within the agenda pack. The Headteacher reported that the report would also be referred to the Teaching and Learning Committee meeting in January 2022.</p> <p><u>School Hall</u> AMS asked if the Committee could consider improving the school hall as it looked tired and unwelcoming. DA indicated that the school's priority was refurbishing the toilet facilities at the school. The issue of the hall could be revisited and discussed at the next meeting.</p>

11.	<b>Dates of Committee Meetings 2021/22</b>  Governors noted that the following meetings in 2022 would be held in the school: <ul style="list-style-type: none"> <li>• 26<sup>th</sup> January 2022 [Post meeting note: Actually held on-line]</li> <li>• 4<sup>th</sup> May 2022</li> </ul>
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These minutes were amended and approved at the 26 Jan 2022 meeting, and ready to publish on the School's website

**Agreed as a correct record, signed by Chair: .....**

**Date: .....**