



MINUTES OF THE RESOURCES COMMITTEE OF ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL HELD ON WEDNESDAY 10 MARCH 2021

Attendance:

Name	Initials	Category of governor / role	Term of Office	Presence
Sandra Brierley	SB	Head teacher	N/A	Present
Ann McKenna-Slade	AMS	Chair of Governors	01/09/2018-31/08/2021	Present
Nick Blackham	NB	Staff	28/03/2018-27/03/2022	Present
Jimmy Healy	JH	Co-opted and Staff Member	17/10/2019-16/10/2022	Present
Davina Attara	DA	Chair of the Committee, Local Authority	26/06/2012-26/12/2020	Apologies
Elaine Radburn	ER	Foundation and Vice Chair of the Committee	10/03/2021 - 09/03/2024	Present
Audrey Nguadje	AN	Foundation	TBC	Present
Elaine Brady	EB	Finance Officer	N/A	Present

Clerk: Jane Ware (Clerk to the Governors, Hackney Education)

ACTION LOG

Item / Date	Action	Responsible	Date by	Status
3.1	Vice Chair election to be held at the next Committee meeting	Clerk	Next Committee meeting	Completed
4.2.2	Asset Register to be discussed at the Summer term meeting	Clerk	At Summer term meeting	Pending
8.1	SB to confirm standard statement relating to charging for school time activities.	Headteacher	ASAP	Completed but not yet circulated.

8.1	Date to be changed to 2020 on Charging & Remission Policy	Headteacher	ASAP	Completed.
8.2	Asset Register to be circulated electronically.	Headteacher	ASAP	To be discussed and Register circulated prior to meeting in summer.
8.5	SB to confirm sick pay with CES and HR.	Headteacher	ASAP	Completed on 25/11/20 by SB. CES sick pay policy invoked, involving the Burgundy Book and both have been circulated.
8.8	Medical Needs policy to be discussed at the next Committee meeting.	Clerk	Next Committee meeting	Completed.
3.1 10/03/21	DA to be informed of ER being the newly elected Vice Chair.	SB	ASAP	Pending
3.1 10/03/21	SB to chase Diocese for formal acknowledgement of AN's new term as Governor.	SB	ASAP	Pending
3.1 10/03/21	SB to clarify with Shara Canning about Governor meetings she should be attending.	SB	ASAP	Pending
5.3 10/03/21	SB to circulate next year's budget and accompanying documentation to Resources Committee Governors for review prior to presentation at the summer Full Governing Body meeting.	SB	30/04/21	Pending
5.3 10/03/21	The Full Governing Body meeting to be brought forward to 5 May 2021 to accommodate signing off next year's budget prior to 12 May 2021 and all Governors to be informed.	SB	ASAP	Pending
5.4 10/03/21	Resources Committee Governors to comment on the Schools Financial Value Standards.	All Governors	01/04/21	Pending
5.5 10/03/21	AMS and DA or EB to review the procurement card statements and sign off the spend.	DA, EB or AMS	ASAP	Pending

8.2 10/03/21	HR Advisor to confirm Governor involvement in recruitment for senior and teacher posts (Recruitment Policy).	SB	ASAP	Pending
8.4 10/03/21	Finance and Premises Committee to be changed to Resources Committee under Bad Debts (Debt Management Policy).	SB	ASAP	Pending
8.5 10/03/21	FMS means Financial Management System and should be written as such in the policy (Government Procurement Card Policy).	SB	ASAP	Pending
9 10/03/21	The Governors' Fund to be presented at the next Resources Committee meeting to enable Governors to understand trends.	SB	07/07/21	Pending

The meeting opened at 6.15pm

Part 1: Non-confidential – Main Business

1. Welcome & Opening Prayer

All were welcomed to the meeting and introductions were undertaken.

AMS agreed to chair the meeting in the absence of DA and opened the meeting with a prayer.

2. Acknowledgement and Agreement of Virtual Meeting in line with GDPR regulations and school policy.

Governors acknowledged and agreed that the meeting would be held virtually in these exceptional circumstances in line with GDPR.

3. Committee Organisation

3.1 Election of Vice Chair for Academic Year 2020-21

AMS nominated ER, this was seconded by NB. All **agreed** that ER would be the Vice Chair of the Committee for the Academic Year 2020-21.

ACTION – DA to be informed of ER being the newly elected Vice Chair.

ACTION - SB to chase Diocese for formal acknowledgement of AN's new term as Governor.

ACTION - SB to clarify with Shara Canning about Governor meetings she should be attending.

3.2 Apologies and consent for absence
Apologies were received and accepted from DA.

3.3 Declarations of Interest / Business Interests
There were no declarations of interests received.

4. Minutes of the last meeting

4.1 Minutes of the Previous meeting held on 18 November 2020.
The minutes of the last meeting held on 18 November 2020 were **agreed** as a true and accurate record of the meeting.

4.2 Matters Arising
The following matters were discussed:

4.3 Chair to report on any Urgent Action Taken
_____ No urgent action has been taken.

5. Financial Tasks

5.1 End of Year Budget Review
EB and SB reported that it is coming towards the end of the financial year now, February marks Period 11. A breakdown of income and expenditure codes sent out, and there is a small amount of work left on this. It is likely that there will be a small in year surplus and it has been confirmed that there is still some money to come in soon. Higher needs funding for March and the Pupil Premium grant is also outstanding which will provide surplus but this will not be the same carry forwards as previous years. There is a plan to spend the overspend, including £100k on an additional teacher and Teaching Assistant and replace some IT equipment. This left about £80k which has now gone but can be accounted for. The biggest spend this year has been on supply cover due to covering staff sickness, some of which is due to Covid so the surplus of last year will not be the same this year.

QUESTION: Why did DBS recruitment and health checks look like they were putting the school over budget in E08? Was that because of agency staff?

ANSWER: At point of invoice the purchase of a bicycle scheme cycle went through that code but the payment is there deducted from payroll. E08 code looks like it is over budget because it includes some items that were not allocated. It balances out.

QUESTION: What is the figure -14018 under the balance?

ANSWER: This is the boiler and the electrical system for the gates following someone damaging them by reversing into them. Prior to this the office was not able to automatically open them and it had been repaired. The gates were out of warranty by then and the company had gone into administration so a new contractor was sought who has assessed all the gates on site. Warranty would not cover accidental damage anyway. The gates cost over £9k but the school was able to claim £8k back from the Diocese Devolved Formula Capital account. The boiler repair cost nearly £2k.

QUESTION: Perhaps Governors should consider accidental damage insurance?

ANSWER: We have buildings insurance but it does not cover situations such as the gates being reversed into.

5.2 2020-21 Budget

The contingency that SB had wanted to preserve has been affected. The Covid spend so far is at £17k so some of that has been claimed back but it has not been budgeted for. There has been the cost of laptops too. The original budget took some money out of the overspend however SB did give a really small budget in some areas which reflects a big overspend, which might be due to an incorrect original budget. SB bought 32 ipads for £8k because the school's stock is extremely old but there are still more that need to be replaced.

Regarding the end of year forecast, there is an underspend of £10k which will be a carry forward figure.

Work on the 3-5 year forecast has not yet begun.

ER will be reviewing debt management this week. Communication has slipped due to children not being at school, so new ways of tackling parent debt will be considered. Some debts are pre-pandemic. School lunches during the pandemic have not been chargeable. Payment plans are in place and some parents are managing this but debt will be looked at on a case by case basis and written off where appropriate.

5.3 Indicative Budget

Service Level Agreements are agreed by Governors. The school will be budget setting in the next month for the next year's budget which will include considering current Service Level Agreements. The next Resources Committee meeting is not until July but this is a financial task and should go through the Resources Committee prior to going to the Full Governing Body for sign off by 12 May 2021.

ACTION - SB to circulate next year's budget and accompanying documentation to Resources Committee Governors for review prior to presentation at the summer Full Governing Body meeting.

ACTION - The Full Governing Body meeting to be brought forward to 5 May 2021 to accommodate signing off next year's budget prior to 12 May 2021 and all Governors to be informed.

5.4 Schools Financial Value Standards (SFVS) 2020/21

The school has until the end of May to submit this document. ER has nearly completed this, it is just comments and questions that need to be included. Governors need to have a conversation about the content but not much has changed since last year.

ACTION - Resources Committee Governors to comment on the Schools Financial Value Standards.

5.5 Monitor Procurement Card spend

Someone needs to come in and look at the statements and sign off on it. This cannot be done because the meeting is being held remotely.

ACTION - AMS and DA or EB to review the procurement card statements and sign off the spend.

6. Staffing

6.1 Salary Arrears payment

Staffing is being reviewed for the next academic year and there will be some changes.

There is quite a bit of staff illness which includes four members of staff on long term sick leave which has impacted the budget. We have an insurance policy which unfortunately did not start in time to cover these illnesses, however it will cover upcoming maternity cover.

7. Premises / Contracts

NB presented an update to Governors:

7.1 Stat Log: Governors were informed that the school has signed up with an online health and safety service called Stat Log whereby all the school's health and safety certificates are uploaded, reviewed and approved. The Premises Manager logs the routine water checks, fire alarm and extinguisher checks on this system. The system highlights when everything needs to be done and there are weekly wider email updates to ensure that health and safety issues are not missed. This system came through the Diocese and whilst there is a cost it is an effective system.

8. Policies

8.1 Medical Needs

There is a new school nurse who starts tomorrow and will work at the school on Thursdays. SB will share the Medical Needs Policy with her tomorrow and inform Governors if she suggests any changes.

Hackney Learning Trust needs to be changed to Hackney Education but this needs to come from them.

Some clarity is needed about when staff administer medication as the policy indicates both that they should and should not.

All **agreed** to ratify the policy, subject to the comments above.

8.2 Recruitment

ACTION – HR Advisor to confirm Governor involvement in recruitment for senior and teacher posts.

All **agreed** to ratify the policy, subject to a response to the query above.

8.3 Management of Human Bites

SB will ask the School Nurse to have a look at this policy which is from 2013, to ensure that the school is following the right guidance.

All **agreed** to ratify the policy, subject to a response to the query above.

8.4 Debt Management

ACTION – Finance and Premises Committee to be changed to Resources Committee under Bad Debts.

All **agreed** to ratify the policy, subject to the comment above.

8.5 Government Procurement Card Policy

ACTION – FMS means Financial Management System and should be written as such in the policy.

All **agreed** to ratify the policy, subject to the comment above.

SB acknowledged that it has been a huge advantage to use the procurement card during the current pandemic.

9. **Any other business**

SB requested for approval for the release of £10k from the Governors' account to purchase ipads so that children could be offered at least one between two. There is currently £56k in the Governor's account.

Governors **approved** this financial request of £10k for the purchase of ipads.

A strong bid was made by the school to the Ministry of Defence for laptops but unfortunately they were allocated to Forces families but the school has made a complaint.

There is also a crowd funder for children to have devices at home, just under £5k has been raised and the London Grid for Learning is subsequently providing around 30 devices.

QUESTION: Has the Governors' Fund being replenished over the last six to seven years as this could affect amounts agreed to be released?

ANSWER: The school has only drawn on the Governors' Fund once since SB has been head teacher, for staff Christmas gifts during the Pandemic. The Fund has accumulated and continued to generate money. At SB's time of joining the school the Governors' Fund was at around £40k and is now at £56k. If the academisation happens, the money needs to be spent in case it is clawed back by the Diocese.

ACTION – The Governors' Fund to be presented at the next Resources Committee meeting to enable Governors to understand trends.

10. Dates of next meetings

7 July 2021

There were no confidential items for discussion.

The meeting ended at 7.25pm with a closing prayer.