

St Catherine's VC C of E Primary School  
Resources Committee Meeting  
Tuesday, 2<sup>nd</sup> May 2023 at 4.00pm  
MINUTES (draft)

***Let Your Light Shine***

**Committee members:** Mike Marsh (MM - Chair), Ange Wallis (AW), Peter Falconbridge (PF), Dale Webster (DLW), Simon James (SJ), Jim Nicolson (JN)

**In attendance:** Tracey Fisher (TF), Jo Devonshire (JD), Ange Wallis (AW), Peter Falconbridge (PF), Dale Webster (DLW), Jim Nicolson (JN)

No.	Item	Lead
1.	<b>Welcome, receive apologies and approve absence</b> Apologies were received and accepted from Mike Marsh and Simon James	
2.	<b>To declare a conflict of interest on any item on the agenda and withdraw for that item</b> <i>Governors are reminded they must declare a particular interest, financial or other, in any item on the agenda</i> No interests declared.	
3	<b>To approve the minutes of 24<sup>th</sup> January 2023.</b> Minutes approved as an accurate representation of the meeting of 24/01/23	
4.	<p><b>To confirm that the actions from previous minutes have been taken.</b> <b>Actions: -</b></p> <p>4.1 TF will submit a new bid for funding to complete tarmacking works. <b>Ongoing</b></p> <p>4.5 DLW to submit an FRA bid to include; fire doors, emergency lighting and replacement glass as identified. Dale has started emergency lighting bid and is meeting with Steve Whorlow later this month. <b>Ongoing</b></p> <p>4.7 DLW to include in a FRA bid to county (See above)</p> <p>4.8 TF and DLW to meet to discuss quotes for different alternatives; cement, compressed gravel, plastic mesh base for the concrete paving at main entrance and Cherry tree path. DLW has done some drawings detailing a resin mesh base with a root barrier, although this would be a costly option. DLW suggested that as we have not got bronze accreditation for Travel Plan, it could be something we could bid for county to fund. Tracy suggested it could be a capital project. Dale has suggested getting quotes so that we know how much it is likely to cost. This will include getting a quote for an arborist to determine the type of tree that is causing the obstruction and how deep the roots are likely to go. <b>Ongoing</b></p> <p>4.9 DLW to include the 52m long corridor in Junior school in his FRA bid. (See above)</p> <p>4.10 AW to add 'air quality report' to Governor Hub. <b>AW to locate report and send to PF to determine where it should go on Gov Hub. Ongoing</b></p> <p>4.11 Peter to make contact with Ruth Garmin regarding what funds are available within the funds held in trust by the Diocese of St Albans. <b>Peter has contacted Ruth and is awaiting a response. Completed</b></p> <p>4.12 PF to complete the Design Data Protection Impact assessment with GDPR committee. <b>Ongoing</b></p> <p>5.2 PF to add Music Suite Update to FGB agenda. <b>Completed</b></p> <p>5.5 PF to meet with Inclusion Lead (J Fitzgerald) regarding the SEN banding criteria and package of support in entails. <b>Peter has arranged to meet Jess to discuss this. Completed</b></p>	<p style="text-align: center;"><b>TF</b></p> <p style="text-align: center;"><b>DLW</b></p> <p style="text-align: center;"><b>TF/DLW</b></p> <p style="text-align: center;"><b>AW</b></p> <p style="text-align: center;"><b>PF</b></p>

	<p>5.5 MM agree to add “How can we become more energy efficient” to next Resources committee agenda. <b>Completed</b></p> <p>6.1 JD &amp; TF to investigate cost of servicing lift in junior building. <b>Cannot find a company to service this lift. Ongoing</b></p> <p>7.0 PF to meet with the GDPR committee to monitor implementation and updates. <b>Completed</b></p> <p>10.0 MM to add Review of the 5 Year Rolling Maintenance Program to the Resources agenda. <b>Completed</b></p> <p>5.1 TF to contact county about leaks in junior building roof. Supply photographs as evidence for new bid. <b>Completed - county has agreed to fund re-roofing. Work should commence at end of summer holiday.</b></p> <p>5.1 TF to contact insurance company about claim for damage to swimming pool. <b>£500 excess and damage at this stage did not warrant making a claim. Completed</b></p> <p>5.4 DLW to work with SW to set up Excel spreadsheet for 5-Year Management Plan. DLW suggested a format, which was agreed and as part of annual budget review it was suggested that the plan should be reviewed. <b>DLW will meet with Steve to share the plan and support him to complete it. Ongoing</b></p> <p>5.5 CI and TF to liaise about meeting to complete SFVS Audit <b>SFVS has been submitted to county. Completed</b></p> <p>5.6 DLW to carry out a Spring H &amp; S Monitoring Visit. <b>MM carried out Spring H &amp; S visit. Completed</b></p> <p>5.7 TF to submit a revised budget (period 10) to County in February. Copy to governors. <b>Completed</b></p> <p>7 PF to arrange a DPT Meeting with TF &amp; DW. <b>Completed</b></p> <p>10 DLW to update the School Travel Plan. <b>Completed. Report submitted, school now has bronze accreditation</b></p> <p>12 MM to liaise with Resources Committee governors about a possible change of date for the next RES Meeting. <b>Completed</b> <b>Date remained the same</b></p>	<p>JD/TF</p> <p>DLW</p>
<p>5. 5.1</p>	<p><b>To receive update on Resources</b></p> <p><u>Premises (TF)</u></p> <ul style="list-style-type: none"> <li>• Music Suite funding and planning. <i>Tracey updated the committee of help that has been received to work on Music Suite. A friend of Joe Pring (EY teacher), who is the Managing Director of Bradford and Watts donated labour and materials free of charge as a favour to Joe and the suite is now almost completed inside. Work outstanding is putting in the heating, wiring, the fire alarm as well as double doors (on order and being paid for by Dave Pilcher – JP’s friend). Peter is going to write a letter of thanks on behalf of the Governing Board.</i></li> <li>• Energy costs/management. <i>The school received £16,760 as a one-off fund to be spent on making the school more energy efficient. To date, we have replaced double doors to the junior building (£3,761) and have completed the program of replacing old lights with LED lighting (£8,645). The doors provide improved insulation and security and the lights are more energy efficient.</i></li> </ul> <p><i>The remainder £5,554, has now been added to the capital allowance from the budget, which gives a balance of £13,345. A proposal for investment could be to resurface the EYFS outdoor area and/or to put some flooring into the staffroom.</i></p>	<p>PF</p>

Following several break-ins over the Easter break, considerable damage has been done to the area. After each incident, the site was secured and eventually, police were alerted to the fact that there were people onsite and they had caught the offenders in the pool. Police discussed potential issues with security of the site and recommended improved fencing and asked if we had considered CCTV. TF has received a quote of £1,998 to install a system. JN raised a concern that the resolution needs to be of sufficient quality to record evidence with enough clarity to be useful if charges were to be pursued. Jim has offered to review the suggested system to see if he can get a view on the quote that we have got.

JD asked whether parents might feel concerned about the idea of cameras being present on the school site. The suggestion was that the cameras should not be used during the school day and only active out of school hours.

DLW to review guidance from DfE

TF to see what is included in the quote

JN to liaise with police for their advice and seek Home Office guidance

TF suggested putting together a bid to renew the perimeter fencing. DLW suggested including pictures of the damaged fencing to the bid.

#### 5-Year Maintenance Rolling Programme (TF)

Review and prioritisation of 5 year rolling programme of maintenance and grounds improvement. See item 4 – 5.4 above. DLW will meet with Steve to share the plan and support him to complete it.

#### SFVS (TF).

Tracey reported that this has been submitted.

- Health & Safety (PF for MM)  
Reported by Peter in Mikes absence. Mike carried out visit; he noted that trolley for gym mats is an obstruction in a junior corridor- Steve to move to a different location.

#### Finance (TF).

- budget monitoring report for period 11 & 12 (TF)

PERIOD 11 - February 2023 (QUESTIONS – PF)

#### INCOME

1) IO3. SEN Funding. There is a projected overspend of £20,959 for SEN by the end of the financial year. Is this related to expected ATF funding which has not arrived? Do we expect this funding in period 1 for the 2023-2024 budget? - The £20,959 was the projected amount of EXTRA income forecasted to amount originally budgeted for.

2) IO5. Pupil Premium. There is a projected overspend of £2,410 for Pupil Premium by the end of the financial year. Is this presumably due to the outstanding 4th quarter payment? As mentioned above, do we expect this funding in period 1 for the 2023-2024 budget? This is

DLW  
TF  
JN

DLW

extra income to indicative amount under LAC which we are querying as we no longer have any pupils under this category.

3) I18d. Additional Grants for Schools. How is the Autism Funding that we have not yet received? What is this funding for? Funding for the whole school taking part in autism awareness training. I am chasing JF to confirm when receipt should be?

4) CAPITAL FUNDING. Where has the 16k additional capital funding come from? What are the energy-saving projects this funding has been earmarked for? All schools received additional funding for energy efficient capital works. We have so far allocated £3761 for new doors and £8645 completing our LED lightening programme. The amount is worked out as 10K lump sum and £20.06 x 337 pupils = £16,760.22

5) What is the Revenue ABR/CF – 3£17,776? This was the amount we carried forward from the previous year. – ABR = agreed budget return

#### EXPENDITURE

Questions relate to the areas noted as requiring monitoring

6) E02. Supply. There is a projected overspend of £7,557 in the 'in-house' supply budget. Most of the unforeseen circumstances are self-evident. However, should the *VB x half day 26 weeks Tutoring plus unforeseen* not be covered by the tutoring funding allocated to the school? VB tutoring will be covered by funding. *Unforeseen* – STS on long term sick and JF increased to fulltime from 0.7 FTE

7) E03. Education Support Staff. What does the *SEN £47033.79 additional staff and additional funding refer to? This is the salary amount for all one:2: one's within the support staff category.*

8) E12. R & M. What does the *£600 extra in electric gate not actioned will need to monitor refer to?* R&M as a whole was to be monitored as we overspent on this budget. £600 was for an annual contract for maintenance of the electric gates that we did not proceed with.

- Proposed budget scenario for 2023-2024  
*Originally, Tracey predicted a c/f of around £500, we have ended the year with a c/f of £1,751 See Tracey's notes on proposed budget attached.*  
*A vote of thanks from Peter to Tracey for all of her hard work on the budget, echoed by all those present, is hereby included in the minutes*
- VERA - Payroll System (TF)  
*To be taken off agenda as standing item as nothing to report*
- Personnel (financial only) (TF)  
*Covered in notes above*
- Safeguarding.

	<ul style="list-style-type: none"> <li>Premises only (AW/TF) <i>See above</i></li> </ul>	
6.	<p><b>To approve policies and confirm those due for review:</b> Policies due for approval</p> <ul style="list-style-type: none"> <li>None</li> </ul> <p>Policies due for approval in Autumn 2023</p> <ul style="list-style-type: none"> <li>Data Protection</li> <li>Data Security</li> <li>Data Retention</li> <li>Data Breach Response Plan</li> <li>Subject Access Request</li> <li>Emergency Evacuation Plan &amp; Procedure</li> <li>Health &amp; Safety</li> <li>Teachers' Pay</li> </ul>	
7.	<p><b>To monitor implementation of GDPR</b></p> <ul style="list-style-type: none"> <li>Summer 2023 Report <i>No change to the spring 2023 report. Copy on GovernorHub</i></li> </ul>	
8.	<p><b>To monitor the allocation of PPG Funding</b> <i>All PPG for last academic has been received and JD will report to SIC in terms of progress against targets Indicative figure for next academic year is £113,490 Our PPG figure is increasing year on year and it has now risen to 26%. It is acknowledged that the school sits in an area of deprivation and new starters are often eligible for the PPG.</i></p>	
9.	<p><b>To monitor the allocation of SPG Funding</b> <i>Sports premium all received, and SS is in process of reviewing against targets Sports premium has been agreed again for this year £18,940</i></p>	
11.	<p><b>To receive any other business as agreed by the Chair</b> Travel Plan. <i>see discussion above</i> Finger guards. DLW raised concern that although this has been logged as a completed action, a risk assessment hasn't been carried out to date. <i>It has been agreed that we will ask Steve Whorlow to carry out a risk assessment in the KS1 building and canteen (including route to all areas KS1 children regularly use). Dale will send the risk assessment to AW who will ask SW to carry it out.</i></p>	AW/SW
12.	<p><b>To confirm date and time of next meeting;</b> TBD, 4.00pm (to be reviewed as part of 2023-2024 Annual Planner)</p>	

## Summary of actions

Item	Action	Responsible	When
4	4.1 TF will submit a new bid for funding to complete tarmacking works.	TF	Report at next meeting
	4.5/4.7.4.8/4.9 DLW to submit an FRA bid to include; fire doors, emergency lighting and replacement glass as identified.	DLW	Report at next meeting
	4.10 AW to add 'air quality report' to Governor Hub. AW to locate report and send to PF to determine where it should go on Gov Hub.	AW	ASAP. Report at next meeting
	4.12 PF to complete the Design Data Protection Impact assessment with GDPR committee.	PF	Report at next meeting
	4.10 AW to add 'air quality report' to Governor Hub	AW	ASAP. Report at next meeting
	4.11 Peter to make contact with Ruth Garmin regarding what funds are available within the funds held in trust by the Diocese of St Albans.	PF	ASAP. Report at next meeting
	5.4 DLW to work with SW to set up Excel spreadsheet for 5-Year Management Plan	DLW/SW	ASAP. Report at next meeting
	6.1 JD & TF to investigate cost of servicing lift in junior building	JD/TF	ASAP. Report at next meeting
5	Premises/Music Room. Peter to write to Dave Pilcher to thank him for providing labour and materials for Music Room refurbishment	PF	ASAP. Report at next meeting
	Premises/CCTV. TF to check what is included in the recent quote of £1,998 to install a CCTV system.	TF	ASAP. Report at next meeting
	Premises/CCTV. DLW to review DfE CCTV Guidance	DLW	ASAP. Report at next meeting
	Premises/CCTV. JN to liaise with police for their advice and seek Home Office guidance	JN	ASAP. Report at next meeting
	5-Year Maintenance programme. DLW will meet with SWH to share the plan and support him to complete it.	DLW	ASAP. Report at next meeting
11	AOB. DLW to set up a 'finger-guard' risk-assessment form. AW will ask SWH to carry out a risk assessment in the KS1 building and canteen (including route to all areas KS1 children regularly use).	DLW/AW	ASAP. Report at next meeting