

St Catherine's VC C of E Primary School
Resources Committee Meeting
Tuesday, 12th September 2023 at 4.00pm
MINUTES (draft)

Let Your Light Shine

Committee members: Mike Marsh (MM - Chair), Joanne Devonshire (JD), Peter Falconbridge (PF), Dale Webster (DLW), Jim Nicolson (JN)

In attendance: Tracey Fisher (TF), Jo Devonshire (JD), Dale Webster (DLW), Jim Nicolson (JN), Joseph Pring (JP)

No.	Item	Action
1.	Welcome, receive apologies and approve absence Apologies were received and accepted from Peter Falconbridge. Simon James has resigned as parent governor	
2.	To declare a conflict of interest on any item on the agenda and withdraw for that item <i>Governors are reminded they must declare a particular interest, financial or other, in any item on the agenda</i> No interests declared.	
3	To approve the minutes of 2nd May 2023 Minutes approved as an accurate representation of the meeting of 24/01/23	
4.	<p>To confirm that the actions from previous minutes have been taken. Actions: -</p> <p>4.1 TF will submit a new bid for funding to complete tarmacking works. Ongoing</p> <p>4.5 DLW to submit an FRA bid to include fire doors, emergency lighting and replacement glass as identified.</p> <p>DLW confirmed this was a bigger job than expected, DLW to arrange for an independent company to come in to carry out the FRA assessment. Ongoing</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.</p> <p>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. TF suggested it could be a capital project. DLW 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. Ongoing</p> <p>4.9 DLW to include the 52m long corridor in Junior school in his FRA bid. (See above)</p> <p>4.10 JD Air quality is ongoing, filter is changed monthly, there is no report as there is not enough findings to build a picture as yet. JD to send report to PF to determine where it should go on Gov Hub once we are given it. Ongoing</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.</p> <p>4.12 PF to complete the Design Data Protection Impact assessment with GDPR committee. Ongoing</p>	<p style="text-align: center;">TF</p> <p style="text-align: center;">DLW</p> <p style="text-align: center;">DLW</p> <p style="text-align: center;">TF/DLW</p> <p style="text-align: center;">TF/DLW</p> <p style="text-align: center;">JD</p> <p style="text-align: center;">PF</p> <p style="text-align: center;">PF</p>

	<p>6.1 JD & TF to investigate cost of servicing lift in junior building. Cannot find a company to service this lift, TF company is based in Germany. DLW knows a lift engineer who can take a look, DW to arrange this. Ongoing</p>	<p>DW</p>
<p>5.</p>	<p>To receive update on Resources</p> <p><u>Premises (TF)</u></p> <ul style="list-style-type: none"> • Music Suite funding and planning. TF updated work outstanding as installing heating system (warm air – run off current system) and double doors, we have not heard from the company that carried out the other works for free so it's looking like we will now need to fund this ourselves, the cost to purchase is £2-300. Ongoing • Peter has written a letter of thanks on behalf of the Governing Board. Completed <p><u>Premises CCTV</u></p> <ul style="list-style-type: none"> • CCTV TF we have had a quote for a basic system £1,998, this is 4 camera's the quality won't be brilliant. MM is there any point in having this? TF not really, we will have to pay more and get a better-quality system. • DLW looking at the DFE it is a basic spec required. We need to agree position, cabling and drawing and get a quote. • JN I am still waiting a reply from the Home Office. I think it's better to go with the DFE guidance and dummy cameras as a deterrent. MM with the cameras in place will we pay less premium for our insurance. TF, I doubt it as we go through County. Close Action • Festival on the field even though it was a wash out looking at the figures we still made a couple of hundred pounds, we did not make a loss as expected. There is still some money in the pot the next big things will be heating and the pathway to music suite. TF to have exact figures at the next meeting. • JD noted we do not have a current PTA; we are looking for new families to start an events committee moving forward. TF confirmed there will not be another festival on the field. Love Hoddesdon Anniversary celebration will hire our grounds and pay a large donation in the summer to host this event. <p><u>5-Year Maintenance Rolling Programme (TF)</u></p> <ul style="list-style-type: none"> • Review and prioritisation of 5 year rolling programme of maintenance and grounds improvement. See item 5.4 above. DLW will meet with SW to share the plan and support him to complete it. <p><u>RAAC (TF)</u></p> <ul style="list-style-type: none"> • St Cath's is not an identified school, there are only 5 in Hertfordshire, James Ottery confirmed this via email, we are not listed as currently 'at risk' Close Action <p><u>Roof Update (TF)</u></p> <ul style="list-style-type: none"> • The capital bid for the junior building roof was successful. The roof was surveyed in the school holidays, and it is deemed to be in a good condition. They are not going to replace the whole roof they will just patch up where it needs replacing. It was an in-depth survey, and they said the quality of tiles are very good. They did mention our infant roof as that is a flat roof should be surveyed. • County are going to get a survey of the infant roof for free. • TF to send DLW the report once received. 	<p>TF</p> <p>TF</p> <p>DLW/SW</p> <p>TF</p>

<ul style="list-style-type: none"> The only concern is that they are looking to start the work in February 2024, so this will affect the heating in classrooms and the working above children could be dangerous. They will cordon off certain parts of the playground as they are working. DLW stated he was disappointed, but we should get the infant roof bid in. 	
<p><u>Energy – Capital funds</u></p> <ul style="list-style-type: none"> MM was the £15,000 a one-off capital energy payment; I know we spent £10,000 what are we doing with the left over? TF part of our energy efficient spend was new doors and LED lighting, but we do not have to spend it all on energy efficient usage it's a recommendation not enforced. Regarding the roof - County bring in an outside contractor then put out for tender, HCC will project manage the complete job DLW. we will do our own survey as well. TF. The investigation and repair, previous survey stated category D which is condemned should have had a 20–30 year life span. In excess of 200 years old! 	
<p><u>SFVS (TF).</u></p> <ul style="list-style-type: none"> CI and TF start in October and will be submitted in April, dates are in the diary. 	<p>CI/TF</p>
<p><u>Health and Safety (TF& DW)</u></p> <ul style="list-style-type: none"> DLW to get the H&S Report out, to finalised and uploaded to Governor Hub. I have done an in-depth report, on fire doors, and alarm systems. One point is the staff room the fire exit, safeguarding and fire escape. This should be taken off as it is not needed. DLW to discuss full report on the next meeting. JD. JN will take over H&S moving forward. DLW. Windows we need to do a bid for these. TF bid submitted not successful this financial year - to update bid for windows the last survey was in 2015. TF The fencing is ongoing need to see who this falls under highways or HCC. TF / SW to obtain quotes External lighting, reviewed in Broxbourne and this has had an effect, especially when coming out the school at night. TF. Burford street car park they are building 17 new flats, so there will be more footfall. It's at the application stage. This will also have underground parking. DLW. What about having a free drop and pick up outside JD. I don't have a problem but how would you enforce it? DLW. Ask county to make it a zig zag line outside the grounds. TF. We have a lot of blue badge holders now coming into our carpark. JN. There's more possibility for more arguments and possible near misses, the more vehicles around the school grounds. This will also affect the air quality. 	<p>DW/TF</p> <p>DLW</p> <p>TF</p> <p>TF/SW</p>
<p><u>Finance (TF).</u></p> <ul style="list-style-type: none"> Period 5 (31st August 2023) Apologies I will update report on Governor Hub, this was only agreed on Thursday with MM Submitted revised forecast with all of the staffing changes updated and pay increases etc included and we have a slightly better carry forward than the 	<p>TF</p>

	<p>original budget set in March. Revised carry forward now £9698.</p> <ul style="list-style-type: none"> • Highlights REVENUE • E02 14K added to supply budget will recover majority of this via EYFS and Maths Expert funding due. • E07 Additional 4K re ASC & Playscheme additional wages • E08 Additional 7K for apprenticeship levy not included in original budget – software issue • E12 extra 3K added to R&M 60% spend already • E15 / 16 reduction in water 3K and energy 10K • E19 additional 2.2K added to music will be offset in funding received for musical instruments • E24 additional 6.6K pool covers will be recovered in funding received from PTA <p><u>INCOME</u></p> <ul style="list-style-type: none"> • I01 additional 17K teachers pay grant • I06 national programme qualification funding 1.2K • I07 Musical Instruments Grant 2.2K • I08 Reduction of 10K to ASC over budgeted for • I13 Extra 6.6K adjustment re PTA contribution to pool covers • I18C additional 5.5K funding not budgeted for • SEN increases all the time, another 3 EHCP in the pipeline, we believe there will be more. All years are having ppg, targeted funding to increase to 30K in next year’s budget currently 11 cases to rise to 13. • JD. We have 5 or 6 children who should be on different banding because of their needs • DLW. Does this cover the cost of extra staff? • JP. 15 hours they get when they need full time provision. • DLW. So there is a shortfall. • JD If there was higher banding it would be better. • TF we are expected to fund the initial 6K for each funded pupil so at present that would mean finding 66K from curriculum budget • TF we also have a SEN Hub where 1 experienced TA heads this up for 1 hour for SEN children and their 1-1 and those not yet in receipt of funding. 	
<p>6.</p>	<p>To approve policies and confirm those due for review: School logo and Interim head added to all policies. Policies due for approval in Autumn 2023</p> <ul style="list-style-type: none"> • Data Protection – Approved • Data Security – Approved • Data Retention – Approved • Data Breach Response Plan – Approved • Subject Access Request – Approved • Emergency Evacuation Plan & Procedure – Approved • Health & Safety – Approved • Teachers’ Pay – Approved <p>Policies due to approval in Spring 2024</p> <ul style="list-style-type: none"> • Teachers Appraisal 	

7.	To monitor implementation of GDPR <ul style="list-style-type: none"> Summer 2023 Report <i>No change to the spring 2023 report. Copy on GovernorHub</i>	
8.	To monitor the allocation of PPG Funding <i>All PPG for last academic has been received and JD will report to SIC in terms of progress against targets.</i> <i>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. A quarter of our school now comes under disadvantaged. We have put together a new behaviour policy to help all children, starting now. We have a parent forum next week on Tuesday 19th September.</i>	JD
9.	To monitor the allocation of SPG Funding <i>Sports premium all received, and SS is in process of reviewing against targets.</i> <i>Sports premium has been agreed again for this year, this to help towards our school vision let your light shine. No big financial implications needed this year. More upskilling of staff, Support staff, Opal and maybe more towards safer travel maybe another scooter pod as we are trying to work with families to walk, ride or scooter to school. We also subsidise the bikeability for our Yr. 5 pupils. Looking at safer scoot for Yrs. 1&2.</i>	SS
11.	To receive any other business as agreed by the Chair <i>Finger guards. DW met with SW to carry out a risk assessment. The main areas is the KS1 building (including route to all areas KS1 children regularly use). TF Steve can fit them himself. DW to submit risk assessment. Ongoing</i>	JD/SW/ DLW
12.	To confirm date and time of next meeting; 16 th January 2024	

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 DW to submit an FRA bid to include fire doors, emergency lighting and replacement glass as identified. DLW & TF to obtain and discuss options for renewing pathway into School	DW	Report at next meeting
	4.10 JD to add 'air quality report' to Governor Hub once they have enough data to product it.	JD	ASAP. Report at next meeting
	4.11 Peter to update committee re 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
	4.12 PF to complete the Design Data Protection Impact assessment with GDPR committee.	PF	Report at next meeting
	5.4 DW to work with SW to set up Excel spreadsheet for 5-Year Management Plan	DW/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. TF to provide costs and info about provision of heating system in music suite	TF	ASAP. Report at next meeting
	Premises/CCTV. TF to look at a better quote to get a good quality system	TF	ASAP. Report at next meeting
	Premises/CCTV. DLW to review DfE CCTV Guidance	DLW	ASAP. Report at next meeting
	5-Year Maintenance programme. DLW will meet with SW to share the plan and support him to complete it.	DLW	ASAP. Report at next meeting
	Festival on the Field. TF to have full report by next meeting.	TF	ASAP. Report at next meeting
	Roof Survey. TF to send to DLW once received	TF	ASAP. Report at next meeting
	H&S Report. DLW to upload to Governor Hub and discuss at next meeting	DW	ASAP. Report at next meeting
	SFVS. CI/TF to complete SFVS Audit	CI/TF	ASAP. Report at next meeting
	Bid for windows. TF to re-submit bid for funding for new windows	TF	ASAP. Report at next meeting
	Repair to fencing. TF/SW to obtain quotes for repair to fencing	TF/SW	ASAP. Report at next meeting
	Finance. TF to update Aug. budget monitoring figures on GovHub	TF	ASAP
8	PPG Funding. JD will report to SIC in terms of progress against targets.	JD	SIC – 07.11.23
9	SPG Funding. JD will report to SIC in terms of progress against targets.	JD	SIC – 07.11.23
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).	DW/AW	ASAP. Report at next meeting

SIGNED _____

DATE _____

P. Falconbridge
(Chair of Governing Board)