

St Catherine's VC C of E Primary School
Resources Committee Meeting
Tuesday 30th April 2024 at 4.00pm
MINUTES (draft)

Let Your Light Shine

Committee members: Dorothy Marlow (DM - Headteacher), Mike Marsh (MM - Chair), Peter Falconbridge (PF), Jim Nicolson (JN), Neil Turner (NT), Thomas Dowle (TD)

In attendance: Tracey Fisher (TF) – invited
Jo Devonshire (JD) - invited

No.	Item	Action
1.	Welcome, receive apologies and approve absence Apologies – Dale Webster. Approved	
2.	To declare a conflict of interest on any item on the agenda and withdraw for that item No interests declared	
3	The minutes of the meeting held on the 16th January 2024 The minutes were agreed to be a true record with the exception of the reporting about the tarmac. A bid has not been submitted yet. The minutes were signed by MM and passed to DM for filing. The minutes of the meeting on the 13th March 2024 The minutes were agreed to be a true record of the meeting and were approved. The minutes were signed by MM and passed to DM for filing.	
4.	Matters arising from the meeting on the 16th January 2024: 4.1 TF has received one quote for tarmac and has been chasing 2 further quotes which are required to be able to submit a bid. 4.5/4.7/4.8/4.9. The Premises Committee have produced a Building Management Maintenance Plan to replace the rolling 5-year plan. Updates will now be received from this at each Resources Meeting. A quote has been received and two are awaited for a Fire Risk Assessment, which will be booked in before the end of term. 4.10. JD has filed the most recent Air Quality Report. 4.11. DM has spoken to David Morton from the diocese. She will put a request in writing to access the interest accrued on the Trust Fund Account. 4.12. The Design Data Protection Impact Assessment (DPIA) for the ARBOR system has been completed by Dan Wallis (DW). 6.1. Despite every effort, we have been unable to identify a company to service the lift. The arrangements for servicing lift in junior building. No pupils current need this lift. SW will investigate the purchase of a ramp.	TF DM DM

	<p>Music Suite – see discussion in agenda item below Roof - see discussion in agenda item below Autumn 2023 H&S Report was finalised and uploaded to Governor Hub SFVS was submitted in April by deadline. Schedule of Financial Delegation – Please could all governors add any comments by 20th May.</p> <p>Sickness Patterns and Days Lost – this continues to be a concern and TF will create an analysis of this for the next Resources committee meeting.</p> <p>Q. Was this the main reason for the supply budget being higher than expected? A. No. This was mainly due to a permanent member of staff leaving and this being covered by agency staff in the short term, prior to recruitment for September.</p> <p>Swimming Pool – a quote and a set of plans for a pool covering have been produced. Next step will be to get a feasibility plan completed (TF) NT has been investigating charitable funding. This is currently on hold until project is moving forward.</p> <p>Subject Access Request information has been updated.</p> <p>Events Committee. The Events Committee are planning a Summer Fair, 13th July 12-3pm. Moving forward the committee needs formalising with roles and own bank account.</p> <p>Travel Plan Accreditation. DLW has submitted our application for reaccreditation as Bronze.</p> <p>Burford Street Development. This has been approved. Concern was raised over loss of privacy as the flats will overlook the school playground. TF will speak to builders about possibility of raising the height of our wall.</p> <p>Matters arising from the meeting on the 13th March 2024</p> <p>The School Premises Handbook, by Jo Marchant was purchased. Spring Health and Safety Report. Health and Safety Walk has been booked for 3rd May and report will be circulated after this.</p>	<p>SW</p> <p>ALL Gov</p> <p>TF</p> <p>TF</p> <p>TF</p> <p>DM</p>
<p>5.</p>	<ul style="list-style-type: none"> • Premises (TF) <ul style="list-style-type: none"> ○ Roof. TF has chased the report and a schedule and been told that our roof is currently low priority. SW is monitoring some small leaks in the Junior building. ○ Music Suite funding and planning. We are awaiting fitting of the double doors. These have been offered at no cost and the contractor has visited to measure and has sent spec. Committee all agreed that they were keen to progress the door fitting. ○ Jay Raynham, from Bridletree has sent quote for a sweeping path to the door to music suite. This is £2200 for materials. 	

	<ul style="list-style-type: none"> ○ Heating still needs to be completed. There is a slight deficit in funds. £4975 remains following other works and quotes for heating are approx. £6000. (DM will email diocese to request cost of heating). • Energy costs/management. There has been a small saving on the budgeted energy costs. Current spending is only until February. HCC have recommended we budget a 4 % increase on costs for energy for 2024/25 budget. LED lighting is now in place everywhere except the canteen. TF will investigate alternative suppliers for energy when contract with HCC ends. • Review the Premises Management Plan (DM/DLW) • SFVS (TF) – see above • SoFD (PF) – see above • Health & Safety (Spring 2024 H&S report - DM) – see above • Finance (TF); • budget monitoring report for periods 10-12 (TF) <ul style="list-style-type: none"> ○ Report has been shared. There was a difficulty in posting the Year End due to a £8.70 discrepancy due to Arbor software. Carry forward has increased to approx. £30K and approx. £50K with capital and accruals. TF will confirm actual figures to governors. <p>Q. Has the Maths Matrix Project cost us £10K? A. We received funding for the Maths Matrix Project to cover supply costs. We had initially anticipated a slight financial benefit but in reality, the cost and funding were equivalent.</p> <ul style="list-style-type: none"> • update on proposed 2024-2025 Budget (TF) TF has begun to run a budget with current staffing and ideal scenarios and a 3-year report will be made available before the FGB meeting on 16.05.24 • Personnel. Financial only (DM) Chris Hunt left at Easter to continue his career at a secondary school. Clare Waring will be leaving at half-term. Jo Pring is moving to the SLT of an Essex school at end of term. Maddy Hancock is leaving at end of term. We have recruited and appointed replacement teachers. A proposed change to staffing structure will be reported at the FGB meeting. <p>Safeguarding. Premises only (DM/TF) Replacement fencing is an item on the Management Plan. TF has checked that we are responsible for this (we are). 2 quotes have been received. We need to write bid to HCC as this is a significant sum of money.</p>	<p>DM</p> <p>TF</p> <p>TF</p> <p>TF</p> <p>TF</p> <p>TF</p> <p>DM</p> <p>TF/DM</p>
6.	<p>To receive an update on strategies to improve environmental sustainability.</p> <ul style="list-style-type: none"> • DLW not present to update. 	
7.	<p>To discuss a proposal about the refurbishment and possible future use of the school swimming pool</p> <ul style="list-style-type: none"> • See above 	

8.	<p>To approve policies and confirm those due for review: Policies due for approval</p> <ul style="list-style-type: none"> • Lettings Policy (TF) <p>This remains the same with the exception that the pool hire will be increased to £45 per hour (from £40) due to increased cost of energy and chemicals. The policy states 50% is requested upfront but this will be amended to 'invoiced in arrears.' All agreed subject to these changes.</p> <p>Policies due for approval in Autumn 2025</p> <ul style="list-style-type: none"> • Health & safety Policy • Staff Appraisal Policy • Staff Pay Policy 	TF
9	<p>To monitor implementation of GDPR PF has loaded Summer 2024 report. Refresher GDPR training is needed. ARBOR appendix has been added to the Summer 2024 Report</p>	
10.	<p>To monitor the allocation of PPG Funding The plan has been monitored, particularly against the objective to provide quality first teaching. Education Endowment Fund (EEF) puts emphasis on targeted interventions. SLT are currently considering interventions for English and maths going forward. HCC will be carrying out a PPG audit on the 3rd July. Our 3-year plan is coming to an end and we need to create a new plan using the EEF recommendations. SLT and MLT have been visiting local schools to share good practice and to enable us to discuss how to get the provision right in the classroom. JD has added the HfL PPG strategy to PPG folder on GovernorHub as it has good information. PF shared that The Key also has a good document.</p>	DM/JD
11.	<p>To monitor the allocation of SPG Funding The latest Sports Premium report has been drafted and will be shared shortly. We are currently auditing the knowledge and skills of all staff and auditing resources. We have seen increased participation in competitive sport and this year, St Catherine's are responsible for hosting the District Sports at John Warner Sports Centre. Jo Pring is supporting a new P.E. lead, who is keen to be taking on this role.</p>	JD
12.	<p>To receive any other business as agreed by the Chair NT mentioned that he has seen staff and parents moving round the car park before 3.25pm. DM stated that she had contacted two parents about this. We will send out a reminder message to staff.</p>	DM
13.	<p>To confirm date and time of next meeting; To be confirmed, via 2024-2054 Annual Planner, ideally before 15th September.</p>	

14	Meeting closed at 5.40pm	

Summary of Actions

Item	Action	By	When
4	4.1 TF to confirm receipt of 2 outstanding quotes for tarmacking works.	TF	Report at next meeting
	4.5/4.7/4.8/4.9. Fire Risk Assessment to be booked in before the end of the summer term.	TF	Before 23.07.24. Report at next meeting
	4.11 DM to write to David Morton requesting access to interest from Trust Fund Account	DM	ASAP. Report at next meeting
	6.1 SW to research options for installing a ramp in the junior building to replace the need for a lift.	SW	ASAP. Report at next meeting
	SoFD All governors to check the updated SoFD and the SoFD Notes by the 20.05.24	All Gov	By 20.05.24 Report at next meeting
	Sickness Patterns and Days Lost TF to create an analysis of this for the next Resources Committee meeting.	TF	Report at next meeting
	Swimming Pool A quote and a set of plans for a pool covering have been produced. Next step will be to get a feasibility plan completed (TF)	TF	Report at next meeting
	Burford Street Development. TF to speak to builders about possibility of raising the height of our wall to provide privacy from the Burford Street Development.	TF	Report at next meeting
	Health and Safety Report. The link Visit Report for the Summer Term Health and Safety Walk (03.05.24) to be filed on GovernorHub.	JN	ASAP Report at next meeting
5	Premises. DM to email the Diocese re; support with the cost of installing heating into the Music Suite.	DM	ASAP. Report at next meeting
	Energy costs management. TF will investigate alternative suppliers for energy when contract with HCC ends.	TF	Report at next meeting
	budget monitoring report for periods 10-12. TF to confirm actual end-of-year figures to governors	TF	ASAP. Report at next meeting
	2024-2025 Budget. TF to provide governors with a 3-year budget report for the FGB meeting on 16.05.24	TF	For FGB - 16.05.24 Report at next meeting

	Personnel. A proposed change to staffing structure will be reported at the FGB meeting on 16.05.24.	TF/DM	For FGB - 16.05.24 Report at next meeting
	Safeguarding. TF/DM to write a bid to HCC for funding to enable the repair work on the perimeter fencing.	TF/DM	ASAP. Report at the next meeting
8	To approve policies and confirm those due for review. Lettings Policy. TF to update policy with increased pool hire charges and 'invoiced in arrears' information. Updated policy to be filed on GovernorHub.	TF	ASAP. Report at the next meeting
10	To monitor the allocation of PPG Funding JD/DM to write a new 3-Year PPG Plan using the EEF recommendations.	DM/JD	ASAP. Report at the next meeting
11	To monitor the allocation of SPG Funding DM/JD to share the new Sports Premium Report with governors	DM/JD	ASAP Report at next meeting
12.	School car park. DM to send a reminder message to staff about moving around the car park prior to 3.25 pm	DM	ASAP Report at next meeting