

# ST BARNABAS' C.E. PRIMARY SCHOOL



## Minutes of the virtual meeting of the Resources Management Committee held on Wednesday 18<sup>th</sup> November 2020 at 6.15pm

**Present:** Karen Boardman (Headteacher) Jo Patton  
 Lorna Longman John Halsall  
 Jessica Gilmour Gary Mogan

**In Attendance:** Anne Williamson (Chair of Governors)  
 Arran Brown (School Business Manager)  
 Maria Riley (Governance Support Officer / Clerk)

		Action																				
1.	<p><b>Election of Chair</b>                      The clerk asked for any nominations, Lorna Longman nominated herself to be Chair. All governors unanimously agreed.</p> <p><b>Lorna Longman was elected as Chair of the Resources Committee for a period of 1 year.</b></p>																					
2.	<p><b>Welcome, Apologies for Absence, Consents and Declarations of Interest</b>                      The Chair welcomed all to the meeting. There were no apologies for absence and no declarations of interest.</p>																					
3.	<p><b>Minutes of the meeting held on 29<sup>th</sup> April 2020</b>                      Previously distributed. The minutes were agreed as a true and accurate record of the meeting and the clerk will add approved and return them to school.</p>																					
4.	<p><b>Matters Arising and Action Plan</b></p> <table border="1"> <thead> <tr> <th></th> <th>ACTION</th> <th>STATUS</th> <th></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>The Headteacher will ask a specific TA to complete the first aid.</td> <td>Carried forward.</td> <td>HT</td> </tr> <tr> <td>2.</td> <td>The Headteacher and SBM undertook to establish a written agreement with the Kestrel provision</td> <td>Carried forward.</td> <td>HT/SBM</td> </tr> <tr> <td>3.</td> <td>A governor suggested sending out reminders for payment through Parent Pay, the Headteacher and SBM agreed to do this.</td> <td>Carried forward.</td> <td>HT/SBM</td> </tr> <tr> <td>4.</td> <td>The Chair asked if they could see the bottom line with and without the PFI, the SBM replied she would do this and send onto the Resources governors.</td> <td>Completed.</td> <td></td> </tr> </tbody> </table> <p><b>Matters Arising</b>                      None.</p>		ACTION	STATUS		1.	The Headteacher will ask a specific TA to complete the first aid.	Carried forward.	HT	2.	The Headteacher and SBM undertook to establish a written agreement with the Kestrel provision	Carried forward.	HT/SBM	3.	A governor suggested sending out reminders for payment through Parent Pay, the Headteacher and SBM agreed to do this.	Carried forward.	HT/SBM	4.	The Chair asked if they could see the bottom line with and without the PFI, the SBM replied she would do this and send onto the Resources governors.	Completed.		
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5.	<p><b>Review of the Terms of Reference (draft new terms of reference)</b>                      The Headteacher shared the draft terms of reference for discussion, a governor highlighted the section on flexible working requests and asked if the school had further information about this. The Headteacher responded they had clear guidance on this in a policy from HR. An attendee suggested adding a line about resources being used for high quality teaching under the Specific Remit section, 4<sup>th</sup> bullet point and the last sentence in the document to add 'with all stakeholders'. The Headteacher</p>																					

	<p>agreed and added the terms of reference for this committee still included addressing PR for the school.</p> <p><b>Take to the December FGB for approval.</b></p>	<b>Agenda</b>
6.	<p><b>Risk Register</b></p> <p>The Chair highlighted monetary values, potential losses such as infant class sizes and deadlines against the actions needed to be added to the risk register. An attendee suggested each committee could feedback at the FGBs with their thoughts regarding the actions. The Headteacher added some of the points on the risk register would already be discussed. The Chair suggested adding time limits on the Resources actions, the Headteacher agreed to add the dates.</p> <p>A governor <b>challenged</b> how the governors and staff would know when a risk had been covered, the Headteacher responded through a mixture of different monitoring like the YSAB, Ofsted etc. The risk register was a summary and other documents gave more detail. An attendee suggested referencing where governors could find more information on the register, the Headteacher agreed and will add these. A governor noted progressively the sections should diminish on the register.</p>	<p><b>HT</b></p> <p><b>HT</b></p>
7.	<p><b>Finance</b></p> <p>The Chair informed the governors the Steering Committee would review the budget reports and send out a one page finance update. The Chair reported the deficit was £16,751 and in April they had reviewed the revenue, income and expenditure combined which meant that the school would be able to absorb the deficit with the £2,000 surplus this year and the £18,000 next year. In year there they were looking at a £2,000 surplus however the pupil numbers were down which could mean a £30,000 loss in pupil numbers income. The Chair added ideally they needed a summary of the figures in meetings and they may need to make some difficult decisions next year.</p> <p>The SBM reported there had not been much change to the budget since April due to the school being partially closed some of the time. The SBM added he would create a model of what the school budget would look like with 130 pupils and send out to resources governors, but it could mean looking at redundancies next year. The SBM reported they might receive extra funding for infant class sizes under 30, however this was not guaranteed due to the impact of Covid. The Chair suggested the SBM separate out the supply costs due to Covid, Headteacher absence cost and staff absence costs.</p> <p>The SBM informed the governors this year was positive financially largely due to the PFI, which meant that due to having windows open for ventilation the heating bill would be higher which CYC and Sewell's would pay half towards.</p> <p>The Headteacher highlighted the first part of the catch up money at £80 per pupil was allocated on the October 2019 census and the second part on the October 2020 census. They were assessing how best to spend the money and who needed the support. They could provide extra hours for existing staff to carry out interventions or they could hire tutors in a Government scheme whereby the Government paid 75% of the money.</p> <p>The Chair pointed out the service level agreement for IT looked high and perhaps this needed further discussion in the Steering Committee. The Headteacher agreed this needed reviewing to see where they could make a difference in outgoings.</p> <p><u>SFVS</u></p> <p>The Headteacher, SBM and Chair of Resources agreed to meet separately to answers the governor questions on the SFVS and feedback to governors. The Chair highlighted the combined reading, writing and maths progress was below average and would the tutoring raise this, and the Headteacher replied hopefully the catch up interventions would.</p>	<p><b>LL</b></p> <p><b>SBM</b></p> <p><b>HT &amp; SBM &amp; LL</b></p>
8.	<p><b>Premises Update</b></p> <p><u>Covid Risk Assessment updated 9<sup>th</sup> November 2020</u></p>	

	<p>The Headteacher explained the black writing was the DfE guidance and the coloured writing showed how the school were implementing the guidance and the brown writing were the changes. The assessment was reviewed regularly and parents gave feedback on any issues. She added school was running smoothly, an attendee asked if any of the staff or children were clinically extremely vulnerable, the Headteacher replied some were clinically vulnerable only. An attendee queried if there were any clubs running, The Headteacher responded it was still a grey area but they had set up one club for ten children all from the same bubble.</p> <p><u>Health &amp; Safety (NYCC H&amp;S Inspection Report)</u> The SBM explained an inspector from North Yorkshire Health &amp; Safety had evaluated what was needed moving forward in school and any risk assessments that needed reviewing annually. He added there were no major actions to complete. The Chair queried if the school had an allergens policy, the SBM replied they needed a specific one as it was covered in another policy at the moment. The Chair questioned if fire warden training had happened, the Headteacher responded they had needed to rearrange this.</p> <p><u>Sewell (including cleaning and catering)</u> The Headteacher informed the governors Sewell had been supportive throughout and they had their usual meeting in September. The school had provide food for self-isolating children and a member of staff was delivery these.</p> <p><i>7.20pm – Anne Williamson left the meeting.</i></p>	
9.	<p><b>Policies for Review</b> <u>Appraisal Policy</u> – <b>Approved.</b></p> <p><u>Capability Policy</u> – <b>Approved.</b></p> <p><u>Recruitment and Selection Policy</u> – <b>Approved.</b></p> <p><u>Budget Management Policy</u> – The Headteacher questioned if the two senior teachers should be added with the same authority as the Headteacher and if the appropriate amount was in place, the governors agreed. <b>Approved.</b></p> <p><u>Scheme of Delegation</u> – <b>Approved and would be signed by the Chair.</b></p>	
10.	<p><b>Staffing (including absence and wellbeing)</b> The Headteacher highlighted the graph showed there had not been much Covid related absence however they could be more moving forward and most of the staff absence had been support staff due to Covid tests or self-isolation. The Headteacher reported they had not covered support staff absences with supply where possible and staff in school had covered the majority. There had not been many class teachers off but they did have one off now for two weeks which required supply. The Chair noted they had been lucky to have supply teachers to come into school and the Headteacher was doing an amazing job. The Headteacher added the staff had all pulled together to help and it had been a team effort.</p> <p><u>Wellbeing</u> The Chair queried if the staff’s wellbeing was being impacted, the Headteacher responded yes the staff’s wellbeing was being impacted and the governors needed to be aware of this. The KS1 staff were cleaning resources everyday which took time. The Headteacher added they were all mindful that the school was Requires Improvement also and Ofsted could visit from January 2021. All staff were being positive and enthusiastic but governors checking in on staff with supportive messages would be good. The Chair asked the Headteacher to pass on the governor’s huge gratitude and thanks in this difficult time and asked if there was anything further they could do. The Headteacher responded they had set money aside for staff to take a half day for wellbeing time and the staff did</p>	

	not contribute towards tea/coffee, this would be covered by school, which helped in a small way.	
11.	<p><b>PR and Raising the Profile of the School</b></p> <p>The Headteacher explained they had worked on updating all of their IT equipment and communicating with parents but they now needed to promote the schools' achievements more widely. They had appointed a member of the administrative team to upload celebration photos to the school website and discussed how, through the YSAB plan, the Pathfinder teaching school could help them promote the school. The Chair suggested a video of a typical day in school might be helpful, the Headteacher agreed and added they did have a video on the website but it needed updating.</p> <p>A governor suggested hiring out the hall space could promote the school as more parents would then visit and see the school. The Headteacher added York Theatre Royal were hiring the hall for their travelling pantomime and this would promote the school. They were also taking part in the Shoebox appeal which they could try to get an article in The York Press with. The Chair suggested interacting with the Church Christmas service too, the Headteacher replied they wouldn't be able to have the usual nativity and carol service this year but each class would be videoing part of the nativity story which would be put together into one film.</p>	
12.	<p><b>Any Other Business</b></p> <p>None.</p>	
13.	<p><b>Date and time of next meetings:</b></p> <p>Wednesday 3<sup>rd</sup> March 2021 at 6.15pm.</p> <p>The governors discussed the planned date would need to be brought forward to review the budget. The clerk will send out suggested dates to move it to February 2021, but will leave the 3<sup>rd</sup> March date in reserve in case both meetings were needed.</p>	<b>Clerk</b>

The meeting closed at 7.55pm

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Lorna Longman (Chair)

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Date

**ST BARNABAS' C.E. PRIMARY SCHOOL**

**Action Plan following the Meeting of the Resources Management Committee held on 18<sup>th</sup> November 2020**

	<b>Action</b>	<b>Item</b>	<b>Person</b>	<b>Date</b>
1.	The Headteacher will ask a specific TA to complete the first aid.	3	Head	By the next Resources.
2.	The Headteacher and SBM undertook to establish a written agreement with the Kestrel provision ( <i>carried forward from 6.03.19</i> )	3	Head/SBM	By the next Resources.
3.	A governor suggested sending out reminders for payment through Parent Pay, the Headteacher and SBM agreed to do this.	3	Head/SBM	By the next Resources.
4	The Chair suggested adding time limits on the Resources actions on the risk register, the Headteacher agreed to add the dates.	6	HT	By the next Resources.
5	An attendee suggested referencing where governors could find more information on the risk register, the Headteacher agreed and will add these.	6	HT	By the next Resources.
6	The Chair informed the governors the Steering Committee would review the budget reports and send out a one page finance update	7	LL	By the next Resources
7	The SBM added he would create a model of what the school budget would look like with 130 pupils and send out to resources governors.	7	SBM	By the next Resources
8	The Headteacher, SBM and Chair of Resources agreed to meet separately to answers the governor questions on the SFVS and feedback to governors.	7	HT/SBM/LL	By January 2021
9	The clerk will send out suggested dates to move the next Resources meeting to February 2021, but will leave the 3 <sup>rd</sup> March date in reserve in case both meetings were needed.	13	Clerk	ASAP

**Items for the next Resources meeting:**

- PR and raising the profile of the school (standing item)
- Risk Register (Standing item)

**Items for the next FGB:**

- Approve the Resources Terms of Reference