

OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL

Meeting of the Resources Committee

Held on 7 February 2018

Governors Present	Foundation: Paul Mokwenye (Committee Chair), Cecilia Amadasun, Nick Brennan, Derek Vitali, Diane Porter Staff: Sean Flood (Headteacher), Theresa Garnett (items 3-5 only) Parents: Silvia Ullmayer-Sylvester, Susan McFarland-Lyons
Finance Officer Finance Consultant	Theresa O'Hagan Louise Campion
Apologies	None
Clerk	Susan Moyse
Abbreviations	EYFS (Early Years Foundation Stage), HLT (Hackney Learning Trust), H&S (Health and Safety), SIP (School Improvement Partner), SDP (School Development Plan), SEND (Special Educational Needs and Disability), UIFSM (Universal Infant Free School Meals), CFR (Consistent Financial Reporting), TUPE (Transfer of Undertakings Protection of Employment), SFVS (School Financial Value Standard)

MINUTES

Meeting opened 6.04pm. Paul Mokwenye in the chair

1	WELCOME, MEMBERSHIP AND APOLOGIES	ACTION
1.1	Paul Mokwenye opened the meeting welcoming all present.	
1.2	BUSINESS AND PECUNIARY INTERESTS The register of staff gifts and hospitality was noted. The Register of Interests was updated. There were no declarations of interest in the agenda.	
2.	MINUTES OF MEETING HELD ON 4 OCTOBER 2017	
2.1	Agreed as a correct record and signed by the Chair.	
2.2	Matters Arising: After School Club (item 2.2)	
	Governors asked whether the teething troubles mentioned had been resolved. Theresa O'Hagan (TO'H) assured them that these had been resolved by the company, Let Me Play.	
	<i>Susan McFarland-Lyons joined the meeting at 6.10pm</i>	
3.	FINANCE	
3.1	BUDGET MONITORING 2017/18	
	Louise Campion (LC) referred to the reports circulated with the meeting papers: <ul style="list-style-type: none"> Budget Monitoring (Period 9/ Dec 2017) Budget vs actual (printed 11 Jan 2018/ Dec salaries) Virement report - £2.5k vired from Recruitment to Minor Repairs LC highlighted:	

	<ul style="list-style-type: none">• Income<ul style="list-style-type: none">○ Income adjustment +£13k○ SEN arrears +£9.4k○ EY Pupil Premium -£1k○ Teacher Training -£3.6k○ Electricity income -£1k○ UIFSM (Universal Infant Free School Meals) -£5.8k• Expenditure<ul style="list-style-type: none">○ Promotion of teacher to L scale +£3.2k○ Increase broadband/ ICT cost +£10k○ Attendance Welfare SLA (now a paid-for service through a service level agreement) +£700 <p>Forecast surplus currently £48k (previous meeting £48k).</p>												
	Governors asked the following:												
	<table><tr><th>Governor Question</th><th>School Response</th></tr><tr><td>Does UIFSM income meet cost of meal?</td><td>No. Approx 20p shortfall per meal</td></tr><tr><td>Why was the Attendance service purchased? Why now a paid-for service?</td><td>School faced emergency safeguarding situation regarding a particular family which required LA / Attendance Service intervention. They would not act without SLA</td></tr><tr><td>Is attendance a general concern in the school?</td><td>No. Attendance is generally good</td></tr><tr><td>Any expenses likely as a consequence of GDPR?</td><td>Not known. HLT / Hackney Council intend to provide service at cost</td></tr></table>	Governor Question	School Response	Does UIFSM income meet cost of meal?	No. Approx 20p shortfall per meal	Why was the Attendance service purchased? Why now a paid-for service?	School faced emergency safeguarding situation regarding a particular family which required LA / Attendance Service intervention. They would not act without SLA	Is attendance a general concern in the school?	No. Attendance is generally good	Any expenses likely as a consequence of GDPR?	Not known. HLT / Hackney Council intend to provide service at cost		
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3.2	SCHOOL FINANCIAL VALUE STANDARD (SFVS) <p>The Committee received the draft SFVS self-evaluation 2017/18 which had been circulated to all governors.</p> <p>Noted in response to a governor question that governor skills had been assessed the previous year and were not required to be reviewed every year.</p> <p>Agreed to recommend the SFVS to the full Governing Body.</p>		Clerk to recommend SFVS to GB										
3.3	BENCHMARKING <p>Noted that the DfE benchmarking website did not yet show the 2016/17 data. The 2015/16 data had already been considered by the Committee.</p>												
3.4	WHISTLEBLOWING POLICY <p>Governors agreed to adopt the Diocesan policy.</p>												
3.5	SCHOOL FUND ACCOUNT BALANCES <p>Received December 2017 report. Governors noted:</p> <ul style="list-style-type: none">• 76% parents have paid• School texts parents with reminders• £61k closing balance <p>Agreed to report breakdown of income to next meeting to include: income from Head's outside work - NAHT (50%); Ofsted - and Governors Fund</p>		Break down income sources to next meeting										
	Theresa Garnett joined the meeting at 6.25pm												
4.	BUILDING AND CAPITAL PROJECTS												

4.1	BUILDING/ MAINTENANCE WORKS		
	Governors noted: <ul style="list-style-type: none"> Classrooms and corridors decorated – now clean and attractive Security and floodlighting underway, but to be completed 		
4.2	NEW BID (LCVAP)		
	The school had submitted a bid for £140k (school to fund 10%) to cover fire doors, fire systems and drainage.		
	The Chair thanked Theresa O'Hagan and Louise Campion for their reports and they left the meeting.		
5.	ANY OTHER BUSINESS		
5.1	GENERAL DATA PROTECTION REGULATIONS (GDPR)		
	Governors noted the NAHT GDPR guidance 'What You Need to Know'. The school had asked the IT service provider to carry out the initial work. It was agreed that the Committee Chair and Susan McFarland-Lyons meet to review governor duties under GDPR.		PM & SMcF-L meet to review governor duties

There was no confidential business. The meeting ended at 6.30pm.

Signed (Chair) -----

Date _____

Minutes prepared by Susan Moyse smoyse65@gmail.com
