



Our Best Always

Little Paxton Primary School Governing Body

**Minutes for the Meeting of the Resources Committee held on
Monday 8th March 2021 at 6.30pm**

This meeting was held on Teams
due to the Coronavirus pandemic

Present:

Neil Donoghue	Co-opted Governor	Nickie Moore	Head Teacher
Richard Fairbairn (Chair)	Co-opted Governor	Austin Willet	Parent Governor
Tim Gawler	Parent Governor	Paul Warmington	LA Governor

In attendance:

Gemma Pearce	Clerk
Alison Gatward	School Business Managed (SBM)

1. Welcome and apologies for absence

Apologies received and accepted from

Gemma Manning Associate Member

No apologies received from

Katie Delgado Staff Governor
Christopher Muwanguzi Parent Governor

The meeting was quorate.

2. Declaration of Interests

No new interests were declared.

3. Governors' responsibilities:

The committee were reminded of governor responsibilities:

- Ensuring clarity of vision, ethos and strategic direction;

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Initials of Chair.....

- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

4. Actions Update

2020/2021- 027	Produce report on TA deployment	SBM	On hold until school is fully open	Prepare for next RC meeting – June.
2020/2021- 030	Complete Staff Induction report	KD, ND	To be sent to HT by end of week	Complete
2020/2021- 053	Clerk to add PP discussion to C&S agenda to carefully think about prioritising spending during this period	Clerk	Next C&S meeting	Will be covered in new structure. Being monitored by Ian and Chris. ACTION: Bring Becky Webb to do a presentation at an FGB (Apr/May TBC).
2020/2021- 054	Look at amendments required to finance policies and Delegation of Decisions planner to make budget reallocation easier	SBM, AW	For next RC meeting	On this agenda
2020/2021- 055	Include budget on agenda for FGB	Clerk/ Chair	FGB 26 Apr	For FGB 26 Apr
2020/2021- 056	Check sign off required on SFVS – FGB or committee, and timescales?	Clerk	ASAP	On this agenda
2020/2021- 057	Talk to LA about loan options for new roof	SBM	ASAP	On this agenda
2020/2021- 058	Look for historic info on solar panels arrangement that had been looked at previously	ND	For next RC	On this agenda

2020/2021- 059	Look for environmental grants for solar panels and if this could support roof replacement	SBM	For next RC	On this agenda
2020/2021- 060	Review options regarding loans, funding and quotes for patching vs replacing at next RC meeting	RC	Next meeting	On this agenda
2020/2021- 061	Ensure SEN inclusion policy includes all the information required of an Accessibility Plan	CLT	For review at C&S meeting	Covered in SEN
2020/2021- 062	Update on maintenance planning at next RC meeting	SBM	Next RC meeting	On this agenda
2020/2021- 063	Review improved premises management policy at next RC meeting, including input from LA if necessary	CLT	Next RC meeting	On this agenda

2020/2021- 027: Discussed background to this item – the committee just want to understand where TA spending is spent and then understand if this is good use of budget. Just want to do the challenge as governors.

5. Finance section

a. Review of BCR and funding statement

Projected £60k surplus, same as last month. Review at FGB in a couple of weeks.

b. Budget plan (2021/22) to deliver the priorities in the School Development Plan

School Business Manager (SBM and AW meeting on 17th March for modelling budget. Work on budget for 26th April FGB.

c. SFVS

Initial draft with SBM. AG section complete and AW has completed 80% of the governors section as a draft. Will have ready to discuss and sign off at 26 April FGB.

QU: How many pupils leaving Y6 and how many arriving in Foundation? 41 put LPPS as 1st choice, 12 have as 2nd place. Don't know full numbers yet. 56 leaving in Y6, so likely to be a similar school size next year.

6. Staff update

No changes to staff.

QU: How is everything with shielding members of staff, is there enough resource in school? 5 staff are shielding (1 teacher). Arrangements are made until Easter, covered without issues. A member of staff returning from maternity leave (ML) will cover for 2 days and Bex Jenkins is doing morning sessions for Maths and English, and the class teacher is on Zoom in the afternoon supported by an experienced TA. After Easter they need a new plan and are working on this. **Are school considering supply teachers?** Decided not to for the 3 weeks between return to school and Easter holidays as the supply teachers they know weren't available and didn't want to bring in an unknown teacher for children returning to school and re-settling. Have the resource available to bring a supply teacher in after Easter if they decide to. **QU: Is there a furlough for teachers?** No, the cost of shielding staff falls on school. However, the staff who are shielding are still working extremely hard and have tasks, even though they are not in school.

7. Premises - Head's update and forecast of work

a. Update on options for new roof.

HT and SBM toured roof to look at condition and took photos of issues and areas of weakness. Some blistering. Some standing water (fresh). Considering the idea to section roof in to areas of badness and tackle in sections over a period of 4 years. Still significant leaks in some areas. SBM followed up with LA and maintenance adviser. Survey deemed it B3 which means it's fine as far as the LA are concerned – not in a bad enough state of repair. Leaks are often around skylights – the areas have been patched and can't work out exactly where the water is getting in. Worst bit of roof is over Y1 classroom extension. It was suggested that it is worth going back to contractors as this is the area joined with the new build to see if it is under warranty.

QU: When was the survey? Oct 2020.

The committee discussed paying for a full-blown report to try and convince LA, but maintenance advisor felt it wasn't even borderline to make it bad enough. However, it was felt that an in-depth report would be useful, either as a tool to ask for support, or to allow school to prepare a good plan and budget effectively for the repairs needed. **QU: How much would this report cost?** Don't know, SBM to find out. Strictly Ed can advise on who could do the report.

ACTION: School to investigate report in to roof and discuss at next RC meeting

b. Update on maintenance planning.

The hall has been re-painted.

Maintenance plan will be reviewed after the budget is complete for next year. Have tools to look at what needs doing where. School are aware of what needs doing which can be considered in the budgeting process.

QU: The Committee has previously discussed a 5-year maintenance plan is this available? The SBM has completed one and is currently reviewing with site manager. School have numbered all rooms in school so they now to match up with the plan so it is clear what needs doing where.

QU: Can 5-year plan be shared with Governors? Needs tidying up and formatting will be ready to bring to next RC meeting in June.

ACTION: Finalise 5-year maintenance plan for review at next RC meeting.

QU: Can you budget without a list of jobs? Will start identifying longer term jobs in next site walks with the site manager to set budget

8. Health & Safety update

No updates

QU: Is there any safety concerns from leaky roof? The leak is above the HT office so no safety concerns.

9. Safeguarding

QU: Is there a pressure on budget due to extra spend on COVID cleaning? All fine. More cleaning being done as per risk assessment but no implications on budget.

10. Review of policies and related documents

All policies were circulated for comments in advance of the meeting. No comments were received.

- a. Financial Guide – incorporating ‘Best Value Statement’, ‘Internal Financial Procedures’ and ‘Financial Responsibilities’ in one document – approved subject to amendments below
- b. Debt Management Policy - approved
- c. Premises Management Policy - approved

QU: In the Financial Guide part B the table shows budget holder for each area and value of each area, will the policy be outdated by budget setting? Why are amounts allocated to subject leads, does that work year on year? Should there be more flexibility? What is point of the table? Is there a smarter way of doing it?

The committee discussed how budget is currently managed by subject leads. It was agreed that there is a need to be smarter in spending budget. This year subject leads were encouraged to spend whatever was left of their allocated budget at the end of the financial year, even if resources were not necessarily needed. It was agreed that a much smarter way of working is for subject leads to prepare a case for resources and budget to be allocated wisely based on need and related to the School Development Plan (SDP). It was commented that a ‘use it or lose it’ culture is not sensible, and that budget setting based on figures repeating year on year is also not valuable. It was agreed to remove the table from the policy but continue to review this section as the policy and update at next revision based on the process put in place for subject leads to spend their budget. The HT agreed to also consider how to reflect this in the SDP to give subject leads a process for managing resources.

ACTION: Clerk to save all policies

11. AOB

None

Date of next meeting of the Governing BodyFull Governing Body 22nd March 2021Resources Committee 21st June 2021

The meeting closed at 7.54pm

Actions carried forward from previous meeting

2020/2021- 027	Produce report on TA deployment	SBM	Prepare for next RC meeting – June.
2020/2021- 055	Include budget on agenda for FGB	Clerk/ Chair	FGB 26 Apr

Actions arising from this meeting

2020/2021- 073	Invite Becky Webb to do a presentation at an FGB (Apr/May TBC)	HT/Chair	Meeting TBC
2020/2021- 074	School to investigate report in to roof and discuss at next RC meeting	SBM / HT	Next RC meeting
2020/2021- 075	Finalise 5-year maintenance plan for review at next RC meeting.	SBM	Next RC meeting
2020/2021- 076	Save all policies from this meeting	Clerk	ASAP

Signature of Chair..... Date.....