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**Little Paxton Primary School Governing Body**

**Minutes for the Resources Committee Meeting  
held on Monday 25<sup>th</sup> January 2021 at 6:30pm**

This meeting was held on Zoom  
due to the Coronavirus pandemic

**Present:**

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

**In attendance:**

Gemma Pearce	Clerk
Alison Gatward	School Business Managed (SBM)

**1. Welcome and apologies for absence**

**Apologies received and accepted from**

Tim Gawler	Parent Governor
Gemma Manning	Associate Member

**No apologies received from**

Katie Delgado	Staff Governor
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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;

- 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.

NB – over this year we intend to review the Terms of Reference for this committee. In particular our intention is to understand how the responsibilities of this committee best support the SDP.

#### 4. Actions Update.

2020/2021-027	Produce report on Teaching Assistant (TA) deployment	SBM	It was proposed and supported to hold this action until the school is fully opened as TA's are not currently carrying out their normal roles
2020/2021-028	Compile Register of Interests based on previous interests and circulate to all Governors to confirm their section is correct.	Clerk and All Governors	Complete
2020/2021-029	Set up Salary Review meeting	HT & Pay committee	Complete
2020/2021-030	Complete Staff Induction report	KD, ND	ND to complete and circulate ASAP – to be sent to HT by end of week
2020/2021-031	Review policies listed in item 12	All committee	Complete

#### 5. Finance section

AW, link governor for finance confirmed that the pay review meeting was completed and all pay finalised. Austin thanked all involved. All proposals from the HT agreed. The Chair thanked AW for his effort in getting this organised.

##### a. Review of BCR and funding statement

The BCR up to end of December (3/4 year) was shared with the committee prior to the meeting. Revenue balances were highlighted by AW. They are showing an expected balance of £128k and adding this on to the balance b/f would be a positive carry over. Surplus unlikely to be as high as the figure currently shown for a few reasons:

- There are significant surpluses on income at PP and extra COVID related funding – that has not yet been allocated on expenditure but it will do so that will affect final figures.
- Teachers pay currently shows approx. 6k surplus but not all been allocated yet
- Surplus shown on catering – money coming in from government for universal school meals that have not been provided due to less catering in lockdown – some of this may be charged

by caterers due to a minimum catering agreement. Also not known what will happen from government with the money sent.

Overall allocations will be clearer by end of Jan. Likely to end year with £30-60k surplus depending on catering.

**QU: Was PP spend on that budget and is it likely that spend might go up?** PP money usually put in to TA pay as that is where a lot of it is spent. In education there is currently a change of how PP funding is allocated from government. It is now based on October census not January census.

**QU: What has PP money been spent on and what are plans for it?** Documents were circulated on this to the FGB today. It has been harder to spend money on PP children who are not in school. The HT is considering an idea to buy some more laptops if there is surplus of funding in school. School qualified for 17 DFE laptops (not arrived).

**ACTION: Clerk to add PP discussion to C&S agenda to carefully think about prioritising spending during this period.**

CM volunteered to act as PP link governor.

AW told the committee that there are some reallocation requirements in the budget, requested by the SBM, that must be signed off by the committee. He shared the figures that all fell within the designated level of approval of the committee.

Budget Adjustment – building maintenance - approved

Budget readjustment - staff - approved

The committee discussed amendments to the approval process for budget reallocation to give school flexibility to reallocate sensibly. Proposal that SBM emails AW for electronic sign-off. Benefit of keep budget up to date. The committee agreed that it should be looked at in the relevant documents to see what amendments would be required to make this possible.

**ACTION: Look at amendments required to finance policies and Delegation of Decisions planner to make budget reallocation easier**

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

There is a meeting with Gaynor (county finance) on 26<sup>th</sup> February. In March further work will be carried out on modelling for the budget. Allocation for next year will be confirmed early April. 21<sup>st</sup> April there will be a meeting with LA to provisionally agree budget. The budget will need signed off at FGB on 26<sup>th</sup> April.

**ACTION: 26<sup>th</sup> April FGB to include budget on agenda**

#### c. SFVS

The SFVS is to be submitted by the end of the financial year. It needs signed off by end of March – however FGB is 22nd Feb. It was suggested to set up an extra meeting if necessary as it will not be complete by 22 Feb.

**ACTION: Clerk to check sign off required on SFVS – FGB or committee, and timescales?**

## 6. Staff update

The HT informed the committee that a TA and a midday supervisor are choosing to take unpaid leave during the current school closure due to COVID-19. 1 TA is working reduced hours due to childcare needs.

All EHCP children in school are currently supported in school with TA's.

1 new EHCP has been given and so school may need to employ a further one-to-one TA, however the child is currently not in school.

**QU: Will you need to recruit more midday supervisors?** No there is plenty of cover at the moment due to the small numbers in school.

**QU: If school re-opened in 2 weeks would the new EHCP child be supported?** Yes, school could cover in the short term with staff in school, there is no need to pre-empt when school may be back full-time. Recruitment can happen then.

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

The HT informed the committee that the school roof is now regularly leaking and it is therefore likely to need a new roof. This issue was flagged by the site manager. The roof is 22 years old (came with 10 year guarantee). The site manager believes that within 5 years there is a chance of a serious leak. School need to make the decision between patching it or taking off and starting again. SBM has one quote so far based on a survey of the roof. The quotes were £3.5k + VAT to patch the current needs with 5 year guarantee and £44k + VAT to redo the whole roof with a 15 year warranty. The school could patch the roof and save up to pay for the new roof but this risks the money being spent elsewhere. There is not currently money available for a new roof. It was suggested that the SBM to speak to the LA about loan options.

**ACTION: SBM to talk to LA about loan options for new roof.**

**QU: Are there no capital funds from LA that school can apply to?** Nobody was sure on this.

It was discussed that it may be worth considering patching the roof and hope that within 5 years the environmental agenda will move on and say school needs a pitched roof which may come with funding. It was also discussed if capital money may be available for solar panels to tie in with replacing the roof as a project.

**ACTION: ND to look for historic info on solar panels arrangement that had been looked at previously.**

**ACTION: SBM to look at environmental grants for solar panels and if this could support roof replacement**

**ACTION: Review options regarding loans, funding and quotes for patching vs replacing at next RC meeting.**

The HT reported that the work of the site agent has dramatically improved. Site walks occur regularly and prepare a list of works, which are getting done. While school is emptier the site agent is taking the chance to paint the school hall.

The SBM told the committee that there is a list of jobs that need doing costing ~ £5-6k that needs to go in building and maintenance fund (discussed in item 6). For example school need ventilation in some rooms and air coolers in new build need servicing. These are jobs that can no longer wait but need paid for, even though the maintenance budget has already been spent.

**QU: Is the budget fundamentally wrong if some of this is regular maintenance that has been missed?**

There is a feeling it has always been under budgeted as some of this is maintenance that has not been being carried out. However it is hoped that now there is a better handle on what needs to be done for maintenance future budgeting will be better.

## **8. Health & Safety**

### **a. Covid-Risk Assessment**

The latest COVID-19 risk assessment had been shared with the committee prior to the meeting. The HT informed the committee that this risk assessment had been shared with and signed off by the LA.

**QU: Do the school have any concerns in applying the risk assessment?** No, the main concern is just children numbers but these have reduced.

The HT informed the committee that lateral flow testing will start for staff in school from the following week. This has all been set up and training done. School is also supporting pre-school with lateral flow tests.

**QU: Do you have all consent forms in place for that?** Yes these have been supplied from the LA. Testing is just for staff at the moment and is not mandatory. School have a register and spreadsheet to keep track of results.

## **9. Free School Meals – vouchers or hampers?**

The HT told the committee that all PP children are entitled to free school meals. Those who are not in school must be provided with equivalent to their lunch, which the government has set at £15 a week. During this shut down school had been providing hampers via Aspens (offset against school meal payments to Aspens). However school found that hampers are not being collected. The HT informed the committee that the CLT made the decision to move back to providing food vouchers to PP families.

The committee fully supported the CLT in this decision in order to ensure as much as possible was being done to support these families.

## **10. Governor Visits to School**

There are no visits planned at present under the remit of Resources. The outstanding report from the induction visit was discussed in item 4.

## 11. Safeguarding

The committee considered safeguarding resource or risk implications form all agenda items discussed.

The committee identified that there remains an issue around ensuring meals provided to PP families the committee agreed that school is doing the best it can do. The school cannot ensure that the vouchers are spent on food for the children.

**QU: Is there any conflict between being COVID-safe and safeguarding?** The HT said that safeguarding takes precedence over COVID in a crisis situation. She also informed the committee that even though all staff are not in school the rota ensures that there is always a designated safeguarding lead (DSL) on-site.

**QU: Is first aid provision fully covered by staff on rota?** The CLT is confident that there are enough first aiders on-site at all times. More staff are trained than during the previous shut down.

## 12. Review of policies and related documents

The school and governors are undertaking a policy review, therefore only statutory policies were reviewed at this meeting

### a. **Accessibility plan**

The committee asked whether the information found in the Accessibility Plan is now included in the SEN and inclusion plan. It was believed that the original Accessibility plan in the 1990s was solely based on physical accessibility but this has now been more widened to include accessibility to both learning and access to information as well as physical aspects of the site. The committee agreed that as long as physical accessibility is included in the SEN plan this information sits better there. The SEN inclusion policy is scheduled for review at the next C&S meeting.

**ACTION: Ensure SEN inclusion policy includes all the information required of an Accessibility Plan.**

### b. **Premises management policy and documents**

The committee asked that americanised spellings be corrected (section 5.1)

The committee questioned whether all of the reports on the school site are listed in the policy. It was discussed that the state of the roof came as a surprise despite regular school site surveys. The committee asked that the policy be updated to include all reports that happen on the school - to include monitoring and review of the building.

The SBM was asked to discuss with the LA how to improve this document and make it more comprehensive. And then in the future that this may be an area for a governor visit.

It was discussed that the school is mandated to have a property advisor which they do but the amount they are used has dropped over the years, partly due to cost. The SBM is aware that school maintenance is an issue and it is a priority to spend some time looking at managing decisions on building.

**ACTION: SBM to update on maintenance planning at next RC meeting.**

ACTION: Review improved policy at next RC meeting, including input from LA if necessary.

### 13. AOB

There was no other business

#### Dates of next meetings of the Governing Body

Full Governing Body                    22<sup>nd</sup> February 2021  
Resources Committee                8<sup>th</sup> March 2021  
C&S Committee                        22<sup>nd</sup> March 2021

Meeting closed at 8.07 pm

#### Actions carried forward from previous meetings

2020/2021- 027	Produce report on TA deployment	SBM	On hold until school is fully open
2020/2021- 030	Complete Staff Induction report	KD, ND	To be sent to HT by end of week

#### Actions arising from this meeting

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
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
2020/2021- 055	Include budget on agenda for FGB	Clerk/ Chair	FGB 26 Apr
2020/2021- 056	Check sign off required on SFVS – FGB or committee, and timescales?	Clerk	ASAP
2020/2021- 057	Talk to LA about loan options for new roof	SBM	ASAP
2020/2021- 058	Look for historic info on solar panels arrangement that had been looked at previously	ND	For next RC
2020/2021- 059	Look for environmental grants for solar panels and	SBM	For next RC

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

Signed by Chair..... Date.....