



ALFRED SUTTON PRIMARY SCHOOL
Minutes of the Virtual meeting of the Resources Coordination Committee
Wednesday 25th November 2020. 7pm

Virtually Present: Faruq Bilbe (Chair); David Close; Adedayo Benson; Ian Church; Dave Dymond; Robert Howell.

In Virtual Attendance: Alice De Croos.

Apologies: Rachel Lawson; Laura Kerr (maternity leave)

Clerk: Deborah Savage

Agenda Item	Please Note: this virtual meeting took place in Lockdown#2 and followed Government advice to maintain social distancing and limit face-to-face meetings.
1	<u>Apologies.</u> Apologies were accepted from Rachel Lawson and Laura Kerr.
2	<u>Declarations of Interest.</u> The Chair reminded those present that they were obliged to declare any conflicts of interest. None were declared. Governors were asked to give their permission for the meeting to be recorded to assist with the minutes. This was approved and the meeting was recorded from this point.
3	<u>Minutes of the previous meeting held 12th February 2020.</u> The minutes had been circulated in advance of the meeting and these were accepted as a true record. As they cannot be signed in person at the moment, they will be signed at the earliest available opportunity.
4	<u>Matters Arising</u> – actions from the previous meeting. <ul style="list-style-type: none">• Royal Society STEM Research partnership grant – not pursued due to COVID-19• FGB to be informed that the RCC has accepted the 3rd Quarter Expenditure and Income Report and Capital Budget. Committee reports were not an item on the FGB meeting during Lockdown#1 as essential business only was covered following Government advice.• Threshold for staff absence to permit safe functioning of the school. This item was superseded by the health pandemic and is now on the revised Risk Register.• Site Security has been added to the Risk Register.• The SFVS was returned to RBC.

	<ul style="list-style-type: none"> • Grant funding for Food tech and DT – these projects are on temporary hold. • Continuing Suitability forms – ongoing.
5	<p><u>Review of the 2nd Quarter Finance Reports.</u></p> <p>a) Expenditure and Income to 30/9/2020</p> <p>These reports, along with accompanying notes, had been circulated to Governors prior to the meeting. The School Business Manager talked the meeting through the main points.</p> <p>The SBM began by reminding Governors that last year the school had a £191K carry forward which would not be repeated this year due to the impact of COVID-19. However, Governors were reassured that the school was still in a good position financially.</p> <p><u>Expenditure.</u></p> <p>Teachers Pay Increases were budgeted for at 3.4% but we now know the figure is 3.7% with teachers on the lowest pay grades receiving the biggest percentage rises. Enhanced rates of pay will be received in the November pay run. The larger than expected increase has had an impact but due to some staffing changes the impact has not been significant.</p> <p>Recruitment to the new Caretaker post is underway and 7 candidates are being interviewed. The original intention to hire a part time janitor role has been revised in the light of COVID-19 and the position is now full time from 8am-4pm with the Site Manager’s role becoming a split shift role either end of the day. The school hopes the appointee will be in place for a January start.</p> <p>Recruitment is also underway for 5 x LSA posts. Three of these were budgeted for but not filled over the summer due to the uncertainty surrounding COVID. Two additional LSAs are to be funded by the Government Catch-up grant and the hope is that all will be in place by January.</p> <p>One lunchtime controller has resigned and a teacher is returning early from maternity leave. The school has a member of staff who is shielding and the school are managing to cover this post internally as it is preferable to avoid using external supply staff if at all possible to maintain the integrity of the bubbles.</p> <p>Under premises costs there is a large overspend on cleaning as expected. Cleaners have been on site all day since September but these hours have now been reduced to 10am-2pm with the usual after school cleaners coming in from 3pm. Extra cleaning consumables including a high spend on PPE have also contributed to the overspend.</p> <p>Energy: there are ongoing issues with billing that RBC are looking into.</p> <p>School catering is supplied by Chartwells and to keep them solvent following the pandemic disruption, all schools have been charged £12445 regardless of size of school. Our contribution is likely to rise due to the size of ASPS.</p> <p><u>Income.</u></p> <p>UIFSM income is £22K less than anticipated but the school has received £13K more than expected in PP Grant. The school is currently re-sending forms to parents to encourage those that are entitled to received PP funding to apply for it.</p>

The school has received some of the £49K Government Catch-up Grant funding. £35K of this will be used to fund two LSA posts until July 2021 and a temporary TLR to a member of staff to work on the school's remote learning provision. There is some catch-up funding unallocated but this can be reviewed in the next Financial Year.

There has been no income from wrap-around care or lettings but it is hoped to resume one letting in January.

Governor Question: I think the figure in the Total Expenditure line is incorrect? – yes, I think there is a fault in the spreadsheet. **ACTION:** SBM to correct this.

DECISION: Governors accepted the 2nd Quarter Financial Reports unanimously.

B) Capital Budget.

Governors were informed that the Capital Allocation for this year was £11,576. The lockdown sound and alert system (along with CCTV) cameras has been installed and is working. Staff training is rolling out and the school are pleased with it.

The project to convert part of two Year 6 classrooms to become food tech and technology teaching facilities is on hold at the moment. This is due to remaining uncertainty around the future of the modular building and the fact that using technology facilities with bubbles in place would be hard to manage at the moment.

Governor Question: Is there an ongoing maintenance charge with the lockdown system? Yes – there is a quarterly charge which we pay for through the revenue budget. It is not large – approximately £270 a quarter. There is a 5-year warranty on all the items fitted.

DECISION: Governors unanimously approved the Capital budget.

C) Bank Reconciliation Report.

This bank and cash reconciliation report had been circulated to Governors in advance of the meeting. The SBM explained that it gives an overview of what is in the school's bank accounts. This return is countersigned by the Head and sent to RBC every month. The purpose is to ensure the school remains solvent.

The SBM reported to Governors that the School Fund Audit was expected by Christmas and so would be an item on the February 2021 RCC meeting agenda.

Governor Question: With regard to the Reconciliation report, is there a threshold at which RBC will question the school – for example if they feel there is too much or too little in the school's accounts? No – not from the Reconciliation monthly reports.

	<p>This had not been circulated and could not be located during the meeting. ACTION: FB to check for updated document on DfE website and circulate to members of the RCC for completion.</p> <p>There was some discussion over the format this was last completed in (paper or electronic) and when this was. Governors were informed that it is not as complex as it looks – there are a few items per block but Governors assess their abilities per block, not line by line.</p>
7	<p><u>Risk Register.</u></p> <p>This had been circulated in advance of the meeting and had been updated to include a new COVID-19 category. Changes had been highlighted in yellow and the new corporate document style had been applied to the document. The new COVID-19 category includes aspects such as financial implications and staff absence.</p> <p>Governor Comment: The document is thorough and as it is a working document it will be reviewed again and looked at during the RCC in February 2021.</p>
8	<p><u>Asset Management Plan.</u></p> <p>This had been circulated to Governors in advance of the meeting.</p> <p>The SBM informed Governors that representatives from Hampshire CC had made a thorough condition survey of the school in February just before Lockdown. A report had been received following this visit in September. The school is due to receive a follow up call before Christmas.</p> <p>The Asset Management Plan is a 3-year working plan and the school are aware that the older school buildings in particular require lots of work. It is yet to be decided which works RBC will pay for and which the school needs to fund.</p> <p>The SBM informed Governors that items in the report highlighted in green had been completed and items highlighted in orange were in process of being completed.</p> <p>The school is obtaining quotes to turn the current ICT suite and an office into a new ICT facility and the school would also like to replace the class set of laptops at a cost of £12K.</p> <p>Governor Comment: The reason Hampshire did the condition report is that RBC legally can't survey and manage the maintenance and development of their own buildings.</p>
9	<p><u>Policies for Approval.</u></p> <p>a) <u>Teacher Pay Policy</u></p> <p>This has now been received from RBC and has been approved by the Teaching unions. It was circulated in advance of the meeting. There are no significant changes from last year – just the pay scales have been updated.</p> <p>DECISION: The Pay Policy was unanimously approved.</p> <p>b) <u>Accessibility Plan</u></p>

	<p>The SBM informed Governors that The Key had been consulted for model policies and the action plan from the previous accessibility plan was still relevant. Actions are ongoing. It was circulated in advance of the meeting</p> <p>DECISION: The Accessibility Plan was unanimously approved by Governors.</p> <p>c) <u>Data Protection Policy</u></p> <p>An Audit had been done by the school’s DPO during the summer and this policy is still current. It will be reviewed in the summer of 2021. The Policy was circulated in advance of the meeting.</p> <p>DECISION: Governors unanimously approved the Data Protection Policy.</p> <p>Governor Question: Will we have to revise this policy in January 2021 when the UK leaves the EU? Judicium – who the school uses as Data Protection Advisors will inform us of any changes that we need to make to keep up with changing legislation.</p>
11	<p>AOB</p> <p>This item was moved up the agenda as a late additional document had been circulated to Governors. This covered the renewal of the <u>Lease of the Crescent Under 5’s Nursery</u>, on school premises.</p> <p>The <u>Heads of Terms</u> document had been circulated and it was reported that there were no significant changes other than making the rent more competitive. It is expected that the rent will be negotiated down. The nursery pay low rent due to their charitable status.</p> <p>The nursey offers places for the free 15hrs a week funded places and parents can pay extra to increase the number of hours for their child. The Nursery is a feeder school for ASPS and even though there is some overlap between the provision of the school’s nursey and Crescent it is a useful facility to have on site for the school and the local community.</p> <p>Governor Question: The plans referred to in the document were not attached? No – RBC did not send us these. ACTION: SBM to chase these from RBC.</p> <p>DECISION: Governors approved the Heads of Terms document.</p> <p>The Head informed Governors that COVID-19 numbers are continuing to rise in secondary schools and a number of staff at ASPS with secondary school age children are becoming more and more concerned about the situation as the weeks go on. There is no doubt that staff anxiety is increasing along with greater levels of exhaustion as the term progresses. The school are aware that some secondary schools have had to send out emails to parents at 10.30pm on a Sunday night informing them of COVID-19 cases and bubble isolations and ASPS is expecting to have a COVID-19 case within school at any time now. If staff have to isolate due to coming into contact with cases from elsewhere in the community, we may begin to lose staff from our bubbles which makes it harder for us to keep our bubbles secure. Using external supply teachers</p>

	<p>introduces a big risk – possibly a bigger risk than closing our bubbles and sending them home.</p> <p>We do expect before the end of term to be in a situation where we will send bubbles home rather than bring in supply teachers. We are confident that the remote learning facilities we have in place are strong – they are being used, and have been used for some months now, by a small number of children who are vulnerable and isolating. The school is pleased with how the remote learning is working.</p> <p>Governor Question: Is there anything that Governors can do to help? In practical terms no – your role is now a watching brief and awareness of the heightened levels of anxiety. The educational establishments around us in our local area have had cases and we have, so far, avoided a case ourselves.</p> <p>The Chair of the Committee reminded Governors that he was going to be taking a back seat on the Board of Governors shortly and he invited Governors to step up to the role of Chair of the RCC and take part in planning the next meeting in February. ACTION: Governors were invited to contact him outside the meeting for a discussion on the role.</p> <p>The Head and committee thanked the SBM for her work in compiling and presenting the reports to the meeting. It was noted that she had done a thorough job and the notes provided made it easier for Governors to understand the reports.</p>
10	<p>Issues for Parents/FGB/Confidentiality</p> <p>ACTION: approved Policies to be posted on the school website for parents to be aware of.</p> <p>ACTION: FGB to be informed that the 2nd Quarter financial reports have been accepted.</p> <p>There are no confidential items.</p>
12	<p>Date of next meeting: Wednesday 3rd February 2021. Format TBC but likely to be virtual.</p>

Meeting closed: 8pm

New Actions:

Action:	Owner:
Correction to be made to Expenditure spreadsheet	SBM
Governor Skills Audit form – check for updates and circulate for completion	FB
Missing plans to Head of Terms document to be chased	SBM
Governors interested in becoming Chair of RCC to contact FB	ALL
Approved Policies to be posted on school website	SBM
FGB to be informed RCC has approved 2 nd Quarter financial reports	FB/Clerk

Ongoing Actions:

Action:	Owner:
Continuing suitability forms	FB

Attendance at RCC meetings 2020/21 (one meeting to date)

Faruq Bilbe	One of one meeting
Robert Howell	One of one meeting
Adeyayo Benson	One of one meeting
Dave Dymond	One of one meeting
Ian Church	One of one meeting
David Close	One of one meeting
Laura Kerr (Maternity Leave)	N/A