

St Mark's C of E Primary School

Resources Committee Minutes

February 22nd 2024, 10.00- 11.30

St Mark's Resources committee:

Foundation governors: Sebastian Dawson-Bowling (SDB), Amanda Healey (AH), Allistare Smedley (AS), Christine Bartley (CB).

Parent governors: Sophie Brinkworth (SB)

Staff governors: Jane Fendley (Head) (JF)

Associate Governor: Joanne Browning (SBM) (JB), Phil Davis (PD)

Clerk: John Parr (JP).

Governor Business

1	Welcome. a. To consider apologies for absence. Apologies were accepted from CB and AS. Governors discussed the possibility of rescheduling Resources meetings to a Friday to ensure that meetings are regularly quorate. Action: Key governors to be emailed about availability to attend future Resources meetings.
2	Minutes of last meeting a. To agree accuracy of minutes of last meeting. Minutes were formally agreed and signed. b. To discuss matters arising and action points not appearing elsewhere on this agenda: Actions from previous Resources meeting: Installation of solar panels- to investigate. Governors discussed this, and the question of lifespan of solar panels. It was agreed that this was no longer a top priority- that installation would be costly because of the building's flat roof, and that funding available had been spent on the installation of LED lights and upgrades to interactive white boards. No further action. School to make a bid to the Community of the Blessed Virgin Mary for targeted areas. Governors discussed that submitting an application for funding to the Community of the BVM could take a little pressure off the curriculum budget. The school shared that they had put in a bid for funding from the Fonthill Trust (counselling/therapy), and had been approached by St John's, Oxford to submit a bid for funding (sensory garden/ sensory space). Update on cracked lintel repair to be shared by the school. The school shared that repair to the lintel had been submitted as the 2nd option on its SCA bid. That the cracked lintel could be due to the failure of wall ties in this area, that the cost for repair had been quoted as being anywhere between £4-£60K. That the school was working with the Council who were continuing to offer free surveys of the site. Action: School to make a bid to the Community of the Blessed Virgin Mary for targeted areas. Update on Council led site surveys to be shared by the school.

A: Staff Wellbeing and staffing information	
1	Staffing Information update. Included in B1.
2	Wellbeing. Actions from previous Resources meeting: Provide update to this committee about recruitment for cover over the next two terms. Recruitment drive has been very positive. Ongoing staff vacancies filled (experienced teacher to cover maternity leave, site manager, pastoral support officer). Look at re-establishing attendance systems to target ongoing lateness etc. Pastoral support officer has started to take these on. The school shared that this appointment had already had a positive impact, that they were working through a thorough yet gentle induction. Ongoing supervision and support for HT covering DSL Post available from Co- chair of Governors. Pastoral support officer appointment will eventually lessen the load of DSL on SLT. SLT to produce a list of what was provided already to support staff well-being that may have become an expectation (e.g. Staff completing PPA at home, Subject leader release every week, milk in the staffroom etc.) Completed- shared with staff and FGB. Well-being working party to be scheduled to meet each half term. To be arranged.
B: Financial information	
1	Budget discussion: a. Budget Monitoring Report/ most recent outturn. Actions from previous Resources meeting: To contact Roedean to ask for support from IT lead/ technician in drawing up a comprehensive IT plan for the school. Has been actioned. To ask Roedean to fund IT update in the library instead of replacing books. Request has been made. School to restrict areas for hire to simplify the lettings process- streamlined policy to be agreed at FGB. Completed- see below for further information. Trust fund discussion/update to be an ongoing Resources agenda item. Ongoing. b. Virements/ write offs to approve. N/A c. Forecast for the coming year. Agreeing the draft budget and setting the budget for 2024-25. Governors discussed the draft budget in some detail. They noted how late the school had received budget information for 2024-25 budget (in the evening of 19/2), and that the Council still wanted a draft submitted by 23/2. It was agreed that this was not a helpful way of working with the school. The school shared that staffing levels had been maintained from last year's budget. That they were pushing ahead with the Teacher led SEN model that they had shared with the LA and with the GB, that this had not been included in the draft shared. That due to recent recruitment drive and returning staff from maternity leave this role could be covered within the current staffing structure. Governors agreed that having sight of costs to compare this role would be helpful.

Where will the teacher led SEN support be focused?

This is still not completely finalized- but initial thoughts were shared, that it would focus on KS2, with Ocean support focusing on R and KS1 support.

Has the maternity insurance owed been received?

The school shared that this had been paid, but it had taken over a year for the insurance to pay the money owed. Governors discussed whether maternity insurance was worth paying due to the stipulations the cover made (i.e. having to name staff who may become pregnant before the insurance was taken out) and the amount of time it took for moneys to be paid out from the insurance, that the insurance cover would increase because of this claim. The school shared that they had included £10K in the cover allocation in the budget and were minded not to continue with maternity cover. Governors agreed with this position.

How will staff well-being be supported?

Staff were able to access well-being support through insurance cover. Governors discussed the need to have a process for well-being support in place for staff, signposting them to where they could get this from (e.g. Union support).

With only £10K in the staff cover allocation, should staff only attend centrally funded training?

The school shared that this was mainly the case. That cover was normally arranged internally. That bids for funding for additional training had been made and were pending. Governors discussed the information about training from the Inspecting Schools Data Report and how the school should think about how to present how training linked to whole school priorities and the impact that had on standards.

CCTV contract costs and review- was this value for money?

The school shared that the CCTV contract was £300 per quarter, but that the system was ending its usefulness. That they had looked for three quotes for a replacement CCTV system but had only received one quote- for £11K. That information from other local schools suggested that this was more than double what larger schools had paid recently. Governors agreed that further research into costs would be welcomed.

Governors discussed facilities issues- that the two of three boilers were still not working properly, that £3K had been spent on parts and labour this year to try to rectify the issues.

Could the school ask for premises support from Roedean?

Whether this could be part of the support offered through Roedean's charitable status. Governors were reminded that this had been a request made previously. That at the most recent board, support for the school from Roedean's IT team was given priority.

Could the Facilities team at Roedean give a day of support at the end of term?

The school agreed that this suggestion could be made at the next meeting with the charitable board.

Could a business plan be drawn up with Roedean school if its charitable status is removed in the future?

Governors discussed how shared purchase arrangements might work between the school and Roedean. The school shared with governors that support from Roedean was focusing on IT support, including asking for second hand / surplus to requirements equipment as the IT equipment at the school was coming to the end of its usefulness. Governors discussed the 'Care without Carbon' scheme run by the NHS, how this could be somewhere to look for replacement/ reconditioned IT equipment.

Can funding from the East Brighton Trust be included in the budget for next year?

Governors were reminded that the school had received £10K this financial year, but this had already been allocated. That although this funding has been forthcoming for the last few years it could not be depended on. If funding from the trust was received in the next financial year this would be spent on literacy support.

To develop community links- could favorable rates be offered to local football clubs?

Governors were informed that this was already happening. That this was part of the school's plan to look at developing the top field for community use, working with local community partners, with the future aim of having a creative cabin in this area. The school shared that there had been an increase in lettings, even though one long-term letting had ended (HAF). That cutting back on the available spaces that could be let out had made the process more manageable. Governors discussed the possibility of advertising space being offered, of working with local estate agents in the run up to school fairs etc.

	High needs costs have the biggest negative impact on the school's finances- is there anything else that isn't already being done to offset this? The school and committee felt there was nothing else to be done to offset this- that they were pushing back at additional allocation of pupils with high needs through the fair access protocol where this was appropriate. Governors also discussed how the closure of the local Steiner school could positively impact on pupil numbers but may also bring additional needs. Has additional £5K offered to the school at the last Strategy board been received? Governors were informed this had not been received but would be chased up. Has there been any further developments relating to diocesan fund? The school reminded governors of most recent correspondence with the Diocese. It was agreed that further contact should be made by the GB pushing for a meeting, sharing possible dates to discuss this matter in person. Governors thanked the school for the thorough, realistic draft budget- the budget was agreed by the committee. The committee recognised the additional work that producing the draft meant for the finance officer and recommended that an overtime claim should be made to acknowledge this. d. SFVS- agreeing process and timescale to complete the process. Governors agreed process to complete the SFVS, to take place outside of this meeting. Action: Parallel budget to be developed for the Resources committee to compare costs. Well-being process to be developed for staff, signposting support. Training report to be prepared and added to, illustrating how training linked to whole school priorities and the impact it had on standards. CCTV system replacement to be costed. Ideas for support from Roedean to be raised at next Charitable board meeting (including facilities support, shared purchase arrangements). Contact NHS 'Care without Carbon' scheme for possible replacement IT equipment. £5K additional funding offered at the Strategy Board meeting to be chased up. Overtime claim to acknowledge additional hours needed to prepare the draft budget to be made by the finance officer. Further contact should be made by the GB pushing for a meeting with the Diocese, sharing possible dates to discuss funding matter in person.
2	Voluntary Funds (School Fund, Governors' Fund) discussion. N/A.
3	Lettings – update. See B1.
4	Sports Premium - new guidance for 23/24 To be discussed at next meeting.
C: Premises, Health, and Safety	
1	Health and Safety. a. H&S Link Governor visit-if applicable. Actions from previous Resources meeting: H&S Link governor visit to be arranged. To be arranged. It was suggested that should happen with Premises officer supporting from St Luke's and newly appointed site manager. Governors suggested that training for the PO be looked for outside of B&H to complete this important aspect of his knowledge. N/A. A roofing contractor be contacted to get the repairs completed.

	Governors received an update- that works had been started but not completed. That all upstands on the roof (8) needed remedial work, but this was outside the scope of works and the cost agreed with the contractor. The school has instructed the contractor to complete the repair on the leaking upstand in the kitchen area. b. To receive updates on: 1. H&S Incidents. 2 were reported- more information to be shared. 2. Fire Drill Report. N/A. 3. Fire Risk Assessment. N/A. Action: Information related to 2 H&S incidents to be shared.
2	Buildings and school site discussion. To receive updates on: a. Any work scheduled for this term/ by Site Manager or Contractors. N/A. b. Site surveys or Inspections. See discussion in Governor business section- cracked lintel. c. Security. See discussion on CCTV system replacement- B1. d. Contracts. N/A. e. Next SCA bid. N/A.
3	Road Safety update. N/A.
D: Data Protection.	
1	Update of any data protection issues, freedom of information requests, training etc. N/A.
E: Policies and statutory documentation	
1	Action from previous Resources meeting: Duty of care of GB to HT to be added to Staff well-being policy. Completed. Policies for approval/review- Spring Term - to be circulated prior to the meeting- to be included in FGB papers. Action: Policies for approval/review- Spring Term - to be included in FGB papers.

Minutes prepared by John Parr
February 22nd 2024.

Action Log- Resources Committee – February 22nd 2024.



Governor business		
1	Minutes for 22/2 meeting to be agreed by email.	JP/ All ASAP
2	Minutes of meeting on 30/11 to published on the website.	School By end of Spring term.
3	School to make a bid to the Community of the Blessed Virgin Mary for targeted areas.	School Summer Resources Meeting.
4	Key governors to be emailed about availability to attend future Resources meetings.	JP ASAP.
5	Update on Council led site surveys to be shared by the school.	JF Summer Resources meeting
A: Staff Wellbeing and staffing information		
1	Well-being process to be developed for staff, signposting support.	School By start of summer term.
2	Training report to be prepared and added to, illustrating how training linked to whole school priorities and the impact it had on standards.	SLT Ongoing.
3	Well-being working party to be scheduled to meet each half term.	JF Ongoing.
B: Financial information		
1	Draft budget plan for 2024-25 to be submitted when appropriate.	JB 29/2.
2	Parallel budget to be developed for the Resources committee to compare costs.	JF/JB Summer Resources meeting
3	Training report to be prepared and added to, illustrating how training linked to whole school priorities and the impact it had on standards.	JB Ongoing.
4	CCTV system replacement to be costed.	JB Spring 1 FGB
5	Ideas for support from Roedean to be raised at next Charitable board meeting (including facilities support, shared purchase arrangements).	JF Next Charitable board meeting.
6	Contact NHS 'Care without Carbon' scheme for possible replacement IT equipment.	SB Summer Resources meeting
7	£5K additional funding offered at the Strategy Board meeting to be chased up.	JF ASAP.
8	Overtime claim to acknowledge additional hours needed to prepare the draft budget to be made by the finance officer.	JF/JB ASAP.
9	Further contact should be made by the GB pushing for a meeting with the Diocese, sharing possible dates to discuss funding matter in person.	AH/JF By end of the Spring term.
10	Sports Premium - new guidance for 23/24- update to be shared.	JF/JB Summer Resources meeting.
C: Premises, Health, and Safety		
1	H&S Link governor visit to be arranged- with Premises officer supporting from St Luke's and newly appointed site manager.	JB/AS By the end of the Spring term?
D: Data Protection.		
1	Update of any data protection issues, freedom of information requests, training etc.	School Ongoing.
E: Policies and statutory documentation		
1	Policies for approval/review- Spring Term - to be included in FGB papers.	School By Spring 1 FGB

Action Log compiled by John Parr
February 22nd 2024.