



CORPUS CHRISTI CATHOLIC VA PRIMARY SCHOOL
THE GOVERNING BODY
Chairman: Mrs Anna Murphy-Sullivan

Minutes of School Finance & Resources Committee Meeting
Monday 20th January 2020

Present:

Neville Conn, Chair of F&R Committee	NC	Foundation Governor
Anna Murphy-Sullivan, Chair of Governors	AMS	Foundation Governor
Simon Lennon, Acting Headteacher	SL	
Monika Piotrowski	MP	Foundation Governor
Hayley Upton	HU	LA Governor
Ade Bamgboye	AB	Parent Governor

In attendance:

Susan Solly, School Business Manager	SS
Elizabeth Fleming, Governance Clerk	EF

Item		Action
1.0	Welcome & prayers. SL led the prayers.	
2.0	Apologies	
	No apologies received.	
3.0	Pecuniary Interests	
	No updates to the existing record were required.	
4.0	Matters Arising	
	There were no outstanding actions from the previous meeting.	

5.0	Minutes of Previous Meeting (18th November 2019)	
	Prior to the meeting, governors received a copy of the minutes from the previous meeting. The minutes were agreed as an accurate record of the meeting and these were signed by NC.	
6.0	Chairman's Comments	
	NC had no matters to raise.	
7.0	School Business Manager's Report	
7.1	<p><u>Quarterly Budget</u></p> <p>SS presented the quarterly budget for April to December 2019. 75% of budget will be spent in the first nine months. The current contingency is: £111,829.84. SS talked governors through any significant overspend (10%) or budget shortfalls.</p> <ul style="list-style-type: none"> • The cost of the music room refurbishment increased due to a change in plans to locate it downstairs next to the hall. • PP funding is likely to be £7,000 less than the original budget. • Lettings are showing an increase of approx. £1,000. • Free School Meal funding was reduced by £12K in total this year. • Income from was PTA £8k and SMCC donation is £3,333. <p>The current ICT Budget has £17,832 remaining. The following costs will be incurred to update Windows and the wireless Connections;</p> <ul style="list-style-type: none"> • Microsoft Windows 3 has ceased and needs to be updated to Windows 10 in February. Resultant hardware has increased in cost from £5000 to £6234. The Hardware price change is due to the increase in number of Microsoft PCs being required from 5 to 8. • The software licenses have increased from £1,500 to £4,498. This is now for a two year period. • A virement from another budget of £3,500 will be required to enable the wireless review to also be completed at a cost of £10,231. <p>NC asked if governors in agreement to approve the virement of £3,500 to enable this work.</p> <p>DECISION - governors agreed a virement of £3,500 to fund the wireless review.</p> <p>IT technician, Fi Pye, works 15 days during the school holidays to cover areas such as iPad and Chromebook updates, new networking cables and data management. The 15 days run from August to July each year. These days have now been used. An additional 6 days will be required to work with the telephone company to install the new telephone system, upgrading microsoft to Windows 10 and the Wireless review. The additional staffing will cost the school</p>	

	<p>approximately £600 compared to approximately £1,500 if the work is done by a provider such as School safe.</p> <p>NC asked if governors in agreement to support the decision to pay for an extra six days for Fi to complete this work.</p> <p>DECISION - governors agreed to fund an extra six days of IT technician time at cost of approx. £600 to ensure the completion of the wireless review.</p>	
7.2	<p><u>Bank Account Signatories</u></p> <p>SS also informed governors that the signatories on the school bank accounts need to be changed given that Declan Goodwin is no longer employed at the school. She outlined the required changes:</p> <ol style="list-style-type: none"> 1. Unofficial account (Natwest): <ol style="list-style-type: none"> a. Current signatories: Declan Goodwin, Susan Solly, Simon Lennon. b. Action required: Remove Declan Goodwin and add Eithne Boyce. 2. Main School Business Account (HSBC): <ol style="list-style-type: none"> a. Current signatories: Declan Goodwin, Susan Solly, Simon Lennon. b. Action required: Remove Declan Goodwin and add Eithne Boyce 3. Governors Building Fund (HSBC) <ol style="list-style-type: none"> a. Current signatories: Declan Goodwin, Susan Solly, Neville Conn, Anna Murphy-Sullivan. b. Action required: Remove Declan Goodwin and add Simon Lennon. <p>DECISION - governors agreed to ratify the above changes to the relevant bank accounts.</p>	
7.3	<p><u>Governors Building Fund</u></p> <p>The Diocese annual charge is currently £7,776 which is payable termly at £2,592. The account balance was £11,080 on the 1st of December 2019. A reminder letter will go out to parents at the end of march to remind them to contribute.</p> <p><i>GOV. Q (NC) - how much funding is available in the DFC fund?</i></p> <p>SS - a report is received by the school annually with an update on the fund balance. No update has been received this year yet.</p> <p>NC asked if it would be sensible for governors to know what funding is available in the fund. Governors agreed it would be good to have an insight into this.</p> <p>SS to update governors at next meeting.</p>	SS

7.4	<p><u>Pupil Premium</u></p> <p>The current PP report is now available on the school website and SS included it in the meeting papers. The original budget of £75,500 was worked out using 62 pupils. The latest report shows 54 pupil premium Pupils which may reduce the budget by £10,560 to £64,940.</p>	
7.5	<p><u>Sports Premium</u></p> <p>SS reported that during the autumn term a lot of the planned projects for sports premium have been initiated.</p> <p>Brian is now leading swimming lessons alongside Andrew Whiting, CC's other swimming coach, which has led to a cost reduction whilst also having a significant impact upon less confident swimmers.</p> <p>Gospel Virtues have been introduced into PE planning, specifically through Inter House competitions, where this half term, children are awarded house points for demonstrating forgiveness within a sporting setting.</p> <p>Sustainability is a huge part of this year's Sports Premium focus, and Brian has been given time out in both Autumn Half Terms to work alongside teachers to develop plans. The Rising Stars 'Champions' scheme has been used as a scaffolding, however, it is important to develop plans that are less prescriptive, more child led. This includes Brian working alongside all year groups to create medium term Dance modules, some of which have already been put into action.</p> <p>With sustainability in mind, CC has also decided to reinvest in orienteering for Year 5 again this year. Alongside this, CC has also gained access to a free Cricket coaching resource provided by Dorset Cricket, which will enable CC to plan cricket independently going forward</p> <p>In order to try and meet our 30 minute a day of physical exercise goal, CC has introduced 'Active Learning Cards' focusing on flexibility, stability and heart rate. Each card offers children eight suggestions of activities they can perform during a set period of time (chair squats for 1 minute). The idea is that this is easy to access and easy to achieve within a short period of time.</p> <p>Meetings have been held to discuss playground markings which will hopefully be implemented this year. This will include a running track to help any classes willing to participate in the daily mile.</p> <p>Year 6 have identified 8 Media Leaders, who will be responsible for reporting on sports events, school trips etc which can then be put in the Corpus Christi newsletter.</p>	

	<p>CC are continuing to participate in competitive sport by entering a range of competitions and tournaments. Brian has also built a relationship with St Thomas Garnets and the 'Boscombe Ashes', an intra-school sports event, was held. An SEN event was included within this to ensure all children were given an opportunity to compete.</p> <p><i>GOV. Q (MP) - do we know if we will be able to fund a PE assistant next year?</i> SS - BCP finance team have confirmed that this money will be available.</p> <p>SL asked that the playground markings in addition to the play equipment be reviewed together.</p> <p><i>GOV. Q (NC) - how could the school fund playground improvement?</i> SS - the DFC fund could be used for resurfacing but other improvements would need to come from the school budget.</p> <p><i>Q. (SL) - are there allocated funds in the budget already?</i> SS - yes we have funds allocated to this and we will carry it over to next year.</p> <p><i>GOV. Q. (NC) - how much will the playground markings cost?</i> SS - approx. £6k.</p> <p>AMS - a comprehensive view needs to be taken of the whole play area before this money is spent.</p> <p>.</p> <p><i>GOV. Q (NC) - are there allocated funds for new play equipment in the Sports Premium budget?</i> SS - no. If this comes out of the PE budget there will not be enough left to pay the PE assistant.</p> <p>NC asked SL to thank Mike Saunders for the Sport premium report and all his work on this to date.</p> <p>AMS offered that Link visit due this week with subject leader M Saunders.</p>	
7.6	<p><u>Contracts</u></p> <p>SS outlined the contracts currently under review.</p> <p>Paid in December;</p> <ul style="list-style-type: none"> ● NGA Learning link £75 <p>Due in January</p> <ul style="list-style-type: none"> ● Tapestry £100 ● Testbase £250 ● WisePay £1389 	
7.7	<p><u>Lettings</u></p>	

	<p>SS informed governors that she met with the contact from the Polish School to discuss a potential Saturday letting. She outlined the requirements of the Polish school and the potential revenue. She also presented governors with an analysis of potential costs and key considerations.</p> <p>Key considerations:</p> <ul style="list-style-type: none"> • Public and personal liability • Caretaker required to unlock and lock and oversee security • Safeguarding : concerns around the DBS check rigor in place for all Polish school teachers/organisers • Adult to child ratio - current polish school ratio does not meet expected adult/child ratios. • Use of playground for parking • Need to employ additional staff to remain on site while the school is open <p><i>GOV. Q. (AMS) - are all of the above considerations checked as standard for any prospective tenant? SS - yes.</i></p> <p><i>GOV. Q (NC) - what was the teachers view regarding the use of the classrooms?</i> SL - they are an accommodating group of teachers and didn't raise any concerns. However it would impede classroom set up and preparation for Monday morning. Some teachers like to prepare their class in advance.</p> <p>Governors had an in depth discussion and talked carefully through the pros and cons, potential income, costs and issues. Issues around safeguarding (adult/child ratio, DBS checks, break times) were a key concern for governors. This together with the required five year commitment and the potential costs associated with the letting for a potential income of approximately £1.5K per year resulted in a decision to not move forward with a letting agreement. Governors felt that it ultimately was not financially viable. Governors discussed the appropriate response to the Polish School.</p> <p>DECISION- governors supported school in decision not to enter into a letting agreement with the Polish school.</p> <p>SL to respond to Polish school with the decision.</p>	SL
7.8	<p><u>Disposable Assets List</u> SS presented governors with this list. Governors commented on the good management of the assets and the value derived from those assets to the school.</p> <p>DECISION - governors approved the disposal assets list for this academic year.</p> <p><i>GOV. Q. (AB) - do we try to recycle anything? SS detailed the recycling of assets.</i></p>	
7.9	<p><u>Personnel</u> SS talked governors through various personnel changes since the last meeting.</p>	

	<p>She presented an analysis of staffing numbers and compared Autumn 2018 and 2019. She also presented staff attendance figures.</p> <p><i>GOV. Q. (AMS) - can you explain the 18 days stress absence? SS explained this absence to governors.</i></p> <p><i>GOV. Q. (AB) - what support has been given to the staff members involved? SS - explained support measures put in place.</i></p> <p>SS also reported that an EYFS Teacher vacancy was advertised in December 2019. No teaching appointment was made but a TA was appointed. C Mclean Maternity leave will be covered internally.</p>	
7.10	<p><u>Health and Safety</u></p> <p>There have been no notable incidents since the last report.</p> <p>The termly Health and Safety meeting was held on 26th November 2019. The main actions were;</p> <ul style="list-style-type: none"> • Fire Marshall training will be completed for staff in September 2020 INSET day. • Maternity Risk Assessment for KI and CM have been completed. • A walking between school building risk assessment and candle risk assessments have been completed. 	
7.11	<p><u>IT Report</u></p> <p>SS updated governors on the various IT changes which took place during the summer.</p> <ul style="list-style-type: none"> • The remaining 8 PCs where Microsoft is required, eg. for BCP programmes such as Employee First, will be upgraded by February 2020 to the latest version of Windows. • Clevertouch screens were installed five years ago and need replacing. Two screens in Year 2 were replaced during half term. This is the start of the upgrade plan for the screens which will be phased over the next five years. • During the half-term Phil updated the cables required to ensure a more efficient internet accessibility for the school. • School microphone system is being reviewed and quotes are being sought. 	
7.12	<p><u>Marketing</u></p> <p>SS updated governors on pupil recruitment efforts. A quarter page advert was placed in the BCP newsletter in December in preparation for parents applying for a school reception place in 2020.</p>	
7.13	<p><u>Fundraising</u></p>	

	<p>The PTA raised an amazing £3,462 at the Christmas Fair. The selling of DVDs and photos at the School nativity raised £700.</p> <p>School disco to be held on January 31st.</p>	
7.14	<p><u>Premises</u> SS reviewed the premises update with governors and discussed all the various updates in the school.</p> <p>Annex Building Nothing new to report</p> <p>Main Building</p> <ul style="list-style-type: none"> • Two new fire break glasses installed (yr6 and yr4), break glass now on every fire exit. • A new fire door has been fitted to the staff kitchen. • The SLT have completed their Fire Marshall training. Following its success we will be looking to roll out this training to all the team at the September Inset Day. • Following the invited visit by the fire officer last year we have now completed all his recommendations of improvement across the school. • Flower boxes have been repaired in Amelia's garden. • School mission statement painted on the main wall and wooden cross now illuminated. • Virtues to be printed on the side wall. • During Christmas break reception area updated by removing the glass, lowering the counter top and installing three radiators. • During the half term break a pull down security grill will be installed above the counter to aid security to the office out of hours. • During the Easter break we will be looking at the removal of the dividing office wall to increase visibility to our visitors and office staff. • The dividing of the rear of the office to form a stand alone office/meeting room and the moving of the Premises/I.T. room to a windowed room will be later in the year. <p><i>GOV. Q. (NC) - is the office wall division going to happen? SL - we made a decision not to do this. Moving the premises/IT needs to be discussed further.</i></p> <p><i>GOV. Q. (NC) - are there committed funds set aside for this? SS - yes.</i></p> <p><i>GOV. Q. (AMS) - will it come to gov meeting for approval first? SS - yes.</i></p>	
7.15	<p><u>Data Protection</u></p>	

	SS updated governors following the discussion at the last F&R meeting regarding a DPO. Mrs Dionne Johnson, SBM at Christchurch Infants School, is the DPO for Corpus Christi School from 1.1.20. She will be completing a GDPR audit during the Spring Term. Information is being updated on the website and Data Protection Policy. Her cost will just be her hourly rate.	
8.0	Policies	
8.1	<p><u>Health and Safety</u></p> <p>SS thanked governors for contributing to the policy. She informed governors that any green comments on the policy are BCP's. Governors discussed the proposed amends.</p> <p>AMS advised governors that she is the Health and Safety governor. NC asked if she was happy to continue in this role given all her other governor commitments. AMS expressed that she was happy to continue.</p> <p>NC asked if AB would like to deputise on this given his involvement at work. AB was happy to take on this role.</p> <p>Governors discussed adding a sub paragraph addressing what the school provides in terms of well being in the school, e.g. sandwell, etc.. SL to add this paragraph.</p> <p>DECISION - SS to amend and update. Governors to review changes at the next F&R.</p>	<p>SL</p> <p>SS</p>
8.2	<p><u>Staff Attendance Policy</u></p> <p>SS thanked governors for comments and amendments to this policy. Governors reviewed any suggested amends.</p> <p>DECISION - Policy ratified by governors.</p>	
8.3	<p><u>Business Continuity Policy</u></p> <p>SS advised that a paragraph has been added under 5.3 of the Business Continuity Strategy arrangements to mitigate the absence of members of the SLT.</p> <p>SS to amend 2.2.</p> <p>Governors discussed the proposed changes.</p> <p>DECISION - governors agreed to ratify the policy.</p>	
9.0	AOB	

9.1	MP asked for clarification on how interested parents would be informed of the decision regarding the Polish school letting proposal. It was agreed that it would be for the Polish school to advise interested parents.	
9.2	AB asked for diary invites to be sent for each meeting.	EF
10.0	Date of next meeting – 2nd March 2020	
11.0	Meeting Close - 20:25	

SUMMARY OF ACTIONS

Susan Solly

- SS to review and amend Health and Safety Policy. Policy to be added to the next F&R agenda for approval by governors.
- SS to update governors with the amount of available funding in the DFC fund at the next meeting.

Simon Lennon

- SL to add a paragraph to the Health and Safety Policy to detail how the school addresses mental well being in the school.
- SL to respond to Polish school regarding the letting proposal addressing points raised by governors as detailed in the minutes.

Elizabeth Fleming

- EF to send a diary invite for the governor meetings when she sends out her meeting alert email.

Approved

Date
