



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

Minutes of School Finance & Resources Committee Meeting  
Monday 2nd March 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

**In attendance:**

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

Item		Action
1.0	<b>Welcome &amp; prayers.</b> SL led the prayers.	
2.0	<b>Apologies</b>	
	Apologies were received from Ade Bamgboye prior to the meeting.	
3.0	<b>Pecuniary Interests</b>	
	No updates to the existing record were required.	
4.0	<b>Matters Arising</b>	
	There were no outstanding actions from the previous meeting.	

<b>5.0</b>	<b>Minutes of Previous Meeting (20th January 2020)</b>	
	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.	
<b>6.0</b>	<b>Chairman's Comments</b>	
	NC had no matters to raise.	
<b>7.0</b>	<b>School Business Manager's Report</b>	
<b>7.1</b>	<p><u>Quarterly Budget</u></p> <p>SS presented the quarterly budget for April to January 2020. 83% of the budget will be spent in the first ten months. The current contingency is: £111,829.84. SS talked governors through any significant overspend (10%) or budget shortfalls.</p> <p>There are a couple of areas of overspend such as RE due to new school virtues signage throughout the school; and marketing due to the new banners outside the school.</p> <p>SS advised governors that she had received the budget allocation for 20/21 from BCP council. She presented the top level figures to governors. The total block allocation shows an increase of 3% /£54K from last year. The notional SEN budget shows a decrease of approx. 4.8%/£8.7K from last year.</p> <p><i>GOV. Q. (MP) - has this budget allocation gone down because of fewer SEN children?</i> SS - I cannot confirm the reason yet. I will receive more detailed figures from BCP this week.</p> <p>SS advised governors that the school's proposed 20/21 budget spend will need to be submitted by the 6th of April</p>	
<b>7.2</b>	<p><u>DFS Funds</u></p> <p>Further to the previous F&amp;R meeting SS advised governors that the DFS fund currently holds £25,962.</p> <p><i>GOV. Q. (MP) - is there anything specific we need to spend this money on? Does it need to be spent by the end of the financial year?</i> SS - the money can only be spent on capital funding projects e.g. drains, boiler, etc. It rolls over every three years.</p> <p>NC explained that spend from the main school budget for capital projects could potentially be reduced later by using funds from the DFS budget.</p>	
<b>7.3</b>	<p><u>Green Centre Roof</u></p> <p>Governors discussed the potential future requirement to replace the Green Centre roof at an estimated cost of approximately £10K. A discussion was had</p>	

	<p>around the current use and lettings income, its potential for further lettings and potential future earnings.</p> <p><i>GOV. Q. (NC) - asked what is the current income for the centre? SS - did not have the figures to hand.</i></p> <p><i>GOV. Q (MP) - how many children attend the after school club? SS - 20 children attend the club at the centre.</i></p> <p><i>Gov. Q. (AMS) - what is the contractual notice period to the current tenants? SS - two terms notice.</i></p> <p><i>GOV. Q. (AMS) - do the current tenants pay storage for their equipment during the summer holidays? SS - No.</i></p> <p>Governors agreed that the future of the Green centre needs to be reviewed carefully before further spend is incurred. SL agreed that this needs to happen.</p>	SL,SS
7.4	<p><u>SFVS</u></p> <p>SS explained the purpose of this document to governors. The schools financial value standard helps to provide schools with assurance that they are meeting the basic standards necessary to achieve a good level of financial health and resource management. The tool can be used to identify possible areas for change to ensure that resources are being used to support high-quality teaching and the best education outcomes for pupils. The tool is in two parts:</p> <ol style="list-style-type: none"> <li>1. A checklist, which asks a number of questions of governing bodies in six areas of resource management to provide assurance that the school is managing its resources effectively.</li> <li>2. A dashboard, which shows how a school's data compares to other similar school thresholds on a range of statistics that have been identified as indicators for good resource management and outcomes.</li> </ol> <p>Governors reviewed the document and added further information to the question section where required.</p> <p>NC asked if governors were happy to sign off this document.</p> <p><b>DECISION - governors approved the SFVS document and SS will forward the SFVS document to BCP.</b></p>	SS
7.5	<u>Governors Building Fund</u>	

	The Diocese annual charge is currently £7,776 which is payable termly at £2,592. The account balance is £11,080.	
<b>7.6</b>	<u>Pupil Premium</u> The current PP report is now available on the school website. 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.	
<b>7.7</b>	<u>Sports Premium</u> No further update since the comprehensive update in the January meeting.	
<b>7.8</b>	<u>Contracts</u> SS outlined the contracts currently under review.  Paid in January; <ul style="list-style-type: none"> <li>• Tapestry £100</li> <li>• Testbase £250</li> <li>• WisePay £1389</li> <li>• School's Business Services (SBS) Finance support £3,600</li> </ul> Due in February and March (figures were last year costings) <ul style="list-style-type: none"> <li>• Digi Maps £120</li> <li>• RM Integris (Pupil Data) £2400</li> <li>• RM Finance £560</li> <li>• Catholic Insurance (Buildings and contents) £5197.15</li> </ul>	
<b>7.9</b>	<u>Lettings</u> Perfect Little Harmonies has ceased due to low numbers. SS advised governors that she will be doing a review of lettings charges in the summer term.	
<b>7.10</b>	<u>Personnel</u> SS talked governors through the various personnel updates and changes. <ul style="list-style-type: none"> <li>• Headteacher vacancy has been advertisement</li> <li>• Art teacher advertised</li> </ul> GOV. Q (MP) - how many days a week has the school budgeted for the art teacher? SS - four days. GOV. Q (MP) - does the candidate have to be an actual teacher or could he/she be an artist? SL - it is important that they are a teacher. A good artist doesn't make a good teacher. SS is hopeful that there will be a good response as the advert just went out this week.	

	SS advised governors that she is waiting for names of potential teachers from SCITT	
<b>7.11</b>	<u>Health and Safety</u> There have been no notable incidents since the last report. The termly Health and Safety committee met on Tuesday 25th February to discuss and action Public Health England and DfE's advice on the CoronaVirus.	
<b>7.12</b>	<u>IT Report</u> SS updated governors on the various IT changes which took place during the half term and those which are planned for the Easter break. <ul style="list-style-type: none"> <li>• Upgrade of eight PC's - overall cost saving of £1,700 p.a due to a decrease in licenses now required.</li> <li>• Installation of a new phone system</li> <li>• New wireless network being installed in school during the Easter break.</li> </ul>	
<b>7.13</b>	<u>Marketing</u> SS informed governors that the school signs have been updated with the Headteacher details.	
<b>7.14</b>	<u>Fundraising</u> The children raised £330 for the WWF to support the animals in the Australian Bushfires. The Christmas Fair raised £3462 and the Nativity photos and DVDs raised £726.50. The school disco raised £630.  The current PTA bank balance is £8500.	
<b>7.15</b>	<u>Premises</u> Since the last F&R meeting the following work has been undertaken:  Annex Building <ul style="list-style-type: none"> <li>• Touch screen fitted into the Sandcastle room.</li> <li>• Draft curtains fitted to both Reception classes to allow external doors to be open without the class losing heat.</li> <li>• All carpets hygienically cleaned.</li> </ul> Main Building <ul style="list-style-type: none"> <li>• Year 2 and 6R carpets hygienically cleaned.</li> <li>• Year 6S and 4D carpets replaced as part of our refurbishment programme.</li> <li>• The school virtues have been placed on the walls around the building in prominent areas.</li> <li>• Security shutters installed to the reception desk.</li> <li>• Gutters and windows were cleaned in the Annex and main school.</li> </ul>	

	<ul style="list-style-type: none"> <li>All trees have been inspected by Arborcare and found safe but school has submitted an application to have some cut back and rebalanced.</li> </ul> <p><u>Three Year Premises Plan</u></p> <p>SS reviewed this plan with governors. She informed governors that the 3 year plan has been updated in preparation for this year's budget.</p> <p>The first 2 parts of the main playground project have been agreed and booked in for the Easter and Summer holidays.</p> <ul style="list-style-type: none"> <li>Stage 1 - The area between the playground and staff car park to be flattened and tarmacked to build a storage unit for the PE equipment. To be completed during Easter. £2,900</li> <li>Stage 2 - The PE sheds and the outdoor gym equipment to be removed and the area flattened and tarmacked in preparation for increasing the area for sports activities. £13,400</li> </ul> <p>NC explained to governors that spend may need to be reviewed again during the forthcoming budget planning.</p>	
7.16	<p><u>Data Protection</u></p> <p>SS informed governors that Mrs Dionne Johnson will do her first DPO audit on the 25th March.</p> <p><i>GOV. Q (AMS) - how long will the audit take?</i> SS - half a day. HU - to confirm if she can attend.</p>	HU
8.0	<b>Policies</b>	
8.1	<p><u>Health and Safety</u></p> <p>Governors reviewed changes to this policy which were added by SS after the last meeting.</p> <p>Governors accepted the amends made. Some further changes to governor responsibilities are required and SS to make these amends. SS to circulate for approval and ratification via email.</p> <p><b>DECISION - SS to amend and update. Governors to review changes and ratify via email.</b></p>	SS
8.2	<p><u>Governors Allowance Policy</u></p> <p>SS informed governors that this policy has not changed. Governors agreed that they were happy with the policy.</p> <p><b>DECISION - Policy ratified by governors.</b></p>	

<b>9.0</b>	<b>AOB</b>	
<b>9.1</b>	<p>NC informed governors of the next F&amp;R meetings. Dates for the forthcoming SIPS and FGB were also discussed.</p> <p>F&amp;R - 4th May, 15th June  SIP - 18th May, 29th June  FGB - 13th July  EF to circulate these dates to the rest of the governing body.</p>	<b>EF</b>
<b>10.0</b>	<b>Date of next meeting</b> – 4th of May 2020	
<b>11.0</b>	<b>Meeting Close</b> - 19:58	

## **SUMMARY OF ACTIONS**

### **Susan Solly**

- SS to review and amend governor responsibilities in the Health and Safety Policy and then circulate for governors to approve and ratify via email.
- **SS to forward the SFVS document to BCP by 30 March 2020.**
- Future of the Green centre to be reviewed

### **Hayley Upton**

- HU to confirm if she can attend the data protection audit on the 25th of March.

### **Elizabeth Fleming**

- EF to circulate the further governor meeting dates to the governors.

### **Simon Lennon**

- Future of the Green centre to be reviewed

### **Approved**

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### **Date**

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