



ST. BEDE'S CATHOLIC JUNIOR SCHOOL
celebrates life and learning



FINANCE/RESOURCES COMMITTEE

HELD ON 5TH MARCH, 2020

Present: Mr. P Owen (Chair) Mr. P. Glover
Mrs. C. Ormesher Mrs. F. Tiernan
Mrs. L. Hazeldine Education Finance, HBC
Mrs. J. Ryan (minutes)

Apologies Mrs. J. Rourke

The meeting began with a prayer.

PART 1

Register of Interest – Agenda Items

There were no individual interests of Governors in the agenda items.

Minutes of Previous Meeting and Matters Arising

Clerking of Governing Body meetings

Mrs. Ryan confirmed she had compared the HBC and Liverpool SLAs. HBC's contract with Edsential ends on 31st March and the new SLA, delivered by Entrust, is comparable to the service offered by Liverpool.

Q: Does ALPSIT provide governor training?

Action: Mrs. Tiernan to check.

Damaged Tiles

Mr. Ortiz continues, following advice from Testing Lab, to monitor the tiles.

The minutes were accepted as a true record of the meeting.

Premises Update

Planned Works

Toilets

Mrs. Tiernan confirmed that the refurbishment of the downstairs toilets is scheduled to start on 16th March and is expected to take four weeks to complete. A pre-contract meeting was held on 3rd March during which health and safety matters, including fire exits, location of skip, etc were discussed. The tender includes the installation of better quality hand driers and if there is any contingency remaining the driers in the upstairs toilets will be replaced.

A governor asked if there were plans to refurbish the male staff toilets. Governors agreed that the condition of staff toilets would be reviewed in the future.

Fencing

Mrs. Tiernan advised that this is at the final planning stage and the Archdiocese has already allocated funding for the works.

Fire Alarm and Emergency Lighting Remedials

These will be completed in the Easter holiday.

TMV Checks

These will be undertaken via the Property Services SLA.

Playground Grids

A new grid is needed near the MUGA. Mr. Ortiz is identifying others that need replacing and will obtain quotes.

Play Equipment

Ropes on the older play equipment will be replaced in the Easter holiday.

Governors discussed the use of spongy flooring for under outdoor play equipment to minimise the risk of accidents. They agreed this would be safer and more cost-effective than purchasing play bark.

Action: Mrs. Ryan to obtain quotations.

General Update

A discussion took place regarding the school field and how, as it is 'off site', there needs to be two adults at all times to supervise children.

Mrs. Tiernan advised governors of the on-going issues concerning the presbytery car park which staff are no longer permitted to use. Staff who leave school at lunch time or work part-time parked there as the school operates a no driving on premises policy. Fr Mike has confirmed he will allocate the school three parking passes; however, staff will now have to drive on the site during the day.

Governors discussed the matter, particularly the importance of segregating people from cars. One solution suggested was to use the field for parking; however, this would not be feasible due to access constraints and the terms of the lease. Governors recommended the use of a physical barrier, eg a chain.

Action: Mrs. Tiernan to update the school's risk assessment.

Q: Is there a forward plan of expenditure? In five years what would you do differently?

A: The school and classrooms are of a high standard. Requests to change the structure of the school would have to be approved by the Archdiocese and would impact on the PAN.

Action: Mrs. Tiernan to consider a long term, five year, plan for the school.

SFVS

The annual return has been completed by Mrs. Ryan in conjunction with Mrs. Tiernan and Mr. Owen. Governors discussed the new format; they agreed the dashboard tab was useful and enabled further discussion. Governors discussed budget the carry forward and agreed it would be good financial practice to maintain a minimum carry forward of £50,000.

Action: Mrs. Ryan to insert the agreed actions and timetables and optional commentary on the dashboard. Form to be forward to HBC Audit Team following ratification at the Governing Body meeting.

POLICIES

- Charging and Remissions
- Staff Absence
- Teacher Appraisal

The policies are scheduled to be reviewed annually; there are no changes and all were approved by governors.

ANY OTHER BUSINESS

Staff Absence Insurance

Mrs. Ryan circulated a summary of quotations received. The current provider is unable to quote as there is an on-going claim. Premiums for 2019-2020 were £8,290.18 and the school has, to date, received £1,290 following two claims. Alternative insurance companies will not cover for pre-existing conditions if there has been a related illness in the preceding two year period. Mrs. Tiernan confirmed that staff attendance is excellent and, when ill, staff generally return before the end of the five day excess period so it is not possible to make a claim. The excess period was reduced from ten to five days but to reduce it to zero days would significantly increase premiums.

Governors agreed that for 2020-2021 they would let the policy lapse and review the position at the mid-year review.

Grounds Maintenance

Mrs. Ryan circulated quotations received.

Governors agreed to renew the contract with Corporate Landscape for a further year.

Replacement Wi-Fi Network

Mrs. Ryan circulated quotations received. Governors were concerned about the school's bandwidth and how it may not be able to support more devices. They requested that the speed is checked before a decision to upgrade is considered.

Admissions

Mrs. Tiernan confirmed 82 applications had been received for admission in September, 2020. All are baptised Catholics. Applications have not been received for three children currently attending St. Bede's Infants School. She advised governors that there would be appeals.

Q: Are they likely to get in?

A: Yes

Governors discussed the on-going issue and expressed their sympathy for parents of children residing in the parish of St. Pius but agreed the school must defend its PAN at appeals.

