



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



**FINANCE/RESOURCES COMMITTEE**

**HELD ON 4<sup>TH</sup> NOVEMBER, 2020**

Present: Mr. P Owen (Chair)      Mr. P. Glover      Mrs. C. Ormesher  
Mrs. J. Rourke      Mrs. F. Tiernan  
Mrs. J. Hazeldine (HBC Finance)  
Mrs. J. Ryan (minutes)  
Apologies      None

The meeting began with a prayer.

**PART 1**

**Register of Interest – Agenda Items**

FT expressed an interest, as a teacher, in the Pay Policy and School Teachers' Pay and Conditions document.

**Minutes of Previous Meeting**

***Covid-related Expenditure***

FT circulated an updated breakdown of covid-related expenditure for goods and staffing. An application will be made to the DfE when the next claim window is open.

***Lettings***

Miss Allen was grateful for the different options offered. She asked if she could pay in arrears at the end of each term.

**Governors agreed the termly rent should remain at £3,000 payable at the end of the term. They will review the rate charged at the end of the financial year.**

**Premises Update**

***Fencing***

FT reported that there had been one incidence of trespassing following the installation of the new fence. This may not have occurred if the same fencing, as installed along Kingsway, had been used. Neither was the quality of workmanship as good. There may be an additional charge for the electric gate which will be challenged as school was not given the opportunity to discuss this or the specification of the railing used.

***Lighting***

Mr. Ortiz is replacing the light fittings when required to minimise the cost.

***Skylights***

Quotes had been sought in the half term break. These will be broken down into three areas and priority will be given to replacing the skylights in the lower classrooms.

### ***Cleaning***

The school's cleaning regime has been increased. This, together with other covid-related expenditure will impact on the budget. Schools can claim for expenditure upto the end of the academic year however, there has been more expenditure, eg barriers for the playground, since school returned in September. FT will challenge this during her weekly phone conference with the Strategic and Operational Directors.

### ***Outdoor Classroom***

Discussion about how this area could be better used. With the exception of African Drumming, it is not used as a teaching area and is difficult to keep clean. A governor suggested that Miss Morgan, who has completed Forest Skills training could be asked if she has any ideas.

Mr Owen arrived at 9.30 am.

### **Pay Policy and School Teachers' Pay and Conditions Document**

Governors had received a copy of the updated Pay Policy. This is a national policy all schools adopt.

**Governors approved the 2020 Pay Policy.**

### **Any Other Business**

Following the offer of a donation to the school from a parent's business to support families experiencing financial difficulties, advice was sought from HBC's Internal Audit to confirm the donation could be accepted. IA confirmed this was acceptable with a recommendation that the Terms of Reference of the Private School Fund be amended and an application form completed for any cash donations.

Following a discussion FT confirmed that the account is independently audited annually to ensure there is an audit trail for all transactions and the audit certificate is approved by the Governing Body. Due to refunds for cancelled residential visits being paid from the Private School Fund, after all insurance claims had been settled, there has been a delay in annual audit. The school and Archdiocesan accounts will be audited before the end of the Autumn term.