

**St Oswald's Catholic Primary School
Governing Body
RESOURCES COMMITTEE MEETING
Held at St. Oswald's Catholic Primary School Junior Building
Date/Time: 05/05/16 5:15pm**

Present: Mr Hegarty, M. Walsh J. Simm

Also present G. Murphy, C. Sime, I Strom (Clerking)

No.	Item	Action by: (insert initials)
1.	Apologies for Absence Fr M. Beattie, Mrs N Powell.	
2.	Declarations of Interests Members of staff declared their interest.	
3.	Notification of Additional Business Absence Insurance	
4.	Minutes of Previous Meeting – Shadow Governing Body - Finance, Premises and Health & Safety 21/01/16 Governors asked for the wording of the governor question on confidentiality in the reception area in Section 6 to be made clearer. With this clarification, governors agreed the minutes as a true record.	
5.	Matters arising Paragraph 7 – Mr Hegarty has spoken to John Byrne who has apologised for the delays regarding budgets. Mr Hegarty informed the governors that the City Council had identified £727k to support the building works but it was not yet clear how much of this was from the schools closing balances. Paragraph 9 – Mr Hegarty confirmed that he had had a	

Signed.....Committee Chair

	<p>conversation with Katie Smith who manages the Schools Employment Advisory Team (SEAT) for the City Council. She confirmed that her team were able to provide advice to schools who had adopted the employment policies and issued the employment contracts issued by the Catholic education service (CES). It was noted that CES have issued revised policies which will be brought to the next appropriate meeting.</p>	
<p>6.</p>	<p>Update on buildings</p> <p>Infant Boiler – There have been regular problems and at the moment only one of the three boilers seems to work. This leaves the building cold at times and impacts on the provision of hot water. It is essential that this is looked at while the weather is warmer in preparation for colder periods. A governor asked how old the boiler was. It is believed to be around 10 years old. Governors considered that this should mean the boiler should be more reliable and Arcadis should be contacted to provide an engineer to make a full assessment of the boilers effectiveness and make appropriate recommendations. A governor asked if a replacement or refurbishment could be part of the capital project. This was something that could be pursued. Mr Hegarty agreed to speak to Chris Williams in the archdiocese.</p> <p>Field Gate – A mechanical lock has been ordered for the field gate as a short term measure for allowing access between the two school sites. This should be installed by the end of the week.</p> <p>Montague Road screening – Mrs Walsh informed the meeting that the grounds maintenance contractor had been asked to source a stronger, more aesthetically pleasing cover for the fence along Montague Road. This was to make the safeguarding element of the screening more robust and to appease the residents in the street who are not appreciative of the current screen. A potential solution has been sourced but the contractor warned that it may be very expensive. Governors said that they would need more precise financial details before making a decision.</p>	<p>IS</p> <p>TH</p>
<p>7.</p>	<p>Budget update</p> <p>Mr Strom presented a budget which included the staffing changes agreed through consultation and appointments made recently. It was noted that the supply agency budget had been hit hard recently and there were some</p>	

	<p>ongoing cost in the current academic year but the new staffing arrangements should allow for the agency budget to be reduced over the next three years. The £637k projected as the two schools closing balances has been included in the income lines but has been taken out entirely in the buildings expenditure budget. Mrs Walsh highlighted the review of curriculum services being undertaken and the likelihood that this would save some funds in the future. Governors agreed that the review of the curriculum services should be considered at curriculum committee. Mr Strom highlighted that the initial budget plan had shown in year deficits for years 2 and 3 of the plan but by showing that some of the newly appointed staff were to be temporary, for example covering maternity. This reduced the expenditure in the 2nd and 3rd years of the plan. Governors agreed to propose the budget to the Full Governing Body.</p> <p>Closedown – Mr Strom reported that the provisional outturn position for the school was predicted to be £68,946 which was around 10.6% of the delegated budget for the 3 months that the school was open for during the 2015/16 financial year. Governors agreed that this was an appropriate carry forward balance.</p>	
<p>8.</p>	<p>Health and Safety</p> <p>Mrs Walsh informed governors that fire drills had been carried out in both buildings. The infant building evacuation was considered a success as the children were all evacuated and registered in good time.</p> <p>The evacuation in the junior building provided a number of issues. As the teachers take registers electronically, evacuation reports are also electronic and it is easy for teachers to forget to take their iPad with them when evacuating. In addition a pupil who needs to use the lift was stuck in the lift with a friend and an adult when the alarm sounded. The alarm stopped the lift from working. It was suggested that a daily paper copy of the registers could be printed and retained in the school office ready for evacuation along with the records of visitors and staff. Another governor suggested that class lists for each class should be on the class wall ready for a teacher to take out ensuring that the teacher's memory of their class was not tested. It was agreed to print out a daily register at 9.30am. It was also agreed to review the procedures on a monthly basis.</p>	

<p>9.</p>	<p>Service provision</p> <p>Catering – Mr Hegarty informed the governors of the issue regarding the catering contract. In the previous meeting governors looked at reducing the number of catering providers from two to one. They examined proposals put to them by the current providers for expanding their services to the alternative site and subsequently chose ABSolutely Cateing to provide the catering services for both sites. It was intended that this should be with effect from 1st April 2016 when the City Council Catering contract was due for renewal.</p> <p>Following the meeting, ABSolutely Catering informed the school that they had miscalculated the costs of providing the service and provided a revised costing. This was substantially higher than the original figure provided. The school negotiated a third offer which fell between the two figures and reluctantly agreed to continue with the transfer at the negotiated price.</p> <p>As ABSolutely started the process of transfer, under the rules of TUPE the issue of pensions was raised. ABSolutely informed us that there was potentially additional costs to be borne due to an actuarial study needing to be done to establish whether a bond needed to be posted to ensure that employee’s pensions were protected. The school sought legal advice and were informed that the obligation for posting any bond was the new employer.</p> <p>The process stopped as no one was willing to take responsibility for the pension costs. At the last minute, the City Council Caterers agreed to continue to provide the meals for the infant site.</p> <p>Currently the situation has reached an impasse. ABSolutely don’t seem to be willing to move on paying for the report or posting the bond. Governors felt that as the school were not the current employer or the prospective employer, that the charge should not fall on the school directly. In addition, governors thought that even if it would get the process moving, it was not morally right for the school to post the bond from public funds, effectively supporting the profit of private industry.</p> <p>It was agreed that ABSolutely Catering should be asked whether they would be in a position to provide the meals for the infant building in the near future. If they were not able to do so, then the City Caterers should be asked to</p>	
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	<p>continue until March 2017 when the two contracts would be up for renewal.(it was noted that there was some issues to be resolved regarding the length of the ABsolutely contract but Ray Jefferies, who managed the original tender process, had been asked to provide financial implications of leaving the contract in March 2017 by October this year).</p>	
<p>10.</p>	<p>Policies</p> <p>Governor were presented with a copy of the Liverpool City Council Scheme for Financing Schools. It was explained that this was the instrument under which all maintained schools in Liverpool received their funding and was not able to be altered by the school but they must adopt the Scheme. Governors agreed to adopt the scheme.</p> <p>Governors were presented with a copy of the proposed Financial Regulations for the school. This was for the governor to review but was based on the City Council model. Governors agreed to take the policy away and submit it to full governors for ratification.</p> <p>Credit Card Policy. Governors were presented with a Credit Card Policy based on the model City Council policy. Governors agreed to propose the policy to full governors for ratification.</p> <p>Schools Financial Value Standard (SFVS). – Each year governors are required to provide written assurances to the local authority and the DfE that the finances of the school are being well managed. The SFVS statement gives governors 25 questions to answer and asks to prepare an action plan to address any issues. Governors recognised that there were a number of ongoing items that would need addressing as part of the amalgamation process, including identifying new schools to benchmark against, setting out a schedule of meetings so that support visits can be arranged in a timely manner, and to extend the current electronic asset register used in the junior building to the infant building. Governors were happy to recommend the SFVS to full governors for ratification.</p>	
<p>11.</p>	<p>Notified Business</p> <p>Mr Strom presented an analysis of a number of companies who have quoted for providing staff absence insurance across the two sites. The two current providers</p>	

	<p>and two alternative providers had been approached. Governors asked for explanations of the benefits payable and the excess periods in place. It was explained that the benefits and excess periods for all quotes were identical. It was agreed to continue with Schools UK who currently provide cover for staff in the infant building.</p>	
<p>12.</p>	<p>Date and Time of Next Meeting</p> <p>Mr Hegarty and Mrs Walsh are to meet to create a calendar for future meetings of all the committees and full governors.</p>	