

**St Oswald's Catholic Primary School
Governing Body
RESOURCES COMMITTEE MEETING
Held at St. Oswald's Catholic Primary School Junior Building
Date/Time: 14/06/16 4:00pm**

Present: Mr Hegarty, M. Walsh J. Simm, Fr M. Beattie, Mrs N Powell, Mrs L Ryan

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

No.	Item	Action by: (insert initials)
1.	Apologies for Absence Mrs Hill.	
2.	Declarations of Interests Members of staff declared their interest.	
3.	Notification of Additional Business Correspondence from National Union of Teachers. Article in Liverpool Echo 8 th June 2016.	
4.	Minutes of Previous Meeting Staffing Committee minutes from 14 th April 2016 were deferred until the conclusion of the appeals process regarding the consultation on Teaching Assistant grades and hours as members of the committee may be part of the appeals panel. Minutes from the resources meeting on 5 th May 2016 were agreed as accurate. Proposed by Mrs Simm. Seconded by Mrs Walsh.	
5.	Matters arising A governor asked for an update on the Infant Boiler – It has been requested to be included as part of the overall building project.	

Signed.....Committee Chair

	<p>Terms of Reference</p> <p>A draft copy of the proposed Terms of Reference taken from the Archdiocese Governors handbook had been distributed. Governors agreed to the Terms of Reference.</p>	
<p>6.</p>	<p>Update on buildings</p> <p>Mrs Walsh and Mr Strom met with Dominic Crew from Arcadis to look at how to move forward with the plans. He discussed some of the aesthetics of the proposals including the brickwork on facing sides. He also talked about the possibility of bringing a number of phases together to allow for the work to progress quicker and more efficient.</p> <p>Governors were provided with colour versions of the proposed works and the initial phasing plan was explained. The initial phase in the Infant building was to complete the new build element. This would then provide space for classes to be relocated during internal works. Mrs Walsh suggested that it could be possible for the first phase to be done at the same time as an element of what was scheduled for phase 5 in the Infant's, in particular the part that would be adjacent to the new build which currently serves Year 2. It was felt that Year 2 could be relocated to the hall during the work. This phase would then be followed as soon as practical by the planned second phase, which involves converting the current nursery into the new front entrance and office space. Nursery provision could be relocated to the new build once that was completed.</p> <p>Governors agreed that this was a logical and practical suggestion and asked that Dominic be asked to consider this suggestion. They also raised concerns about how the building materials would be offloaded and received at school given that there are traffic restrictions in St Oswald's Street. It was recognised that this was a logistic problem for contractors and/or architects to solve. There was also a request that adequate outside play and learning space be maintained during the build.</p> <p>In the Juniors the initial phase would be the new build which is an extension to the hall. It was questioned how this would impact on the kitchen as it would be necessary to keep the kitchen in production during school term. It was also felt that it could be possible for phase 2 of the junior project to be done at the same time</p>	

	<p>as this would only impact on one class which could possibly be relocated to a year area depending on the length of time anticipated for the work to be completed.</p> <p>The question of roofing had been raised. Governors stated that they would prefer a pitched roof as the flat roof had cause problems with drainage and security.</p> <p>It was noted that due to the delays in agreeing the funding that the process had been delayed and it was not now likely that the work would start during the summer holidays. Governors noted their disappointment that the ideal time of least impact on the running of the school had been missed.</p>	
7.	<p>Budget update</p> <p>Mr Strom presented a budget report to governors. He highlighted that it was early in the year and trends were still emerging. It was pointed out that the budget for agency supply had been spent already, although this was anticipated as there are a number of long term agency staff on the books. However this should come to an end when the recently recruited staff start in September. However there are still some payments to be made before the end of term so the agency budget will be overspent by then.</p> <p>A governor asked if the school retained any unspent budget at the end of the year. Mr Strom explained that unspent funds up to a certain level were carried forward by the school. The authority monitored the schools spending but it was felt that it was prudent to carry forward some unspent funds at the end of each year.</p> <p>Closedown – The Local Authority transferred some funds into both the Infant and Junior bank accounts just before the accounts were due to close. This has delayed the final closedown which is anticipated at around £690k.</p>	
8.	<p>Staffing Update</p> <p>Mrs Walsh explained that the phase leader positions had been advertised to those who were ring-fenced for the post. There had been three applications for posts as phase leaders. Mr Dunn had applied to be phase leader for upper KS2, Mrs Hindley had applied for the phase leader position of lower KS2 and Miss Townson had applied to be phase leader of KS1. Mrs Gentle would assume the role of EYFS phase leader as part of her</p>	

	<p>Assistant Head teacher role.</p> <p>The post of phase leader had been advertised as a TLR 2 valued at £5,000 pa. This would replace the current TLR posts for subject leads. However, Miss Townson currently has a TLR as SENCO in the Junior Building. This is currently valued at £4,376. Miss Townson would like to carry on with this role, but would also like to expand her experience into the KS1 area. Governors were asked about whether it was possible for Miss Townson to have the two roles, and if so what would the level of the TLR be? A governor asked if a teacher could have two TLRs? – It was explained that the School Teachers Pay and Conditions Document (STPCD) allowed a teacher could have two TLRs but one would have to be a TLR 3 which would be for a short term temporary project and couldn't be a permanent role. Both the phase leader and SENCO responsibilities would be permanent. Therefore in this case it wasn't possible to offer two TLR payments. Governors decided that they would offer Miss Townson the role of phase leader at the stated value of £5,000pa. She would also be allowed to retain her SENCO role if she wanted to do this, as it would provide continuity and stability, but under STPCD, the governors were unable to offer any further payment to her if she wanted to continue in this role.</p> <p>HLTA – The school currently has one HLTA, Mrs Hammond. The consultation regarding teaching assistants, had highlighted that the HLTA role in school had not been rewarded to a similar level as most schools. Mrs Walsh explained that the HLTA role in St Oswald's was more than being a senior teaching assistant. Mrs Hammond supervises induction training, covers classes, conducts baseline assessment and data analysis as well as organising the teaching assistant rota's It was explained that many of the roles undertaken, have meant that the workload of the senior leadership team have been lightened. Governors asked what equivalent roles in other schools were valued at. It was replied that it was often on the new grade 4 (for those who have been through job evaluation). This equates to a Pass Scale 5 starting at point 20. Governors agreed that the role should be graded to start at point 20.</p> <p>As part of the consultation, the teaching assistants in the Junior building sent in a response asking for consideration of extending the salary range that they are paid on. A governor asked what performance management process the TA's undertook. Currently</p>	
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<p>nothing linked to pay although each TA is mentored throughout the year. A governor proposed that the request be agreed in principle but should be linked to performance management. The performance management cycle could start in September 2016 with the first increments to be awarded in September 17. Governors agreed with this proposal and asked for more details of how the processes would work to be brought to the next meeting.</p> <p>Long term absence – Two teachers are currently on long term absence. Meetings had been arranged for later in the week although one has been postponed. The other teacher would be bringing their husband as an advocate. Governors asked if the school was being supported in the process. It was noted that SEAT had been providing HR support in the matter. The long term absences have caused some planning issues, particularly with the new academic year. A governor asked if the sickness policy was similar to the policy for Local Authority employees in which there was a move to look at capability after 11 weeks of sickness. It was noted that the policy was one based on the LA model policy for schools which incorporated STPCD responsibilities. A governor suggested that both cases should be progressed as quickly as possible and that all options should be considered including the possibility of a mutual agreement between parties.</p> <p>Mrs Murphy and Miss Sime informed the meeting about the new teaching staff that had been appointed. These include 6 NQTs, 2 RQTs and a teacher on M6. The governors heard brief details of each teacher's background.</p> <p>Governors asked what induction arrangements had been made, specifically in relation to the high number of NQT's starting in September. Mrs Walsh confirmed that there would be a full induction programme and that each NQT would be part of a year group with an experienced year group head to act as mentor. A governor asked how many of the new recruits were practising Catholics. Only one of the new recruits wasn't a Catholic but it was difficult to know how many were practising. It was noted that being Catholic wasn't an essential criteria for teaching posts but there was a discussion about whether there should be a higher balance. It was confirmed that a number of the new staff have CCRS and that there was an expectation that others would study for it in the 2nd year of their employment. It was noted that the first</p>	
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	<p>observation of the academic year covered RE and any areas of development were identified early on.</p>	
	<p>DBS Checks</p> <p>It has become a requirement for all governors to have a DBS check. Governors appointed since April 1st 2016 had to have a check before becoming a governor whilst governors who were serving prior to April 1st 2016 would have to be checked by September 1st 2016.</p> <p>Employers have the right to exercise discretion about whether a new check needs to be sought or whether existing ones can be used. A governor asked whether a governor could be considered, for this purposes, an employee. Governors noted that some people had multiple DBS certificates, sometimes within quite a short space of time. It was agreed that DBS portability would be accepted although a recheck would be required no later than 3 years from the date of the most recent satisfactory certificate unless the employee had signed up to the online checking portal when an annual check would be made to ensure the certificate was still up to date. Governors would also be able to use the DBS portability.</p>	
<p>9.</p>	<p>Service provision</p> <p>Catering – ABsolutely Catering made enquiries about commissioning an actuary report for the transfer of pensions from the City Council caterers however it has to be the current employers that request this report. This is unlikely to happen with enough time to make any decisions on the catering contract prior to the summer holidays, if at all. It was proposed by a governor that the two current caterers be asked to continue with their service until March 2017. In the meantime, the process of reviewing and negotiating a contract to start on April 1st 2017 should begin by October 2016. This should look at any residual costs that may due and any risks to the school as well as looking at the best value for the school. Governors agreed to this suggestion.</p> <p>Crossing patrol – This was a service previously paid for by the council. They are now asking for a contribution of £5.5k per school. Some schools have more than one crossing patrol utilised by their pupils whereas St Oswald’s shares one with Broadgreen Primary, yet the charge for the schools will be the same. These are also a community resource and are used by the general public,</p>	<p>IS to contact Ray Jeffries, LCC and ABsolutely Catering.</p>

	<p>not just school users. It was agreed by governors that payment for the service should be held back until further talks have been held.</p>	
<p>10.</p>	<p>Correspondence</p> <p>Parents of a Year 5 child have written to ask governors for permission to take time away from school to record a TV series. The request was for up to 10 days between the meeting and the end of term Governors asked if the 10 days would see the child fall into the persistent absenteeism category. – Although the child doesn't currently flag up for EWO intervention, 10 days before the end of term would trigger the flag for persistent absence. Governors agree that they would grant no more than 5 days absence before the end of term and no more than 2 days consecutively.</p>	
<p>11.</p>	<p>Notified Business</p> <p>The NUT have sent a letter to the school. They have restated their opinion that the school should not carry out more than 3 observations of teachers in an academic year. They interpret the rules to include all observations in this category, including learning walks and collective worship observations. Governors noted that this academic year had been exceptional and that some of the times that Mrs Walsh had been in class were related to her understanding what was required in the Infants on a day to day basis The 3 observations were specifically related to a teacher's performance management and pay decisions based on this. Mrs Walsh said that, in the spirit of compromise in a tough year, that she would in this instance be willing to forego the final rounds of observations, and instead, use other evidence already gathered and possibly from book scrutiny excersises.. She also said that she would expect the union to support any teacher who felt that previous observations had not shown them at their best and wanted to have a third observation to show development.</p> <p>Governors agreed to this suggestion but only on this occasion and it wasn't setting a precedent for future years. They also reserved the right or Mrs Walsh to request an observation in any cases where a book scrutiny left doubt upon whether teaching targets had been met and performance management had been successful.</p> <p>Governors discussed the article in the Liverpool Echo</p>	

	<p>dated 8th June claiming there was a culture of bullying in the school. It was understood that the reporter had received letters from a number of different people and had contacted the archdiocese but not approached the school, the governors or the chair of governors.</p> <p>A letter had been sent to staff and a discussion had been taken on whether a letter should go to parents. This was decided against as it was felt that this would perpetuate the story longer than necessary. The letter to staff had said that the governors had not been made aware of any issues as reported but were willing to conduct an internal investigation to understand and deal with any issues. However, it was recognised that no formal or informal complaints had been made to the school or governors about bullying, either by staff or unions and it would be difficult to investigate nonspecific allegations. It was suggested that some staff would like to have their voices heard and may want to get something off their chest, possibly positive or negative.</p> <p>It was agreed that Mr Hegarty would set aside some time to make himself available to receive representation from any member of staff either in person or in a letter, but he would not receive anything anonymously as this could not be dealt with. It was also agreed that the whistleblowing and grievance policies would be reissued to staff. Governors were also reminded that if a parent contacted them directly, they should point the parent in the direction of the appropriate policy which could be found at the school office.</p> <p>Mr Hegarty mentioned that he had received a letter from Mr Glover of the NUT asking to meet, possibly with a member of ACAS present. Mr Hegarty would follow this up.</p>	TH
12.	<p>Date and Time of Next Meeting</p> <p>Dates for committee meetings in the new academic year would be set in time for the next full governors meeting.</p>	