

**St Oswald's Catholic Primary School  
Governing Body  
RESOURCES COMMITTEE MEETING  
Held at St. Oswald's Catholic Primary School Junior Building  
Date/Time: 27/04/17 4:30pm**

**Present:** Mr Hegarty, M. Walsh J. Simm, Mrs Hill, Fr M. Beattie

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

<b>No.</b>	<b>Item</b>	<b>Action by:</b> (insert initials)
1.	<b>Apologies for Absence</b>  N Powell	
2.	<b>Declarations of Interests</b>  Members of staff declared their interest.	
3.	<b>Notification of Additional Business</b>  None	
4.	<b>Minutes of Previous Meeting</b>  Resources Committee minutes from 19 <sup>th</sup> January 2017 were agreed as accurate. Proposed by Mrs Simm and seconded by Mrs Walsh.	
5.	<b>Matters arising</b> <ul style="list-style-type: none"> <li>• It was noted that Mrs Ryan had resigned from the governing body and there was currently a Foundation Governor vacancy</li> <li>• Mr Strom has identified a provider for the apprenticeship. Unfortunately, as the school has more than 50 employees, there is unlikely to be any financial support.</li> <li>• Infant Boiler – There was no further information. The heating of the premises was a part of the building project although there had been no indication of when this element would be completed.</li> </ul>	

	<ul style="list-style-type: none"> <li>• TA grievance. Correspondence from the union on a separate matter had been received and at the end of the letter it was noted that the union had had some comments that some TAs were still not happy with the outcomes. However, no formal complaint had been received and it was pointed out that the timescales for further action had now passed.</li> <li>• The laptops and trollies have been installed and are working well.</li> <li>• LPHA – The job description has now been agreed and an advert is due to be published soon.</li> </ul>	
<p><b>6.</b></p>	<p><b>Finance Update</b></p> <p>School Budget – The LA Finance Officer visited on 25<sup>th</sup> April and populated the initial budget plan, which showed the school with the current staffing structure projected forward. Mr Strom had then included some staffing changes following resignations discussed later in the agenda. Governors noted that the proportion of delegated funds budgeted against staffing over the 3 years of the plan was much higher than in previous years. They noted that this was due to both the potential reduction in funding as well as cost pressures such as increased National Insurance and Pension contributions. Budgeted agency supply has been reduced dramatically from the spend of over £100k in 2016/17 to £25k. It was reported that the balances returned to the school from the closure of the Infant and Junior Schools was £729k. This was around £100k more than originally calculated. Mr Strom had spoken to John Byrne who had explained that this was mainly due to the fact that the council had retained more funds than usual as the schools were closing and the original calculations had been based on what the schools had returned from their bank accounts. Of the money carried forward, governors agreed that the current budget situation meant that they were unable to increase the contribution they were making to the building project. It was confirmed that the budget proposed included £600k contribution to the building project.</p> <p>The budget proposed was V2 dated 27<sup>th</sup> April. Governors agreed to propose this budget for ratification to Full Governors. They also commented that future vacancies would have to be looked at very carefully and would have to pass the “Money well spent” test and not necessarily replace like for like.</p>	

	<p>End of year statement – Mr Strom informed governors that the final staffing figures had been entered into SIMS that day and the provisional closedown figure was £783,213. This included the £729k brought forward from the closure of the Infant and Junior schools as well as the balance of £11k West Derby Consortia funding and £1.5k funding for the NLG programme.</p> <p>SFVS – The SFVS had been previously circulated and agreed. The report from the LA Finance Officer requested a Statement of Internal Control (SIC) to be forwarded with the budget. It was explained that this was no longer a national statutory requirement but could be included in local schemes of delegation which Liverpool had done. Mr Strom provided an SIC to governors who approved the statement.</p> <p>School Fund report – Mr Strom reported that Gill Farrington, the LA Finance Officer for the school, had offered to replace the previous auditor for the School Fund. This audit would take place before the end of June. <b>A governor asked what the school fund was used for.</b> It is for additional benefits for the children that an not be purchased from devolved funding. It would also be used for activities where parents (and pupils) contributed funds, for example school trips and charity donations.</p> <p>Dinner Money Recoup. – Miss Sime reported that the school had been actively trying to recoup overdue dinner money payments. Some parents had been invited in to discuss repayment plans and others had been asked to provide packed lunches until the debt had been reduced. There had been 41 families approached with a combined debt of £5.5k. This had now reduced to 25 families with £3.5k outstanding without an agreement in place. <b>A governor asked how debt was dealt with?</b> –By engaging with parents and putting plans in place. Some parents don't engage at all but most do. Pupils are always fed and some parents take advantage of knowing that this will be the case. A governor suggested asking the LA legal department for their advice. Mr Strom will follow this up. Another governor asked what other schools do. Miss Sime and Mrs Murphy will speak to other deputies at a future meeting.</p>	<p>IS</p> <p>CS GM</p>
<p><b>7.</b></p>	<p><b>Premises Update</b></p> <p>Building works – Planning has been submitted. It was registered on 7<sup>th</sup> April and has 8 weeks before passing</p>	

	<p>(early June). Tenders will be put out prior to planning being granted. Funding for initial phase not confirmed but Infant extension is guaranteed and at least one of the two extensions in the Junior buildings is expected to be given the go ahead, possibly both. Each element has been costed independently so that work can continue in budget. Access for the contractors to the Infant site is likely to be a problem. Deliveries of building materials could involve closing the footpath outside the school. Alternatively, Mrs Walsh has been asked to approach Aldi to see if there would be any possibility to utilise their car park for deliveries. Father Mark was asked if there was special arrangements for funerals to use the area near the church on St Oswald's Street. He confirmed that this had been included during the planning of the Tesco store. It is anticipated that the build will commence at the start of the summer holidays.</p> <p>Asbestos report – Mr Strom tabled a report compiled by Arcadis in respect to the schools asbestos management. It included some recommendations including updating asbestos audit for the Junior building and having asbestos as a standard item for governors meetings. Following the report Mrs Strom, Mrs Christie and Fr Mark attended training on asbestos management. Mr Strom confirmed that the recommendations in the report would be followed up by the end of June 2017.</p> <p>Drainage report – Following a CCTV inspection of the drains in the Infant building, a drainage specialist visited and met with Mrs Walsh and Mr Strom. He indicated that substantial works would be needed to be undertaken which would include excavating the Infant staffroom and heads office. He was finalising a report which has not yet been shared with the school but is being sent to Arcadis. The school are still chasing up a copy of the report and asking whether the work needs to be done in conjunction with or alongside the building works mentioned earlier.</p>	
8.	<p><b>Staffing Update</b></p> <p>Sara Cope has returned from maternity leave. She has indicated that she would like to resign in time for the summer holidays. Occupational maternity payments could be reclaimed from her if she doesn't complete the required return to work time. As she has returned part time, this period has been extended into the autumn term. Therefore she would only be able to resign at Christmas. However, governors have the option to waive the requirements to repay the occupational maternity pay</p>	

<p>if they feel the school would benefit. A paper was distributed showing the financial impact of various scenarios It showed that the school would save money by asking Ms Cope to remain until Christmas, however the costs to school would be less than £3k in all of the costed scenarios to agree to waive the repayment. <b>A governor asked what the benefit to school of waiving the fee would be.</b> There are a number of teachers currently on temporary contracts. It may be that by retaining Ms Cope until Christmas, one of these temporary contracts would need to end. This would mean that there could be a recruitment process to replace Ms Cope. By releasing her earlier there would not be a need for a recruitment process for a replacement. It would also mean that the pupils would have stability rather than having changing staff during the academic year. <b>A governor asked whether the quality of the temporary staff was good.</b> Mrs Walsh said there wasn't a member of staff that she wouldn't be happy to retain. Mrs Walsh also informed governors that Mrs Lee and Miss O' Kane had tendered their resignations. Both are returning to Ireland for family reasons. Governors wished them well for the future.</p> <p>Governors agreed that the stability of provision for the children was important and felt that in this instance they would be willing to waive the repayment of occupational maternity pay if Ms Cope offered her resignation effective of 1<sup>st</sup> September 2017. They stressed that any future similar application would be considered on its merits and this decision would not be seen as setting a precedent.</p> <p>Mrs Spillane has resigned following a long-term absence. Mrs Roberts is returning next week on a phased return following a long-term absence. Governors decided to defer a decision on replacing Mrs Spillane until the autumn term.</p> <p>There are 2 vacancies for cleaners and a temporary vacancy for a midday supervisor. Fr Mark agreed to include the vacancies as part of parish notices.</p> <p>The school currently have a number of temporary TA posts supporting children with additional needs. Mrs Gibney is supporting children with behavioural needs whilst Mrs James and Miss Mills are supporting children with EHC plans. School currently receives top up funding for 4 children and we are expecting to apply for funding for more children. Governors agreed to extend the contracts of the temporary staff, initially until the end of the autumn term and to review their roles on a termly</p>	
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	<p>basis.</p> <p>Phase leader role. – Since Miss Townson left, there has been no phase leader for KS. <b>Governors asked if there was any current staff that could be suitable?</b> Yes. There are possible candidates who might relish the opportunity.</p> <p>Mrs Walsh suggested that new Temporary TLRs could be introduced using some of the savings from not replacing all of the teaching staff that are leaving. This would financially reward staff who had the responsibility of leading a year group. It was noted that the phase leaders would also be a year group leader, therefore the payments would only be for one teacher in each phase. Year heads have additional duties to classroom teachers including organising assessments, coaching and mentoring. <b>A governor asked how the year leaders are currently identified?</b> They are often the most experienced member of the year team but must have proven themselves as capable to lead a team. Governors could see the benefit of the idea. They recognised the additional work that the role entailed. However, they had some concerns. They were worried about how the appointment process would work particularly if someone who was in a year leader role and wanted to continue, was unsuccessful. Governors decided to defer a decision and asked for further information regarding precedents set by other schools and employment advice on fair employment.</p> <p>Governors requested that they were represented on the TLR appointment panel.</p> <p>TA grievances – The response from the union was discussed earlier. A new staff questionnaire had been circulated before Easter. Responses were still being analysed. 42 out of 92 forms were returned and the responses seem to be much more positive than in the previous survey. Detailed analysis will be brought to the next meeting.</p> <p><i>Mr Strom left the meeting</i></p> <p>Pay review of non-teaching staff.</p> <p><i>Mr Strom re-joined the meeting.</i></p> <p>Performance Management – Currently in the middle of a performance management period. Observations end on</p>	
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	<p>29<sup>th</sup> April. So far no observation has been below good. We have been trialling a new system for PM using the perspective software, which links with SIMS and the LA. It is used via iPad and provides analysis. It has been very useful and will be used in future. <b>A governor asked if any members of staff were still being managed under Section 8</b> – No. All staff that have previously been supported have worked with senior leaders and have accepted the support being offered and recognised the positive nature of the process.</p>	
<b>9.</b>	<p><b>Planned Expenditure</b></p> <p>A new updated version of Come and see has been released. This is likely to cost around £6k. Governors agreed to the purchase.</p> <p>Early Talk Boost is an Early Years communication tool providing resources to extend communication skills during a key developmental period. It will cost around £3k. Governors agreed to the purchase.</p>	
<b>10.</b>	<p><b>Update on Catering</b></p> <p>The new service from Absolutely Catering started following the Easter holiday. Both the company and the kitchen staff have worked very hard to get everything ready to go on the first day back. The choice of food has been improved and everything is now cooked from fresh. Governors suggested that opportunities for parents to try the food was made available, for example at reception induction evening.</p> <p>CH&amp;Co have informed us that Absolutely Catering are now able to take advantage of the buying power of the larger parent company. Therefore, the budgets are being recalculated but will mean a saving on previous predictions for the school.</p>	
<b>11.</b>	<p><b>Correspondence</b></p> <p>A number of requests from staff for leave of absence was heard and agreed in line with the policy.</p> <p>Miss Wall has requested leave to attend a wedding abroad which takes place a couple of days after the school return from holidays. Governors were aware that a previous request for holidays during term time had been submitted retrospectively following a booking being made. This is not the case for Miss Wall. Governors</p>	

	agreed to the request but said that the leave must be taken unpaid.	
<b>12.</b>	<b>Policies for ratification</b>  The Support Staff Appraisal Policy was tabled. It was accompanied by the Support Staff Capability/Performance policy distributed by Liverpool CC. Governors agreed to adopt the policies.	
	<b>Notified Business</b>  None	
	<b>Date and Time of Next Meetings</b>  To be confirmed.	