

**St Oswald's Catholic Primary School  
Governing Body  
RESOURCES COMMITTEE MEETING  
Held at St. Oswald's Catholic Primary School Infant Building  
Date/Time: 28/09/17 4:00pm**

**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>  Mrs N Powell,	
	<b>Election of Chair</b>  Mr Hegarty was nominated by Mrs Hill and seconded by Father Mark. Agreed unanimously.	
2.	<b>Declarations of Interests</b>  Members of staff declared their interest.	
3.	<b>Notification of Additional Business</b>  Mr Hegarty asked for an item of Chairs Action to be considered.  Mrs Walsh asked for a short update on site security to be considered.	
4.	<b>Minutes of Previous Meeting</b>  The minutes of the meeting of 27 <sup>th</sup> April 2017 were agreed to be accurate.	
5.	<b>Matters arising</b>  There is still a vacancy for a Foundation Governor. Father Mark was asked to contact The Archdiocese to see if anyone from the parish had been included in the	FMB

Signed.....Committee Chair

	<p>most recent list of potential governors.</p> <p><b>A governor asked if any of the TA issues were ongoing.</b> It was confirmed that no further information had been received and as such it was felt that the issues following the restructure had been resolved.</p> <p><b>A governor asked if any progress had been made with dinner money debt.</b> The outstanding balance has reduced from £5.5k to around £3.2k mainly historic debt. A new process is in place where reminders are sent earlier on as the debt grows and is not allowed to extend beyond £50 per pupil. A number of payment plans are in place to recoup some of the historic debt.</p> <p>Mrs Walsh updated governors regarding the recruitment of a new phase leader. Mr Murray was the successful candidate and has now taken up his post. He is leading lower KS2 and is head of year 4.</p>	
6.	<p><b>Finance Update</b></p> <p>Budget Monitoring Report</p> <p>Mr Strom provided governors with an up to date budget report. It was noted that the report showed the schools current financial position for roughly 6 months (50%) of the financial year however, the staffing costs were 5 months worth (42%) as the September figures were not yet available. It was noted, that many of the cost centres were around the expected level of expenditure, although the report highlighted a number of areas where all spending had been incurred, for example staff absence insurance premium. <b>Governors noted that teaching staff was 39% expenditure and asked why this wasn't closer to the expected 42%.</b> It was explained that teacher salaries received an inflationary increase in September and that they could progress through the career grades in September and some eligible staff could also apply to cross the pay scale into the upper grade, so provision had been made for these possibilities. <b>A governor asked what the current percentage of budget was taken by staffing.</b> It was confirmed that this was around 87%. Governors noted this and commented that this was higher than the recommended levels. This would need monitoring and the impact assessed and future staffing decisions may need to take this into account. Governors recognised that schools had invested in staffing when budgets were being well supported, but parents might need to recognise that</p>	

	<p>falling budgets could have an impact on staffing levels. Governors noted that the supply agency budget was higher than 50% but was significantly below the levels recorded last year.</p> <p>Governors thanked the management and administration staff for their hard work in ensuring the budget remained on track.</p> <p>School Fund Audit</p> <p>The audit report of the Junior School Fund prepared by Gill Farrington had been previously circulated. It highlighted that the fund was in good shape and suggested a number of ways the administration could be improved. Mr Strom informed the governors that the two school funds, infant and junior, would be joined up in the coming months and a new bank account would be opened. This coincides with the closure of the Old Swan branch of Barclays which both current school funds utilise.</p>	
7.	<p><b>Premises Update</b></p> <p>Building Works</p> <p>It was noted that the building project had not yet physically started. The tender process closed shortly before the summer holidays and the tenders were now being evaluated by Acadis. It was noted that only two tenders were received. <b>Governors asked if there was a reason for the low response.</b> Although this is uncertain, it was agreed that the difficulty with accessing the site was likely to have been a factor. The Archdiocese are looking at the phasing with a view to identifying the work that can be started first. The chair and the head expressed a view that work needs to be done in both buildings and that increase in space was particularly important in the Junior building. <b>Governors asked why this was the case.</b> It was explained that the smaller classrooms, particularly in upper KS2 were not suitable for the children as they grew. Governors agreed that it was important to commence work in both buildings.</p> <p>Infant Boilers</p> <p>The boilers are still in poor repair. Heating and hot water will be part of the larger building project but as this has been delayed, a quote has been received to make short term repairs to ensure that the boilers could cope with the potential demands of the forthcoming winter.</p>	

	<p>Governors agreed to go ahead with the short term repairs.</p> <p>Governors Inspection Visit</p> <p>An inspection visit was carried out last year by Mrs Powell. Volunteers were asked for to conduct a visit this year. Governors asked what the visit entailed. It was explained that it was a tour of the site, making a visual inspection to inform the premises action plan. Mr Hegarty agreed to conduct the visit after half term.</p> <p>Asbestos Report</p> <p>Mr Strom informed governors that a new asbestos survey for the Juniors was needed as it was not as up to date as the Infant Survey. He was requesting this to be carried out via Arcadis.</p> <p><b>Father Mark asked if the Asbestos report was available to contractors and was being signed by them when they attended site.</b> Mr Strom confirmed that the report was available to contractors but would check that it was being signed when viewed by contractors.</p>	IS
8.	<p><b>Staffing Update</b></p> <p>Performance Management</p> <p>Mrs Walsh explained that the previous cycle had been completed and the evidence collected would inform the forthcoming meeting of the Pay Review Committee. The new cycle had started and all teachers had been set targets linked to their current roles. This meant that the teachers with a classroom role in KS1 and KS2 had an objective to improve the interventions being provided. <b>A governor asked what were interventions.</b> It was explained that interventions were provided to those children that needed targeted support. This could be as individuals, small groups or large groups. Examples that have been used included the Premiership Readers, targeted at upper KS2, and in particular, the boys to encourage them to read more. PPA and Part Time teachers have a target to integrate themselves with a nominated Year group and to take full part in planning and assessment in those year groups. The EYFS team have a target to creatively plan for the outdoor environment. This will provide continuous provision through both indoor and outdoor settings. All teachers also had a target to improve the teaching and learning of</p>	

	<p>computing. This reflects the recent computing audit priorities and also support Ofsted priorities. Teachers have also suggested their third target individually to reflect on their individually responsibilities and subject specialisms.</p> <p><b>Staffing Issues</b>  Mr Reilly has requested to train as a teacher through the School Direct route training in St Oswald's. He had been considering his future career path and has decided that this was the most fulfilling option. Mrs Walsh explained how the system worked. There would be a grant of £9k to support the salary of Mr Reilly but there would also be a shortfall of around £5k, which the school would need to provide. <b>A governor asked how much contact time would be involved.</b> Mrs Walsh explained that this would develop quickly and he would be expected to be able to take a class solo by the end of the first half term. This could free up another member of staff for other duties and would provide additional flexibility in periods of staff sickness or turnover. A governor asked if it was with a plan on employing Mr Reilly as a teacher following the training. This was confirmed. Mr Reilly has already proven himself as a valuable member of staff and it was felt that he would enhance the teaching staff once qualified. This would be subject to vacancies arising. Governors were concerned by the tight budget and the potential constraints, but felt that the benefits outweighed the costs and agreed to the request.</p> <p>Mrs Yeo requested a return to full time working. This followed a request to become part time which had been agreed by governors last year. Since then her circumstances had changed and she would like to return to full time employment. Governors asked if there was a requirement for additional support from TAs at the moment. It was confirmed that the recent deployment of support staff, as shown in the document circulated with the papers, had covered all of the requirements for the current academic year. Governors decided to decline the request as there was not a business case for additional support.</p>	
<p><b>9.</b></p>	<p><b>Self Evaluation Form – SEF</b></p> <p>A copy of the recently updated Self Evaluation Form was tabled for governors to take away and look through in readiness for a discussion at a future meeting.</p>	
<p><b>10.</b></p>	<p><b>Planned Expenditure</b></p>	

	<p>An order for Multi Function Devices for teachers to print to, in order to reduce the cost of printer cartridges has been placed. The machines should be in place in the next week.</p> <p>New screening has been installed along Montague Road border. A much more resilient type of screen has been used.</p> <p>New gardeners have been appointed. The previous company ceased trading for personal reasons. The new company is Abbeyview and have a number of local schools in their portfolio.</p>	
<p><b>11.</b></p>	<p><b>Update on Catering</b></p> <p>The new service in the Infant building has been running for over a term now and the quality of the food has improved. However, there has been an increase in new pupils, particularly in Reception bringing packed lunches, this was not felt any connection to school food more to the parents catering for children’s choices.</p> <p>A new cook has started in the Infant building.</p>	
<p><b>12.</b></p>	<p><b>Policies for ratification</b></p> <p>The Staff Capability Policy, Pay Policy and Appraisal Policy were distributed prior to the meeting. They were based on the model policies provided by Liverpool HR and alternative ones from CES. Governors discussed the relative merits of using the Catholic Education Service (CES) model policies rather than the Liverpool HR models. CES policies have been agreed nationally and link with the employment contracts issued by the school. The LA policies are very tight and prescriptive and fit well with the performance management policy in place in the school. Governors agreed to defer the decision on adoption of these policies so that a direct comparison could be made between the two versions.</p> <p>Charging Policy – This had been previously distributed. No changes were proposed from the previous policy. Governors agreed the policy.</p> <p>School Emergency Management Plan (SEMP) - This had been previously distributed. A number of updates had been included in the new document. Governors agreed the plan.</p>	

	<p><b>Correspondence</b></p> <p>Further details of apprenticeships had been sought. Governors were asked whether they wanted to pay the proposed apprentice on the National Apprenticeship salary or on the National Living Wage salary. Governors agreed that they would like the apprentice to be paid at the National Living Wage. Mr Strom is to progress the recruitment.</p> <p>Mr Strom informed the governors that Mrs Latham and himself were researching details of formal Business Manager qualifications. Governors were positive and asked for the details to be brought to them at the next meeting.</p>	IS
	<p><b>Notified Business</b></p> <p>Chairs Action – Mr Hegarty informed governors that during the recruitment process for the phase leaders role the job description and person specification needed to be agreed. There was a discussion about whether it was a requirement of the post to be a practicing Catholic. It was noted that the CES required Headteachers, Deputy Headteachers and Heads of RE to be practicing Catholics but not other staff, including Assistant Headteachers. The Chair, in consultation with the Head, decided that being a practising Catholic should be desirable and not essential, for the Phase Leader role. Governors ratified this decision.</p> <p>Security of Site – Following a recent highly publicised incident at another local education establishment, senior leaders had conducted a review of security at St Oswald's. Staff had been reminded of their need to be vigilant during the beginning and end of the day. Letting in and out procedures had been revisited and a register of written permissions to walk home had been revisited. It was felt that it was important for parents to still feel the school was accessible but that there would need to be some limits. A couple of possible weak spots had been identified. Governors suggested that these improving these areas could be included in the building works.</p>	
	<p><b>Date and Time of Next Meeting</b></p> <p>22<sup>nd</sup> February 2019 – 4.00pm Infant Building</p>	