

**St Oswald's Catholic Primary School
Governing Body
RESOURCES COMMITTEE MEETING
Held at St. Oswald's Catholic Primary School Junior Building
Date/Time: 06/10/16 4:30pm**

Present: Mr Hegarty, M. Walsh J. Simm, 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, Fr M. Beattie	
2.	Declarations of Interests Members of staff declared their interest.	
3.	Notification of Additional Business Mrs Walsh asked for a staff issue to be considered. Mr Hegarty asked for additional correspondence, the governors section of the website and training to be added. This was agreed.	
4.	Minutes of Previous Meeting Resources Committee minutes from 14 th June 2016 were agreed as accurate. Proposed by Mrs Simm. Seconded by Mrs Walsh.	
5.	Matters arising The chair and the head met with NUT representatives and others at a meeting chaired by a neutral party. It was agreed that all staff would receive a questionnaire to complete and the results would be shared with the school and the NUT. This has happened but there has been nothing further from the NUT since. The findings from the questionnaire will be discussed in a later item. The chair had arranged time to take any representations	

Signed.....Committee Chair

	<p>from staff regarding their welfare and satisfaction at work. The feedback at that point was 100% positive.</p> <p>A governor asked if the child that a parent had requested time away from school for had taken the time. They were informed that this hadn't happened but another request was later in the agenda.</p>	
6.	<p>Finance Update</p> <p>Mr Strom tabled a budget monitoring report. Again the cost of supply teachers was highlighted. It was noted by governors that the cost of the supply for the year so far was almost the same</p>	
7.	<p>Premises Update</p> <p>The school have now passed back all of the balances held in previous bank accounts to the Local Authority. The Infant balance was £532,360.43 and the Junior balance was £96,709.93. This is a total of ££629,070.36. Governors agreed that not all of the balance should be capitalised and that £60,000 should be spent on some of the schools immediate priorities, for example the new server and IT equipment to be discussed later in the agenda. The building work will be progressed through Arcadis and Tuneside.</p> <p>Mr Strom presented the Premises Action Plan for 2016 – 2019. As well as the building work it also included some major work on the roof of the junior building which may be included on the larger project along with the boiler in the infant building. Other projects include a review of the CCTV systems, re-screening of the fence alongside Montague Road and maintenance of windows that are currently stuck open or unable to open.</p>	
8.	<p>Staffing Update</p> <ul style="list-style-type: none"> • SENCO – Miss Townson has resigned. She had requested to leave at half term but her resignation arrived only in time for a leaving date at the end of the autumn term at Christmas. An advert has been placed and it is hoped that a new SENCO will be recruited by the end of half term. The KS1 phase leader role will also need to be revisited once the SENCO recruitment has been completed. • Clerical support – Junior building. There are currently two officers in the Infant building but only 	

	<p>one in the Junior building since Mrs Cooney left. This can cause problems in the Junior building during lunch breaks or when Mrs Lathom is required to be out of the office on messages to the classrooms etc. Governors commented that it could leave a poor impression to visitors and parents if the office was left unattended for a lengthy period. They agreed that a clerical assistant should be appointed.</p> <ul style="list-style-type: none"> • TA – Miss Lalor has resigned with effect from 31st October 2016. She is a qualified teacher and wants to spend some time on supply to give her teaching experience to further her career. • Staff Questionnaire – this was distributed prior to the summer holidays as agreed with the NUT. It was given to all staff although there was a number of questions that didn't apply to some sections of staff. The general feedback was positive with 90% agreeing that they had a good working relationship in school. Some areas for development were identified including the number of people who strongly disagreed that they affected management which was 28%. The School development will reflect the results of the questionnaire with a section on improving culture and ethos. It was recognised that some progress had been made in this area, for example some teachers had been too rigorous in their marking and at times didn't add value. They felt that there was a worry about accountability but there was an effort to make marking less onerous and more effective. Governors agreed that the Chair should write a letter to staff to accompany the results of the survey and that the questionnaire should be reissued later in the academic year to see what progress had been made. • Performance Management (PM) – Mrs Walsh explained that all the teaching staff had been given two common PM objectives linked to the School Development Plan. These were linked to Maths and Writing Across the Curriculum. Each teacher has had a short individual meeting in which the targets were discussed along with a third target specific to the teacher. The Heads PM is due to take place and Mr Strom will try to identify dates for the meeting to take place. 	
9.	Self Evaluation Form – SEF	

	<p>The School Development Plan overview had been previously circulated. It was highlighted that the school were aiming to attain the Maths Mark for Liverpool.</p> <p>It was noted that in the Leadership and Management section of the SEF was governance. To support this aim a review and reflect session would be held in December for all governors. Behaviour during lunch and break times is a focus. There is a unity and shared vision amongst staff and a positive ethos is emerging.</p> <p>Parental Involvement is improving, particularly in the nursery where drop-ins have been initiated to positive effect. The new nursery lead has made a positive impact and will support in the EYFS assessment.</p> <p>It was noted that the chair had welcomed all new staff to school on the second of the two inset dates at the start of the academic year.</p>	
<p>10.</p>	<p>Planned Expenditure</p> <p>Miss Sime explained that a new server was required as the two old ones were nearing the end of their lives and it would be a good time to migrate to a single server for the school. A governor asked how much the server would cost. – It would be £2,600 and the work would be done during the half term. Governors agreed to the project.</p> <p>A discussion was held regarding updating the IT hardware in the Infant building. It was suggested that a new set of portable laptops should be ordered to enable the children to learn keyboard skills as well as other IT skills. This was agreed.</p> <p>Three companies had been approached to provide new signage for the school. One had provided a quote but no designs. All three quotes were similar in price. Governors looked at the two designs provided and opted to go with the designs from Creativo although asked for the large sign over the Junior building to be modified as it looked very bright.</p>	
<p>11.</p>	<p>Update on Catering</p> <p>Absolutely have been taken over by a new parent company, although are retaining their current branding. The MD of the new owners as well as a recently recruited business manager for the area met with Mr</p>	

	<p>Hegarty, Mrs Walsh and Mr Strom along with Ray Jeffries from the consortium. They listened to our concerns and assured us that this was not a way they do business and promised to look into the issues and come back to us. It was noted that we were not the only school that had issues with Absolutely Catering.</p>	
12.	<p>Policies for ratification</p> <p>Governors considered and agreed the following policies.</p> <ul style="list-style-type: none"> • Staff Capability • Pay Policy • Appraisal • Charging Policy • Use of Social media • School Emergency Management Plan • Charging and Remissions. <p>Governors discussed the staffing policies and agreed that when next considering the policies that the CES policies should be referred to as the school staff were contracted under CES contracts. However, they agreed that during the current transitional period the Liverpool City Council model procedures were appropriate.</p>	
	<p>Correspondence</p> <p>A parent who had made the request in paragraph 2 had requested further time for their child to take part in filming. As the request from the previous meeting had not led to any time off, governors agreed to authorising the request for up to 5 days between the 1st September 2016 and 4th November 2016 but no more than 2 days in the same week.</p>	
	<p>Notified Business</p> <p>Mrs Walsh informed the governors that a TA had approached her regarding a leave of absence. She had informed Mrs Walsh that a family member had booked a holiday that had encroached into an INSET day relevant for her role in school. Governors were asked what response should be sent. Governors asked if the TA was asking for a leave of absence. – No. She had informed Mrs Walsh that they holiday had been booked. Governors asked for clarification that the TA was required to work the INSET day. – Yes. The new contracts required TAs to work on the INSET days.</p>	

	<p>Governors agreed that the TA should be told by Mrs Walsh that the day would be without pay and that any future episodes of a similar nature could be considered a disciplinary issue. They also requested that all staff were issued with a letter explaining the leave of absence policy.</p> <p>There had been two request for leave of absence using the appropriate policy for family events. It was agreed that both requests should be granted leave with pay.</p> <p>Mr Hegarty spoke to governors regarding the governors section of the website. Although all of the statutory elements had been included. There was little on the website to let the parents and other users know much about the governors. He has prepared a pen picture for the website and requested that the other governors do the same.</p> <p>To support the work discussed in paragraph 9, it was agreed to hold a review and reflect session for governors. It was agreed to hold the session away from the school premises and would be partly to provide some training and partly to produce a self-review. A date of 1st December 2016 was agreed and a number of venues were suggested. Mr Strom was asked to progress.</p>	<p>MW</p> <p>IS</p>
	<p>Date and Time of Next Meeting</p> <p>19th January 2017 at 4.30pm in the Junior building.</p> <p>Mrs Walsh and Mr Strom will also book the HT performance management and pay review date.</p>	