

**St Oswald's Catholic Primary School
Governing Body
RESOURCES COMMITTEE MEETING
Held at St. Oswald's Catholic Primary School Junior Building
Date/Time: 19/01/17 4:30pm**

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

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

No.	Item	Action by: (insert initials)
1.	Apologies for Absence Mrs L Ryan	
2.	Declarations of Interests Members of staff declared their interest.	
3.	Notification of Additional Business The Early Years Funding Consultation and LPHA had been added to a revised agenda. In addition, Mr Hegarty asked for a date to be set to meet the school council.	
4.	Minutes of Previous Meeting Resources Committee minutes from 6 th October 2016 and 21 st November were agreed as accurate subject to the correction of a couple of typographical errors.	
5.	Matters arising 6 th October 2016 <ul style="list-style-type: none"> • Mr Strom was exploring the possibility of employing an apprentice in the Junior office. Governors agreed that this was a positive idea. • The new server has been installed. • The governors development session took place. Governors who attended were thanked and felt it had been a positive session. Mrs Gentle and Mrs 	

Signed.....Committee Chair

	<p>Jones had attended a session held at St Columba's in Huyton taken by Mr Hegarty.</p> <ul style="list-style-type: none"> • Mr Hegarty reminded governors that those who hadn't already done so needed to submit a biog and picture for the website. <p>21st November 2016</p> <ul style="list-style-type: none"> • It was reported that the safeguarding that had been agreed had been implemented. A small number of staff had written a letter asking for further consideration of returning their contracts to what it had been prior to the restructure as they felt the terms and conditions were better. Governors were surprised at this as they felt that they had gone above and beyond what was expected of them in ensuring that no-one was financial worse off due to the restructure for a 2 year period. Mr Hegarty explained that a response to the letter had been written stating that the time frame for putting in a grievance about the restructure had lapsed. 	
<p>6.</p>	<p>Finance Update</p> <p>Mr Strom tabled a budget monitoring report. Again, the cost of supply teachers was highlighted. Staff absence had been a problem as would be discussed later in the agenda. Governors asked about the overspend in ICT and asked if this included the additional commitment that they had agreed at the previous meeting? It was confirmed that the expenditure on the new laptops had not been included in the current figures. Additional expenditure included the infrastructure for connecting the two networks and the start of a new broadband provision. It was also identified that the cost of printer cartridges had been a factor and would be discussed later in the agenda.</p> <p>Governors noted that the catering income was much higher than had been anticipated but the expenditure was lower than budgeted. It was explained that the City Council catering invoices were termly and there were still two invoices outstanding of up to £35,000 each. The increase in income indicated that the sales were up in the juniors compared to previous years as the charge per meal had stayed the same.</p> <p>Mrs Strom commented that the carry forward from the two closed accounts had still not been forwarded to the</p>	

	<p>school but he had spoken to John Byrne at a School Business Managers event who confirmed that this would be done.</p>	
<p>7.</p>	<p>Premises Update</p> <p>The problem of the drains in the Infant building had still not been resolved. Contractors have been out since Christmas to unblock the drain. A CCTV report is being prepared.</p> <p>The Infant boiler is also causing major problems. Only three of the four are working and they sometimes need starting up manually. The school has been cold recently, particularly on Mondays. Governors asked what the minimum temperature allowed was. Mrs Walsh replied that the recommendation was that it should not be below 16C. Governors asked for clarification on the legal requirements. Mr Strom will clarify. Governors asked whether the boilers were on the building project. It was confirmed that as there was a new build, the heating requirements would be reviewed as part of the project.</p>	<p>IS</p>
<p>8.</p>	<p>Staffing Update</p> <ul style="list-style-type: none"> • SENCO – Miss Jones has started her role and is settling in well. She is currently finding her feet and is gathering information. She has started to set up systems which should support her work going forward. She is taking on the PPA teaching workload of Mrs Swift who has started her maternity. Miss Townson’s class is being covered by Miss Hughes. She is very hard working. Mr Mosaid has taken on the role of Y2 lead. • TA – Mrs Norton has started in the Infants and has settled in well. Miss Mills has been appointed to provide some additional one to one support in the Junior building. • Lunchtime Assistants – There have been 2 new lunchtime assistants appointed in the Infant building and two assistants have had their temporary contracts extended. <p>Governors asked if there was likely to be any further staffing changes in the current academic year. It was noted that one member of the teaching staff has an interview in the next week. Governors asked what the reason for the teacher to be applying elsewhere. It was explained that this teacher is ambitious and the role the interview was for was a promotion opportunity. They had previously applied for a promotion opportunity</p>	

	<p>internally and been a very good candidate.</p> <ul style="list-style-type: none"> • TA Grievance – Governors noted that they had received a letter from 8 or 9 TA’s regarding the safeguarding arrangements as discussed earlier in the agenda. • Overpayment – A member of staff who was overpaid due to an error by the payroll provider is meeting with Mrs Walsh, Mr Strom and HR next week. Mrs Walsh and HR are also meeting that date with a member of staff on long-term absence. They hope to discuss a phased return. • Mrs Hyland and Mr Reilly are currently required to use their personal vehicles to perform duties of their role. It was discussed about whether mileage should be paid to all staff who use their vehicles to get to training etc. It was agreed that as the role of Family Liaison Officer particularly required use of a vehicle on a regular basis, that a regular payment would be appropriate to cover a proportion of wear and tear, insurance and fuel costs. Governors agreed that a figure of up to £500 per year was reasonable and asked Mr Strom to identify the most appropriate way of providing the payment effective from 1st April 2017. • Staff absence – Mrs Murphy and Miss Sime presented a report showing the levels of staff absence. It highlighted the reason why there was so much spending on supply costs this financial year. Covering lessons had become a real problem. A governor commented that it was difficult to promote the importance of attendance to the pupils if the staff didn’t lead by example. Mr Hegarty agreed that he would meet with senior leaders to discuss the issue. • Performance Management – Mrs Walsh provided a summary report to the governors on the current state of the performance management cycle. The report showed the anonymised results of the latest round of lesson observations. There were no lessons that did not include some good or outstanding elements. There were a number of lessons that were good but with some requires improvement. It was noted that there were 10 NQT’s and some of the lessons from them were in the good category. Governors were please to note the consistently good assessment in almost all of KS1. EYFS was improving and most of the lessons observed were on the cusp of being good 	<p>IS</p> <p>TH</p>
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	<p>or better</p> <ul style="list-style-type: none"> • Requests from staff <ul style="list-style-type: none"> ○ Mrs Norton – Her sister is getting married and would like to take the 16th June as special leave. This was pre-booked before she was employed. Governors agreed. ○ Mrs Walsh and Miss Walsh – They have requested to take 26th May as special leave prior to Miss Walsh’s wedding at half term. Governors agreed and sent their best wishes to Miss Walsh. ○ Mrs Cope – She has requested for a variation in her contract when she returns from maternity leave around Easter. She has asked if she can work for 2 days per week, preferably 2 consecutive days. Governors agreed but Mrs Walsh was to decide which two days would be best for the school. 	
<p>9.</p>	<p>Planned Expenditure</p> <p>Miss Sime and Mrs Murphy provided 3 quotes for the laptops and trollies for the Infant building for consideration. The installation costs were detailed in the quote from MGL but not in the quotes from the other two suppliers. Governors asked for the set up costs from Liverpool IT Services to be clarified and agreed to their quote subject to the set up costs being included. Governors asked about the state of the laptops in the Junior building. It was noted that they would need replacing in the very near future. Governors agreed that the order should be doubled with a second set being placed in the Junior building.</p> <p>Mrs Walsh informed governors that a major investment had been made in geography this year including new equipment including globes and maps.</p> <p>Fr Mark informed the governors that there was to be a major re-write n Come and See ready for September and the current books may become obsolete.</p> <p>There was a discussion about the use of printing facilities in the Junior building. Currently each classroom has a printer. However, the cost of cartridges for these printers is starting to escalate. It was agreed that it was beneficial for teachers to be able to print conveniently but it was also key to reduce printing costs. One suggestion was to provide multi-function devices (MFD), commonly known</p>	

	<p>as photocopiers, closer to the classrooms. One on each floor would enable teachers to print directly to it as well as allowing for more convenient photocopying and scanning facilities. The cost per copy of the printing is a fraction of the cost per copy of using inkjet and laser printers. A governor suggested that a compromise could be found by limiting the number of print cartridges a teacher was allowed to one set per term. This would then encourage them to use the MFD. It would also ensure that there was photocopying facilities available even when another was unavailable. Governors agreed to this suggestion and asked Mr Strom to cost the options.</p> <p>The photocopiers in the Infant building are due for renewal. 3 cost options were presented to governors. They were happy to accept the lowest cost option of B&M Digital but asked for the two machines to be of similar specifications in speed.</p> <p>Mr Strom supplied 3 quotes for an improved CCTV coverage in the Junior building. Governors noted that one quote provided less cameras and coverage for a much higher price. They agreed to opt for the Ultra Securities as it provided the highest spec (17 cameras and more recording space) for a reasonable price.</p>	
<p>10.</p>	<p>Update on Catering</p> <p>Mr Hegarty updated governors. Following the meeting, the new owners had worked on the pensions issue as well as the management issues we had expressed. They have put a new management team in place and have prepared a quote for school. The quote was tabled to the meeting as was the list of questions submitted by the school and the subsequent response. Governors were reassured that the responses from CH&Co were appropriate, clear and were happy with the price provided. They discussed whether they should re-evaluate all of the information provided during the process 12 months ago. They were happy that both the city council and Absolutely had maintained their standard of production. Therefore the quality of provision was not a factor that would change the decision from the previous year. The financial and management issues that had delayed the change of contract were now satisfied. They reiterated their desire to have a single provider across both sites. Therefore governors decided to reconfirm their decision of 12 months ago and would ask Absolutely to provide the meals to pupils on both sites. Mr Strom was asked to move the process forward.</p>	<p>IS</p>

11.	<p>Correspondence</p> <p>A parent has written for permission for their child to be allowed to have leave of absence for rehearsals for Evita. It was a different pupil than has requested leave for theatrical reasons previously. It was likely that only one days school would be missed. Governors agreed that this was a good opportunity for the pupil to experience something different and agreed to the request.</p>	
12.	<p>Policies for ratification</p> <ul style="list-style-type: none"> • Governors expenses - Governors considered the policy regarding allowances for governors and agreed that governors would not be entitled to claim expenses. • Managing allegations against staff – Governors considered the policy previously circulated and agreed to ratify it. 	
	<p>Notified Business</p> <ul style="list-style-type: none"> • LPHA – The Chair of this forum often undertook much of its work whilst being in post at school. A meeting is to be held to discuss what support the school that the Chair was head of should receive from the other schools. • Early Years. – The funding for Early Years is currently being reviewed. A consultation is now open for interested parties to make representations. Mr Strom was asked to forward the consultation to governors to look at and respond if they felt they had anything to add to the consultation. • Mr Hegarty asked for volunteers to attend a meeting with the School Council. Mrs Hill and Mrs Simm agreed to join Mr Hegarty. 	
	<p>Date and Time of Next Meetings</p> <p>Resources – 27th April at 4.30pm in the Junior Building</p> <p>Full Governors – 29th June at 5.00pm in The Prtesbytery</p> <p>School Council – 2nd February at 2.00pm in the Infant Building.</p>	