

**St Oswald's Catholic Primary School  
Governing Body  
RESOURCES COMMITTEE MEETING  
Held at St. Oswald's Catholic Primary School Infant Building  
Date/Time: 27/09/18 4:30pm**

**Present:** Mr Hegarty, Mrs Walsh Mrs Simm, Mrs Hill, Mrs Powell

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>  All in attendance	
2.	<b>Declarations of Interests</b>  Members of staff declared their interest.	
3.	<b>Notification of Additional Business</b>  None requested	
4.	<b>Minutes of Previous Meeting</b>  The minutes of the meeting of 25 <sup>th</sup> April 2018 were agreed to be accurate.	
5.	<b>Matters arising</b>  Item 5 – It was noted that the new governor arrangements had been completed. Mr Hegarty has approached the archdiocese regarding a replacement for Father Mark.  Item 6 – It was noted that the percentage of staff costs still remained high.  Item 7 – Mrs Walsh reported that the bid for EPCF funding for a sensory area in the junior outdoor play area had been successful and we had been awarded £15,000 that was 50% more than we had bid for. This project will move forward once the current building work is	

Signed.....Committee Chair

	completed.	
6.	<p><b>Finance Update</b></p> <p>Budget Monitoring Report</p> <p>A report from the School Finance Officer had been previously circulated. It was noted that the Local Authority were now monitoring the school budget as there was projected to be an overspend in years 2 and 3 of the 3 year plan. It was recognised that the high percentage of staffing costs was a contributing factor in this. However, governors also noticed that the budget figures included a projection of significant falling pupil numbers. Governors questioned the projections as the current trend was for pupil numbers to increase and there was no signs, at school level, that this was declining. Pupil Premium funding can still fluctuate. It seems to be creeping up at the moment but is unpredictable. Staff absence is also causing issues</p> <p><b>Governors agreed that a review of the staffing structure was needed before the start of the next financial year.</b></p> <p><b>Governors asked if it was known how many schools were currently in a similar situation.</b> This information is not currently available but discussions at upcoming network and LPHA meetings may be able to shed some light on this question.</p>	MW
7.	<p><b>Premises Update</b></p> <p>Building Works</p> <p>The building works are considerably overdue for completion. The ventilation is causing delays at the moment, the low level of some of the ceiling spaces has meant problems with ventilation pipes. In addition the large piece of kit that runs the ventilation has delays in being sourced and will need a crane to put on the school roof. Some areas are almost completed but until hand over and snagging cannot be used.</p> <p>Governors commented on how impressive the room was where the meeting was being held, this room will be used as a Y6 classroom. Storage has been ordered and will be installed in the last week before half term. Another problematic issue is that the class that has been moved into the dance studio as a temp classroom are out of the way from other classes and when the next phase starts, will be even more isolated.</p>	

	<p>The ongoing issues with the hall wall continue, it is supposed to have a double skin built to strengthen it to enable the windows and doors to be installed. This is going to take some time. This is causing ongoing issues as there is still only one way in and out of the hall, this needs careful management and takes additional time for transfer. Parents attending assemblies etc have to walk across school to enter the hall; this is not ideal.</p> <p>The Tender for the second phase is due to be discussed when the first phase has been completed.</p> <p><b>Infant Drains/Boiler and Junior Roof</b></p> <p>These ongoing priorities need to be looked at, particularly the boiler before the winter sets in. Mr Hegarty has agreed to meet with Chris Williams from the Archdiocese to progress these issues. The archdiocese has asked for a contribution from the school's devolved capital fund. However, school had anticipated this fund being earmarked for the school costs of the build, for example, furnishing the new rooms. Mr Strom was asked to provide an estimate of how much the furniture was likely to cost.</p>	<p>IS</p> <p>TH</p> <p>IS</p>
<p><b>8.</b></p>	<p><b>Staffing Update</b></p> <p><b>Performance management</b> MW shared the new PM objectives for the academic year, she explained the process of how they were planned and why they were prioritised.</p> <p><b>Staffing updates</b> Due to some staffing issues, the support staff are no longer allocated to a year group and have to be shared in phases. The introduction of this has caused some teething problems. These arrangements will be monitored and reviewed if required. The loss of a number of 1:1 TA's due to financial pressures has also had a negative impact on teaching and learning not only on the individual children requiring support but also on the rest of the class.</p> <p>Governors were informed of the hard work that staff put in over the summer holidays and since in an effort to get the school ready following the building work which left a lot of cleaning up to do. Some teachers in the juniors were only able to get into their rooms from the Friday before the children started. Governors thanked all staff</p>	

	<p>involved in this work.</p> <p>There are currently 3 staff absences due to serious family illnesses.</p> <p>There have been two resignations from the support staff. One due to relocation for family reasons and another following a successful application for a new job. Another member of the support staff is due to start maternity leave in the next few days. Currently, staff are being moved to ensure legal adult/pupil ratios are being maintained until replacements are appointed. School will advertise for temporary staff.</p> <p>Mrs Norton Y2 teaching assistant is returning from maternity leave after the Christmas holiday. She has requested if, on her return, she can reduce her contracted hours to 3 days per week. <b>Governors asked if this would have a significant impact on the way that the school was staffed.</b> They were informed that this was a request that could be accommodated. Governors agreed to the request but reiterated that each request for flexible working would be considered on their own individual merits.</p>	
<p><b>9.</b></p>	<p><b>Self Evaluation Form – SEF &amp; SDP (School Development Plan) overview</b></p> <p>The SEF report had been distributed previously. Governors noted the contents. The SDP overview was shared with the committee, the full plan was taken and discussed at Standards meeting.</p>	
<p><b>10.</b></p>	<p><b>Planned Expenditure</b></p> <p>Governors were informed that the new areas would need to be furnished at the schools cost. This was currently being costed and would take up most of the current Devolved Formula Capital funds.</p>	
<p><b>11.</b></p>	<p><b>Update on Catering</b></p> <p>There is a new cook in the Infants who is working well with the school. The new craft trainer has started and is spending some time in the Infants.</p> <p>Mrs Walsh expressed a frustration that the communication with the company is still an issue after many attempts to improve.</p>	

<p><b>12.</b></p>	<p><b>Policies for ratification</b></p> <p>All policies except, where stated, had been distributed prior to the meeting.</p> <ul style="list-style-type: none"> <li>a) Whistleblowing – LA model – Agreed</li> <li>b) Pay policy This had not been distributed as it had been delayed in being published by the LA – Governors agreed to delegate the Pay Policy to the Pay Committee</li> <li>c) Appraisal – Governors had been sent a copy of the LA model policy and the CER model policy. Governors felt that the LA policy was more business-like and decided to adopt it.</li> <li>d) Charging policy – Governors agreed to readopt the current policy.</li> <li>e) School Emergency Management Plan – Contact details are currently being updated.</li> </ul>	<p>IS</p>
	<p><b>GDPR</b></p> <p>Documentation is being updated. An audit of data and how it is stored is to be completed.</p> <p>A governor asked how data of pupils moving schools was transferred to the new setting, specifically in relation to secondary school transfer. They were informed that all data of pupils moving to secondary schools was usually hand delivered and signed for when received. Any copies that school held were destroyed safely in line with GDPR safety.</p> <p><b>A governor asked if this had a concern about important SEND or safeguarding paperwork being lost.</b> MW explained that once a child went to a new setting then the responsibility for the information was with the new school. As long as we have evidence that the information was successfully transferred then school had no part in the future process.</p>	<p>IS MR</p>
	<p><b>Correspondence</b></p> <p>Mrs Yeo’s resignation was read to governors. Governors expressed their gratitude for her years hard work.</p>	
	<p><b>Notified Business</b></p> <p>None requested.</p>	

	<b>Date and Time of Next Meeting</b> 31 <sup>st</sup> January 2019 – 4.30pm	
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