

**St Oswald's Catholic Primary School  
Governing Body  
RESOURCES COMMITTEE MEETING  
Held at St. Oswald's Catholic Primary School Infant Building  
Date/Time: 31/01/19 4:30pm**

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

Also present G. Murphy, I Strom (Clerking)

<b>No.</b>	<b>Item</b>	<b>Action by:</b> (insert initials)
1.	<b>Apologies for Absence</b>  C. Sime	
2.	<b>Declarations of Interests</b>  Members of staff declared their interest.	
3.	<b>Notification of Additional Business</b>  None requested.	
4.	<b>Presentation by Ellis Whittam HR service</b>  Governors were informed that Jonathan O'Byrne from Ellis Whittam was stuck in traffic on his way to the meeting. They agreed to continue with the meeting until he arrived.	
5.	<b>Minutes of Previous Meeting</b>  The minutes of the meetings on 27 <sup>th</sup> September 2018 were agreed as accurate.	
6.	<b>Matters arising</b>  There is still a vacancy for a Foundation Governor. Mr Hegarty will approach The Archdiocese to move this forward.  The SEMP has been completed and updated with current contact numbers. Governors agreed this as	TH

Signed.....Committee Chair

	complete	
7.	<p>Finance Update</p> <p>Budget Monitoring Report</p> <p>The LA Finance Officer Gill Farrington’s report had been distributed earlier in the week. Mr Strom highlighted some of the key points from the report. It was noted that in year balances for all years of the projection were deficits. Whilst current balances would provide a cushion, this was not sustainable long-term. The prime reason is the rising staff costs, due to inflationary measures. Teacher’s had an increase above inflation in September 2018 but this was only part funded. Support staff are being regraded in April 2019 and this will see an increase for many members of staff. There is no additional funding for this change. It has been calculated that the two changes will cost the school around £100k but funding is restricted to £11.5k in 2018/19 and £18.3k in 2019/20. There is no additional funding identified</p> <p>Governors noted that the staffing costs were rising as a percentage of the delegated budget to 98%. Governors agreed to undertake a detailed staffing review. However It was also noted that the pupils numbers were rising.</p> <p>It was noted that the projected outturn figure was in line with acceptable parameters.</p> <p>Governors looked at the distributed benchmarking and efficiency reports. It was noted that in the financial benchmarking information, that the schools staffing costs as a percentage of its expenditure was lower than average compared to the selected comparators. Mr Strom highlighted that the year in question included a large one off expenditure of £600k in relation to the building work contribution. If this expenditure was discounted then the staffing costs were around average. However, the teaching costs as a percentage of total expenditure was the highest of all of the schools in the cohort. Other areas of staffing costs, particularly teaching assistants, were on the lower end of the comparison scale. Governors commented that without knowing a little more about the cohort that was selected and the statistical similarities in terms of pupil numbers, deprivation etc, it was difficult to make meaningful comparisons between other schools as we are exceptionally larger than most.</p> <p>Governors noted that the efficiency reports showed that the school provided a good return in terms of pupil</p>	Govs

	<p>progress and results for each pound spent.</p> <p>It was suggested that the school fund be used primarily for processing charity collections and donations as most of the other functions of the school fund could be subsumed within the school budget. If the school fund has a turnover of more than £5k it would need to be registered under the Charities Commission. If the turnover was over £10k it would mean submitting comprehensive accounts to the Charity Commission.</p> <p><b>It was agreed that a 12 month trial should be set up.</b></p>	IS
8.	<p><b>Premises Update</b></p> <p>Quiet Garden</p> <p>With the additional funding bid that school had obtained from the Liverpool Archdiocese, an area has been identified in the Junior playground near to the Infant area to provide the quiet outdoor space for pupils who would like to take themselves away from the noise and business of the playground. Mrs Walsh showed governors the designs for the space which includes games tables, shading and water play. <b>Governors asked how Infants would be able to access this space.</b> This is something that still needs to be solved as the security of the site meant closed gates etc limiting access. <b>Governors asked what the timescale for the project is.</b> The final submission was sent to the Archdiocese on time and they have now submitted the global bid to the DfE. Once this has been agreed, the project can be confirmed. The supplier is ready to go and will be able to start fairly quickly. A provisional plan is in place to enable the work to take place during term time.</p> <p>Building Works</p> <p>The new reception area is now open and all of the offices are useable although new chairs need to be ordered. There are still snagging works ongoing. The new staffroom is still not open officially as we are awaiting a report that the drinking water is safe, this is part of the snagging. The majority of these snags should be done within the next week with the larger jobs being completed over the half term.</p> <p>There hasn't been any further news on the next phase. <b>Mr Hegarty said he would contact The Archdiocese to ask for information regarding the next phase.</b></p>	TH IS

	<p>Infant Boilers</p> <p>The archdiocese have given the go ahead for the boiler replacement. They have identified the specification of the boiler and have asked companies to tender for the job. <b>Governors asked how long it would be before the work would be complete.</b> This was not yet known but it would need to be done during the school holidays so would likely be done during the Easter holidays.</p> <p>Infant Drains</p> <p>This is still an ongoing problem and drains companies are called out on a regular basis. <b>Governors commented that this was just spending money on a regular basis that could be spent elsewhere if a permanent solution was</b> found. This has been an ongoing conversation with Arcadis but it was felt that the drains would be rectified in one of the phases of the additional build.</p> <p>Infant electronic gates</p> <p>The gate on St Oswald's street has been broken since before Christmas. This is causing a problem as the gate needs to remain open to allow people to enter but leaves the playground vulnerable at times. We are currently waiting on a number of quotes to repair the gates which will require some digging along the main entrance path.</p> <p>Fencing</p> <p>The screening along Montague Road had been taken down during the building works. We need to find a permanent solution for privacy as the playground is very exposed and can cause a safeguarding issue.</p>	
9.	<p><b>Staffing Update</b></p> <p>SEND support funding has been reduced this term which has meant support being reduced.. Mrs Walsh explained that top up funding was becoming more difficult to apply for administratively and the work that went into each application often resulted in a very small additional funding award.</p> <p><b>Governors questioned whether it was economically efficient to make the bids for top up funding if the process was taking more resources than the awards were providing</b> - It was agreed that this was likely. If the time taken to provide the information required for the</p>	

	<p>application was costed, it was likely that in most cases, it would cost more than the amount received to top up the pupil support over £6k. <b>Governors agreed that top up funding should only be applied for if it was likely to be economically viable.</b></p> <p>Mrs Walsh spoke about the EHCP process where parents have the right to look for the school that would provide them with the right provision for their child's needs. However, some parents are equipped to make these choices whilst others are not even aware of their rights or able to make the appropriate decisions. The direction of climate appeared to be that the more capable families were being more vocal and were getting the high needs resources. Mrs Walsh felt the system was failing vulnerable families.</p>	
<p><b>10.</b></p>	<p><b>Ellis Whittam Presentation</b></p> <p>Jonathan O'Byrne from Ellis Whittam arrived at this point and was invited to give a 10 minute presentation on the company's services. He also provided a document with more details in.</p> <p>Ellis Whittam provide employment law advice on a fixed fee basis. The school would have a dedicated employment law solicitor assigned to them. They would look at all policies and procedures in an initial review and would streamline them to fit the school's objectives. There is an on-line system that records all conversations, notes and communications including formal and informal meetings that have taken place, for ease of reference. Insurance is available to cover legal costs which are not included in this package. Bespoke policies, documents, letters etc would be created on the school's behalf. He stressed that the company would work on the basis that they would start with what the school wanted to achieve and then work backwards to define the best routes to achieve the outcomes.</p> <p>They also provide a separate Health and Safety service in which they are the designated legal competent person and will provide bespoke policies and procedures, risk assessment audits and there is also an online tool to manage Health and Safety.</p> <p><b>Governors asked about how tribunal costs were dealt with.</b> It was explained that these were covered in the document.</p> <p><b>Governors asked if any Liverpool schools bought into the service?</b> They do and a couple would be contacted for references. <b>Any Catholic schools?</b> –</p>	

	<p>Again Yes and a reference would be provided.</p> <p><b>Governors asked whether policies would be based on the City Council or CES model policies?</b> – This would be a discussion that the company would have with the school and look at integrating CES policies into bespoke documents.</p> <p><b>Governors asked about negotiating with unions.</b> – Jonathan wasn't able to answer that question but offered to ask one of the education lawyers to answer the question.</p> <p>Jonathan also offered to set up a transition period of overlap if the service was bought prior to the go live date.</p> <p>Jonathan O'Byrne left the meeting.</p> <p>Governors discussed the presentation. They were impressed that the end result was the starting point of the company and they seemed less risk averse than other providers. They wanted to hear the experiences from local and Catholic schools that had purchased the service. They also wanted to compare the costs with the current service provider when that cost was known. They also wanted clarification on the issues of tribunal costs and union recognition and negotiation. Mr Strom to follow up.</p>	IS
11.	<p><b>Staffing Update Continued</b></p> <p>Performance Management – the current cycle is in place and following agreed policy</p>	
12.	<p><b>General Data Protection Regulations (GDPR)</b></p> <p>During the office moves, a large amount of documentation needs to be securely destroyed. A number of options have been identified from companies that will destroy securely. Mr Strom had phoned the GDPR officer in the LA who had advised that this was compliant. Mr Strom was to find a service provider for school. Governors agreed.</p>	
13.	<p><b>Bought in Services</b></p> <p>The Service Level Agreement pack has not yet been received from School Improvement Liverpool or Liverpool City Council. The services are under review and will be brought to governors to ratify at future committee meetings or full governor meetings.</p>	

<b>14.</b>	<p><b>Policies for ratification</b></p> <p>Governors noted the Liverpool City Council Standing Orders and Financial Procedures had not been updated in the last 12 months. They agreed that the customisations agreed previously would be continued for the next 12 months. Governors noted that the Liverpool City Council Scheme for Funding Schools for 2019/20.</p> <p>The Schools Financial Value Standard (SFVS) had been previously circulated. Governors noted that there in most areas that the standard had been met and a small number where the standard had been met in part. They agreed the action plan and the SFVS document.</p> <p>The Statement of Internal Control had been previously circulated. This was agreed by governors.</p> <p>The Best Value Statement had been previously circulated. This was agreed by governors.</p> <p>The Support Staff Appraisal Policy had been previously circulated. This was agreed by governors.</p> <p>The Shared Parental Leave Policy had been previously circulated. This was agreed by governors.</p>	
<b>15.</b>	<p><b>Correspondence</b></p> <p>None received</p>	
<b>16.</b>	<p><b>Notified Business</b></p> <p>None requested.</p>	
<b>17.</b>	<p><b>Date and Time of Next Meeting</b></p> <p>Thursday 23<sup>rd</sup> May 2019 – 4.30pm Junior Building</p> <p>Followed by a budget setting meeting of the Full Governing Body.</p>	