

**St Oswald's Catholic Primary School
Governing Body
RESOURCES COMMITTEE MEETING
Held at St. Oswald's Catholic Primary School Junior Building
Date/Time: 23/05/19 4:30pm**

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

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

No.	Item	Action by: (insert initials)
1.	<p>Apologies for Absence</p> <p>All attended</p>	
2.	<p>Declarations of Interests</p> <p>Members of staff declared their interest.</p>	
3.	<p>Notification of Additional Business</p> <p>None requested.</p>	
4.	<p>Minutes of Previous Meeting</p> <p>The minutes of the meetings on 31st January 2019 were agreed as accurate.</p>	
5.	<p>Matters arising</p> <p>Foundation governors – The Archdiocese have not yet been able to fill the vacancies. Mr Hegarty will take the matter further.</p> <p>Mr Strom reported that after a review of the School Fund Accounts that the cash flow through them would likely to be greater than the lower limits for recording the accounts with the Charities Commission. He has spoken to Liverpool Finance team who have identified a method of recording the funds through the school budget so it was recommended that the school fund accounts should be closed. This was agreed.</p>	TH

Signed.....Committee Chair

	<p>Mr Hegarty informed governors that a confusion about the amount of funding the school had provided to the Archdiocese had been cleared up, allowing for funds to be allocated to the school for capital projects.</p> <p>Mrs Walsh informed the governors that the issue with the electric gates in the Infants was still ongoing. The company selected to do the work had been unable to attend during the Easter holidays but were expected to be able to arrive on site soon.</p>	
<p>6.</p>	<p>Finance Update</p> <p>Budget Monitoring Report</p> <p>The LA Finance Officer Gill Farrington’s report had been distributed. Mr Strom highlighted the projected figure of £62,532 and said that he didn’t expect this to change significantly. He highlighted the concerns that had come out during the budget setting process, particularly the percentage of the school budget earmarked for staffing. Governors reiterated their commitment to undertake a staffing review. Governors noted the report.</p> <p>Budget setting</p> <p>Mr Strom explained the process that had been gone through to produce the budgets. He explained that the original budget had been produced by ending all contracts that were due to end either by resignation or the end of a temporary contract. This included a number of teaching and a leadership post ending in September 2019. It also took the non-staffing expenditure of 2018/19 and included an inflationary rise in the new year. This left the school with a small balance at the end of the 2019/20 financial year but substantial projected overspends in the following two years. Governors were informed that the sharp rise in teachers’ pension contributions from September 2019 had been included in the projections. This was likely to have a significant effect on the school, calculated to be around £100k per year. The government had promised to fund the increase in the current financial year but future years funding is unclear. It was noted that the formula to calculate the funding available to support schools, wasn’t kind to St Oswald’s and would not quite meet the increase. Governors noted the negative impact that the pension increase was having in the second and third years of the plan.</p>	

	<p>Mr Strom distributed two further budget plans for consideration. Version 1 of the plan included a scenario where two full time support staff contracts were ended in September 2019 and Version 2 included the scenario where this was delayed until September 2020. Both of the versions had taken into account a review of service provision, particularly with regards to peripatetic curriculum support. This had been able to identify a number of areas where expenditure on additional curriculum areas such as music and sport could be reduced and classroom teachers would have to teach these specialisms themselves.</p> <p>The two newer versions also included cover for the teachers currently on maternity leave. Mrs Walsh explained that without this it would be impossible to run the correct number of classrooms in September. This would be discussed in more detail later in the agenda. The income had been revisited and more had been included. This included amounts that had been recently confirmed as top-up funding for two pupils, one potentially long term. Governors acknowledged that the numbers of SEND pupils had gone up but the funding to support them hadn't risen in line with the increase and the mechanisms to apply for top-up had become more stringent meaning top-up funding often didn't cover the costs associated.</p> <p>Governors looked at the budgets closely and agreed to recommend version 2 to full governors for ratification as they believed this gave a realistic timescale to implement the staffing changes that had been identified.</p> <p>Staffing implications – It was noted that the agreed budget included not replacing the departing deputy head. It was noted that it would be very challenging to run the school with 1 HT, 1 DHT and 1 part time AHT. Governors agreed that at the moment the budget precluded a replacement, but committed to reviewing the possibility as part of future budget discussions.</p> <p>Mrs Walsh explained the minimum number of staff that was required to deliver the curriculum and cover statutory and management requirements like PPA and leadership cover. Governors also considered the impact that a number of teachers on maternity leave would have. Mrs Walsh explained that the agreed budget included cover to ensure that all statutory and management requirements were met.</p>	
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	<p>Service Level Agreements (LA and SIL) – As discussed at the previous Resources meeting, the school had now entered into a contract with Ellis Whittam (EW) to provide HR and Health and Safety support instead of SIL. The priority area that we will be asking EW to look at initially is staff absence.</p> <p>Curriculum SLAs – Governors were informed that a detailed review had taken place of the curriculum SLAs. This had resulted in conversations with providers and a saving to the school budget. For example, the provision of music has been reviewed. It was identified that some sessions had been missed in the current academic year and changes for the forthcoming year were identified. Following the review, representatives from the service met with Mrs Walsh and a reimbursement of £4,700 for the missed sessions was agreed. The provision was reduced and a saving of £5,000 was achieved. Provision for swimming has been reduced to two year groups in the next academic year and the DT – Food Technology service has been reduced too. The Spanish, PE and ICT provision has been retained at previous levels.</p> <p>Governors asked whether the curriculum areas where services are being reduced would be impacted. They were informed that this would mean that staff would take up the responsibilities, reducing further their opportunities to take additional time for planning in areas of responsibility.</p> <p>Mrs Walsh informed governors that the support received from School Family Support Service was to be reviewed. Their service was very effective but costly and impacted on a small number of families. The support from the Educational Psychology Service was to be reduced. Most of the current pupils requiring diagnosis have been completed and parents will be supported in making the correct decisions regarding support going forward, not necessarily always leading to a referral to Ed Psych. This should save around £5k next year. The current level of service from the Education welfare Officers will be continued as this is having a very positive impact.</p> <p>Breakfast Club – Governors were informed that the Breakfast Club was currently running at a loss. The income generated covers the costs of the food but doesn't cover all the costs of the staffing. Absolutely Catering have been approached to see if they can propose a new way of providing the club. The provision will be reviewed, even if it remains in house. A booking in system may be introduced, with a maximum limit and the costs will be reviewed. Governors asked what the current</p>	
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	<p>charges are. They were informed that it was currently £2.50 per child per session. Governors commented that this was very low in comparison with other schemes they were aware of.</p>	
<p>7.</p>	<p>Staffing Update</p> <p>Governors were informed that Mrs Murphy had successfully been appointed to a headship at St Anne's. Governors congratulated her on her appointment and wished her well in the post. They thanked her for her substantial contribution to St Oswald's and particularly recognised her work during the amalgamation and how her influence in the Infant building had made the process much smoother.</p> <p>Mr McDunne has been successful in a recent application for a permanent teaching post. Governors thanked him for his contribution to St Oswald's.</p> <p>Staff Absence – A report was tabled showing the most recent data for staff absence. Mrs Walsh talked governors through the figures. Governors asked how the long term absences were managed. Mrs Walsh explained the process and how the current policy and support meant that sometimes the process could be drawn out. Governors asked if there were any members of staff that were playing the system. Mrs Walsh said she felt that the vast majority of absences were genuine, however there were one or two that needed to be challenged robustly. The new HR support provider will be asked to support in any processes in the future. This may include a new policy being implemented.</p> <p>It was noted that requests for special leave had been reducing and were now more appropriate. This was as a result of the policy being well managed.</p> <p>Performance Management – This is currently taking place. There is no-one causing concern.</p> <p>Staff requests.</p> <p>Mrs Hall has requested to reduce her hours from a fulltime to 0.8 fte with effect from September 2019. Governors agreed to this request but the day to be reduced would be decided by the SLT.</p> <p>Mrs Blackburn has asked to reduce her hours with effect from September 2019. She currently works as a</p>	

	<p>breakfast club assistant and cleaner. Her cleaning hours are split over the mornings and evenings. She has requested to reduce her hours by foregoing the afternoon hours. Governors agreed that she could reduce her hours, however they felt that it would benefit the school if she would reduce her morning hours as these were less critical than the afternoon hours.</p> <p>Miss Hughes has requested that when she returns from maternity leave that she reduces her hours from fulltime to 0.8 fte. Governors agreed to this request but the day to be reduced would be decided by the SLT.</p> <p>Mrs Parkinson has requested that the hours that she works be redistributed. She currently works 5 mornings and 3 afternoons in the nursery but would like to consolidate this into 4 full days. Governors asked about the numbers in nursery and how they were distributed between the mornings and afternoons. They were informed that the nursery currently needed two teachers for the mornings and one in the afternoons to meet appropriate ratios. A change to Mrs Parkinson's hours would cause some disruption to the morning cohort. Governors declined the request as it would be difficult to redistribute staff at this time.</p>	
<p>8.</p>	<p>Premises Update</p> <p>Quiet Garden</p> <p>The work has been completed and barring a few snags is now ready for official opening.</p> <p>Building Works</p> <p>The building has now been officially handed over but there are still some snags to be completed. At a meeting with Chris Williams, he confirmed that phase 2 had been agreed and that the process to go to tender would start. Governors asked what phase 2 consisted of. They were told that it included converting the areas vacated by the move of the offices and staff room in the juniors into classrooms as well as reconfiguring most of the downstairs areas of the juniors. It also included installing new toilet blocks upstairs in the juniors.</p> <p>Infant Boilers</p> <p>Chris Williams has confirmed that project will be going ahead. We have not had a definitive start date but it is</p>	

	<p>expected during the summer holidays.</p> <p>Infant Drains</p> <p>The drains issue is due to be rectified during the summer break. It will be funded by the schools DFC allocation. Ian Duffy will be asked to project manage the two jobs and identified which takes preference if they both need access to the same areas during the works.</p>	
9.	<p>General Data Protection Regulations (GDPR)</p> <p>A new communications system, Weduc, is being implemented. It has been certified to be GDPR compliant.</p> <p>Mr Strom informed governors that Liverpool LA were market testing the SIMS system.</p>	
10.	<p>Policies for ratification</p> <p>Governors had been sent a copy of the proposed Lettings Policy prior to the meeting and a sheet of proposed charges. Governors agreed to the policy and charging schedule.</p>	
11.	<p>Notified Business</p> <p>None requested.</p> <p>Mr Hegarty briefly informed governors that he had carried out his annual check on the SATS implementation. He recorded that he was, as usual, very happy with the systems in place.</p>	
12.	<p>Date and Time of Next Meeting</p> <p>Governors were asked about whether a revised structure for the new academic year with a new meeting schedule should be looked into. There was a brief discussion and governors broadly agreed that there was some merit in looking at the way the meetings were scheduled for the future.</p>	