

**St Oswald's Catholic Primary School
Governing Body
RESOURCES COMMITTEE MEETING
Held at St. Oswald's Catholic Primary School Junior Building
Date/Time: 10/03/20 4:30pm**

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

Also present D Hay, I Strom (Clerking)

No.	Item	Action by: (insert initials)
1.	Apologies for Absence J. Simm, L. Williams	
2.	Declarations of Interests Members of staff declared their interest.	
3.	Notification of Additional Business Notice of Chairs Action	
4.	Minutes of Previous Meeting The minutes of the meetings on 26 th September 2019 were agreed as accurate.	
5.	Matters arising There is still two vacancies for Foundation Governors and a number of governors have their term of office about to lapse. Mr Hegarty will approach The Archdiocese to move this forward.	TH
6.	Finance Update Budget Monitoring Report 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. The outturn balance would be quite close to the one shown in the	

Signed.....Committee Chair

	<p>report. There has been some staff resignations that have not been replaced and others that have only been partially replaced. There has been an £11k windfall from an additional grant in regards to additional Free School Meals numbers. This is expected to be a one off grant. Governors noted that the report stated that no staff insurance had been claimed. It was explained that this was a process that was currently being undertaken. Governors asked approximately how much would be claimed. Mr Strom said that he was hoping for around £10k but possibly more.</p> <p>Governors asked if there were any confirmed numbers for 2020-21 Reception Pupil Numbers. This wouldn't be confirmed until April, however the numbers of first choices and second choices that we have received are broadly in line with the same information last year. Recruiting more pupils for Nursery is a priority.</p> <p>Governors asked if the new budget had been issued yet. It was confirmed that the figure for school budget without the EYFS element had been received. It was approximately £10k less than was included in the 3 year projections in Gill Farrington's report for 2020-21. Pupil Premium also looked to be about £10k down on the projection. Governors asked what the main causes in the fall of Pupil Premium numbers was. It was noted that Universal Free School Meals had been the major influence. One idea that was being considered that a free uniform would be offered to anyone who successfully applied for free meals for their child in the infants.</p>	
7.	<p>Premises Update</p> <p>Building Works</p> <p>The plans for phase two had previously been distributed. It was reported that the tender process had commenced and that tenders were due back by 13th March 2020. The plan was for the work to begin just before the Easter holiday. Planning has begun as one Year 4 class will need to be relocated to the Year 6 area by 20th April and there are a number of storage spaces that will become obsolete. We are using this as an opportunity to cull out of date resources including old curriculum resources and tired furniture.</p> <p>Plans are being made for SATS provision, particularly any pupils that need additional time or readers. There is also a need to plan routes within the school. One class</p>	

	<p>will be separated from the rest of the main building and will need provision for movement during the day (toilet breaks for example). The main pupil entrance will not be available so a new plan of circulation areas and ingress/egress routes will need to be made along with a new emergency escape routes plan. Lunch and breaks will be a particular challenge and may need staggering.</p> <p>Infant Drains</p> <p>Work has now been carried out on the year 2 playground and also internally near the staff room. The trim trail had to be dismantled and we have been waiting on quotes to reinstate this as the original contractors quoted an unrealistic price. No work has been done in the manholes that are in the dining area. We are monitoring to see if there are any issues that haven't been resolved.</p>	
8.	<p>Staffing Update</p> <p>Donna Hay was initially seconded to the Deputy post and was subsequently successful in being appointed to the permanent role. Mrs Black and Mrs Swift have returned from maternity leave and Mrs Baily is expected back in May working 3 days per week.</p> <p>Mrs Rose had been off since November. In January, a welfare meeting was held in which we discussed ways in helping her to return to work in a manageable way. The meeting was facilitated by a HR consultant through Ellis Whittham and this was a positive meeting. Mrs Rose suggested that returning to work part time would be helpful in her maintaining her attendance at work. She was due to return on March 3rd so a Chair's Action was required to make the decision in a timely manner. Mr Hegarty agreed to the request and will formally note the Chairs Action in Notified Business. Mrs Rose started her phased return to work on 3rd March. Mr Loughran has covered Mrs Rose's class since her absence and with her reduction in hours it was felt that it would be beneficial for the class to have him stay with them until the end of the academic year. Mrs Walsh also mentioned that Mr Heron had been covering the work of Mrs Bailey and this would still need to be covered until her return.</p> <p>Governors agreed that these were operational decisions that could be left to the Head teacher.</p> <p>As part of her Deputy role, Miss Hay has a 0.4 teaching commitment. This leaves the management structure very light and Mrs Walsh asked if there would be any scope</p>	

	<p>for an additional Assistant Head Teacher (AHT). Governors recognised the shortfall in leadership and were reminded that their first leadership review had provided for two AHTs. They asked if this would be an internal or external appointment. Mrs Walsh replied that she would expect it to be an opportunity for personal growth for current staff members. Governors recognised that maintaining curriculum standards was a priority but agreed that the timing was difficult and that this could be included as part of a staffing review.</p> <p>Mrs Walsh informed governors that Mrs Reading had resigned after 29 years with the school. She currently provides the SENDCO role for the Infants. This would leave additional workload and would need to be covered. Options include giving the SENDCO in the Juniors additional time to complete the dual workload or offering a TLR to another member of staff. There would be a saving as Mrs Reading would not be replaced but the SENDCO work would still need to be done. Governors agreed that this was also an operational decision that could be left to the Head teacher.</p> <p>A number of Teaching Assistants have moved on and not been replaced. This has been difficult and left short staffing particularly with supporting EHCP and small groups. TA are also covering classes and the cover supervisor is currently on sickness absence. Governors agreed that there should be a look at replacing some of the posts.</p> <p>Staff Absence – A report had been circulated prior to the meeting. It identified the number of absences in the past 12 months and the reasons for them. It also broke the absences down by role. Governors asked about long term absences. Mr Spellman is still absent and is now on half pay. He is keen to return but has not yet been allowed by medical professionals. Mrs Rose, as previously stated has returned on a phased return and will now work on Mondays Wednesdays and Fridays.</p> <p>The Pay Committee has sat and discharged its duty. The Performance Management process is ongoing. The process is seen as a very positive one and there are no members of staff causing concern.</p>	
9.	<p>GDPR</p> <p>No requests for information or subject access requests</p>	

	have been received since the last meeting.	
10.	<p>Service Contracts</p> <p>The Service Level Agreements (SLAs) with Liverpool City Council (LCC) and School Improvement Liverpool (SIL) have been studied and a number of changes have been identified.</p> <p>The music SLA with Resonate will be reduced by 1 day per week this will reduce the cost by around £10k for the year.</p> <p>The swimming SLA will be similar to the previous year, however the Year 6 catch up for pupils who have yet to make the standard may be offered as a chargeable to parents. In the past this has been targeted at pupils who have regularly been reluctant to participate in earlier years and have often shown the same reluctance when using the catch up.</p> <p>Last year the school engaged SIL to provide a cookery lesson for some pupils. The tutor was employed by SIL through an agency and has now set up her own business. We will be able to access a similar service level for a much reduced price and the provider will receive the full payments.</p> <p>The Spanish SLA will be increased from 1.5 hrs per week to 2/5 hrs per week.</p> <p>We have decided not to continue with the seedlings programme. It was very useful for the very small number of pupils it targeted but it was not considered good value for money.</p>	
11.	<p>Correspondence</p> <p>Mrs Readings resignation letter was provided. Governors commented on its warm tone and sent their best wishes and appreciation to Mrs Reading.</p> <p>A TA has written to request a day's special leave to attend a wedding in which she plays a significant part. The wedding is in 12 months time and the TA has an excellent sickness absence record. Governors agreed to the request.</p>	
12.	<p>Policies</p> <p>LCC Standing Orders and Financial Regulations – These are the statutory instruments from Liverpool City Council and are for ratification. The most recent version had been previously distributed.</p>	

	<p>Scheme for Financing Schools - This is a statutory instruments from Liverpool City Council and is for ratification. The most recent version had been previously distributed.</p> <p>School Financial Value Standard – This is a completely new document and has 3 main parts. There is a cover which shows any recommendations, the dashboard which highlights how the school is performing in a number of Key Performance Indicators using A RAG rating system and a checklist of 29 questions that have to be answered and which informs the recommendations. Governors asked if the document could be circulated to the full governing body (FGB) and ask them to respond with any comments before the next FGB meeting.</p> <p>Statement of Internal Control – This document is updated annually. Governors noted that the asset register needed updating. Mr Strom is to meet with Mr Ridd to progress by the Easter break.</p> <p>Best Value Statement – Governors agreed the statement.</p>	IS
13.	<p>Notified Business</p> <p>Mr Hegarty explained that he was required to make an urgent decision regarding the return to work of a member of staff as discussed during the staffing update. He needed to make a decision regarding flexible working.</p>	
14.	<p>Date and Time of Next Meeting</p> <p>Thursday 14th May 2020 – 4.30pm Junior Building</p> <p>Followed by a budget setting meeting of the Full Governing Body.</p>	