

**St Oswald's Catholic Primary School  
Governing Body  
RESOURCES COMMITTEE MEETING  
Held by Zoom  
Date/Time: 20/05/21 4:30pm**

**Present:** Mr Hegarty, M. Walsh, Mrs Hill, L. Williams

Also present D Hay, I Strom (Clerking)

<b>No.</b>	<b>Item</b>	<b>Action by:</b> (insert initials)
1.	<b>Apologies for Absence</b> J. Simm	
2.	<b>Declarations of Interests</b>  Members of staff declared their interest.	
3.	<b>Notification of Additional Business</b>  None	
4.	<b>Minutes of Previous Meeting</b>  The minutes of the meetings on 11 <sup>th</sup> February 2021 were agreed as accurate.	
5.	<b>Matters arising</b>  Mr Strom reported that the new telephone system was being installed on 1 <sup>st</sup> June.  Mr Strom reported that the SFVS agreed at full governors had been updated with the factual information in the dashboard. It had been made available for governors on GovernorHub prior to the meeting. After reviewing this, Governors agreed that this could now be submitted.	
6.	<b>Finance Update</b>  Budget Mr Strom presented the proposed budget to governors.	

Signed.....Committee Chair

<p>This had been previously distributed via GovernorHub. He explained that the budget had been prepared using the current staff as known at the time, including where appropriate, maternity leave and cover (partially with temporary contracts and partially through supply agency staff). He also explained that there was some significant additional income, particularly Catch up funding, that may not be received in following years.</p> <p>The non-staffing element of the proposed budget was primarily based on expenditure in the previous financial year. Some specific projects were identified including server replacement (£3,000) and the use of the Mayoral fund which was successfully bid for in the last financial year to provide EYFS and SEMH equipment (£1,820). Mr Strom pointed out that a large number of teaching staff that were in the past recruited at the same time, were now approaching threshold and there could be a number of applications in the next 18 months. This has been built into the 3-year budget. <b>Governors asked how accurate the multi-year plan was.</b> Mr Strom explained that the pupil numbers that had been used for future funding projections were correct at the time of the projections, however, the actual number of pupils expected in Reception in September 2021 was higher than anticipated and there had also been in year arrivals that had been higher than in year leavers. This meant that we expected the pupil numbers to be around 17 higher than projected. This translates to around £70k extra funding. He also explained that the DfE decision to move the Pupil Premium count to October census instead of January census means that there would be a lag in the increase in funding due to parents applying for Free School Meals during the lockdown. This means we anticipate a higher Pupil Premium allocation than currently projected in the second and third years of the plan. The expenditure maintained the same level as current and previous years with an inflationary element built in.</p> <p><b>Governors approved the budget subject to ratification by Full Governors. They asked for the budget to be sent to Liverpool City Council subject to ratification.</b></p> <p>Finance Officers Report The report had previously been circulated. Mr Strom highlighted the main points not previously covered in the budget discussion. The report was produced before some alterations to the proposed budget were submitted. Mr Strom pointed out that the FTE Pupil numbers in Year</p>	<p>IS</p>
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<p>2 were underestimated as noted above. This would have an effect on staffing percentages. This also mitigated some of the concerns highlighted in the LA Concerns section of the report. <b>Governors asked what the payment of the Outstanding Outturn Settlement of £162,764 was and how this had impacted on the budget.</b> Mr Strom explained that the school held funds in two areas. The City Council held some funds to pay for salaries and the school held funds in the HSBC to pay for supplies and services. This payment was to return funds to the City Council that they had paid for salaries on our behalf whilst there was a surplus cash flow in the HSBC account. It would not have an effect on the budget as it was moving funds and not a form of expenditure. Governors also discussed the impact that the change of date in reporting for Pupil Premium would have. <b>A governor asked if there had been much of an impact when a local independent school joined the state sector.</b> Mrs Walsh replied that the expected intake into Reception was larger this year than last year's intake but that there had been an impact last year meaning our current Reception classes had the smallest numbers in school.</p> <p><b>Service Level Agreements</b> A list of services procured by the school had been previously circulated. Mrs Walsh highlighted that a number of services were still waiting to see how exactly they could be delivered at the moment due to Covid restrictions. <b>A governor asked whether the HR consultancy had proven to provide value for money.</b> Mrs Walsh explained that a recent case had provided a benchmark. There were positive elements and the case was resolved. However, there did seem to be a significant workload for school based staff that the local authorities HR provider may have covered as they were more familiar with school based contracts and policies.</p> <p><b>Catch Up Funding</b> Mrs Walsh explained that she had prepared a detailed plan on how the catch-up funding would be spent and the programmes that would be provided. These plans had been shared on GovernorHub. The School Improvement Partner has agreed the plans as positive use of funding however the costings needed to be finalised and added to the plan. Initial costings show that the programme will utilise the funds provided by the government fully and be subsidised considerably by school budget. <b>Governors asked how the interventions had been chosen.</b> Mrs Walsh explained the processes of assessing children's</p>	<p>IS to cost</p>
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	<p>current attainment and how they had been affected by school closure. After these processes, it was explained how evidence-based research through EEF had been used to make decisions around catch up. <b>Governors asked that they be kept informed through standards about outcomes of strategies.</b></p> <p>Catering Contract Mrs Walsh reported that she had been contacted by Ray Jeffries regarding the end of the contract term for Absolutely Catering and invited us to be part of the tender process that he has started. The contract will end in February 2022. School are also investigating an option to utilise an organisation called Food for Thought which operates in a number of other Liverpool schools.</p>	<p>DH</p> <p>IS</p>
<p><b>7.</b></p>	<p><b>Staffing Update</b></p> <p>A number of documents had been placed on GovernorHub prior to the meeting and Mrs Walsh talked through them. She identified the current teaching capacity using current staff, considering maternity leave and the supply identified to meet that requirement. The documents also showed the minimum requirements needed to staff the school including support for PPA, leadership time and any other requirements. An inexperienced head of year was to be mentored by Miss Hay which had a further impact on deployment. This identified the current shortfall of 1.8 fte required. Mrs Walsh showed that the plan included using a HLTA as regular cover, although this was something that isn't a preferred option, not seen as best practice. However, in the current climate with considerable disruption due to covid absence, as a minimum, one NQT on a temporary basis would be required. This could be funded through the top up funding for SEND as this was a significant element of the budget at the moment. Mrs Walsh also showed governors the proposed deployment and showed that there were a number of areas that were short of classroom TA support. The adult pupil ratio in EYFS has been maintained but it has been difficult to identify named support for some pupils who need additional support.</p> <p>The absence reports were also presented and this showed the impact that both Covid and non Covid absences had had on staffing.</p> <p>Governors recognised that some additional staffing was</p>	<p>MW</p>

	<p>necessary and stated that they felt that their remit was to ensure that current pupils were supported as well as possible. With that in mind they agreed to the request for an additional NQT to be employed and an additional TA should be employed, both on temporary contracts.</p> <p>HR Update A document from Liverpool HR was previously circulated. Mrs Walsh drew attention to the requirements following a holiday during the half term. Governors agreed that any staff that have to isolate during term time following a holiday in the half term should be at individual staff costs but cases would be looked at on an individual basis.</p>	
8.	<p><b>Premises Update</b></p> <p>Mrs Walsh provided an update on the current building work in the junior building. The works are currently progressing well and are on track. Skyline, the builders, work well with the school and are very courteous, ensuring that the noisiest or dirtiest work takes place when the children are not in school whenever possible.</p> <p>There was a break in and some heavy machinery and tools were stolen. The only area that was entered was the building site.</p> <p>Mr Strom has taken a video of the building site as it is now and this can be viewed on GovernorHub.</p>	IS
9.	<p><b>General Data Protection Regulations (GDPR)</b></p> <p>There have been no data breaches to report.</p>	
10.	<p><b>Policies</b></p> <p>Pay Policy – This had previously been distributed. It had been delayed by discussions with unions during the Covid situation and has now finally been agreed for distribution to schools. The most significant change is in the wording of the timescale of when teachers can apply for Upper Pay Scale. The wording now suggests that teachers can apply annually, although the criteria is still very stringent.</p> <p>Governors agreed the policy.</p>	

11.	<p><b>Notified Business</b></p> <p>None received.</p> <p>Governors asked for their thanks and admiration to be passed on to staff after another really busy period.</p>	
12.	<p><b>Date and Time of Next Meeting</b></p> <p><b>TBC</b></p>	