

**St Oswald's Catholic Primary School
Governing Body
RESOURCES COMMITTEE MEETING
Held at St. Oswald's Catholic Primary School Junior Building
Date/Time: 08/10/20 4:30pm**

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

Also, present D Hay, I Strom (Clerking)

No.	Item	Action by: (insert initials)
1.	Apologies for Absence A. Joseph, L. Williams	
2.	Declarations of Interests Members of staff declared their interest.	
3.	Notification of Additional Business None	
4.	Election of Chair/Vice Chair Mr Hegarty was nominated as Chair by Mrs Hill. This was seconded by Mrs Walsh. There were no other nominations so Mr Hegarty took the chair. Mrs Hill was nominated as Vice Chair by Mr Hegarty, This was seconded by Mrs Walsh. There were no other nominations so Mrs Hill was elected as Vice Chair.	
5.	Minutes of Previous Meeting The minutes of the meetings on 10 th March 2020 were agreed as accurate.	
6.	Matters arising Mr Hegarty has contacted the Archdiocese regarding the current vacancies. There are currently very few options available from the Archdiocese. All current governors	TH

Signed.....Committee Chair

	<p>appointed by the Archdiocese have completed the renewal paperwork and have been reappointed.</p>	
<p>7.</p>	<p>Finance Update</p> <p>Budget Monitoring Report</p> <p>The LA Finance Officer Gill Farrington’s report had been received the previous day and was shared remotely as part of the meeting. Mr Strom highlighted some of the key points from the report. He explained the implications of Covid 19 on the finances of the school. These include the effects of staffing absences; many teaching absences are currently being covered by Teaching Assistants but this has had an impact on provision. The report showed that the budget should be in balance at the end of the year but the staffing budget was 106% of the delegated budget. Governors agreed that the target should be for the staffing budget to be 98% of the delegated budget.</p> <p>Mr Strom informed governors that the local HSBC had closed it’s counter service meaning the nearest branch that could be used was Allerton. He informed them that he was looking at alternative options more locally.</p> <p>Catch Up Premium</p> <p>SLT are currently evaluating what areas are critical to help pupils catch up and identify resources that will support the process.</p> <p>Pupil Premium</p> <p>Governors received the prepared report. There are currently 198 pupils on the PP register. 51 of these are also on the SEND register. They will also receive additional support to catch up on the curriculum. Questionnaires regarding IT access have been sent to parents. Pupil Premium funds could be used to aid accessibility. 67 IT devices have been allocated to the school for IT accessibility. These will be distributed following a Risk Assessment with pupils as the equipment will be loaned by school who retain ownership.</p> <p>Sports Premium</p> <p>Governors received the prepared report. Priorities are being reviewed in the light of Covid 19. Governors</p>	

	<p>asked if the funding could be carried forward. It was confirmed that it is possible to carry forward the funding. Swimming has resumed today following a full risk assessment. LSSP have altered their provision to be Covid compliant. For example, they are now providing yoga lessons instead of the contact sports previously offered. They are also looking at providing virtual competitions.</p> <p>Equipment has been purchased so that each bubble could have their own provision There is also a concentration on providing healthy living lessons.</p> <p>Policies Charging and Remissions Policy – Governors asked if there were any changes. It was confirmed that there were no changes. Governors agreed the policy.</p>	
8.	<p>Premises Update</p> <p>Risk Assessments – These are currently being updated at least fortnightly but also to respond to any new advice received. The staggered starts have been reviewed to allow children to enter on arrival so that parents are not hanging around in groups. The size of the bubbles is being reviewed but practically difficult.</p> <p>Breakfast Club -Rules are stricter. Pupils are not allowed out of their seat. There hasn't been a huge take up and this will have a cost implication.</p> <p>Building Works – Mr Hegarty, Mrs Walsh and Mr Strom have had a meeting with the Archdiocese and Arcadis earlier today for the first time since February. The Archdiocese confirmed that the funding was still in place and work could commence when the school were happy that they could accommodate the disruption. However the school feel that this is not the most appropriate time with the adaptations currently in place for Covid. It is unlikely the work will start before the February half term at the earliest.</p> <p>Covid implications – Cleaning regime has been stepped up. There is a cleaner on site at all times to ensure a robust regime. This has cost implications as this is in addition to the regular cleaning regime.</p> <p>Health and Safety – Mr Hegarty conducted a H&S walk at the start of lockdown. Another general governor walk is required.</p> <p>SEMP – The reviewed document was made available on</p>	Action

	<p>GovernoHub prior to the meeting. An emergency evacuation is being planned. Governors noted the SEMP.</p> <p>Policies</p> <p>Lettings policy – There have been no changes to the Lettings Policy however there are currently no plans to open the school to Lettings. Governors approved the policy.</p>	
<p>9.</p>	<p>Staffing Update</p> <p>Staffing structure – Lesson observations of supply staff have been carried out to find a replacement for Miss Kerwan’s maternity cover. She will be working from home from 28 weeks including her SEND responsibilities and planning activities.</p> <p>There has been some redeployment of TAs both to cover teaching but also to ensure cover for individual support needed after a large increase in EHCPs.</p> <p>The staff absence report was shared with governors. There have been 86 Covid related absences and 160 non Covid related absences. Supply use has been limited. Staff have worked very hard to cover the roles as much as possible.</p> <p>The Liverpool HR flowchart was provided to governors showing how absences should be treated. Governors said this was a very helpful piece of work. They commented that unions were asking what was reasonable to ask staff to do when working from home. Mrs Walsh commented that it was only possible for some members of staff to complete pieces of work from home. It wasn’t possible for everyone. Mrs Walsh and Miss Hay asked governors what interpretation should be put on dependants leave within the flow chart. Governors discussed the options and agreed that only 2 days paid leave per term should be allowed and no more than 5 days per year.</p> <p>A governor asked who would be covering the SEND role during Miss Kerwin’s maternity leave. It was confirmed that the duties would be covered by Mrs Walsh and Miss Hay.</p> <p>The clerical officer vacancy has been filled by Miss Jennings. She will start after the half term holidays. Mrs Simm supported in the interview process. Governors</p>	

	<p>asked if she had previous school experience. She hasn't but has many transferable skills.</p> <p>Mr Spellman has been to the Occupational Therapist and has been recommended to have a phased return. Mr Morris has been a huge support, especially during these challenging times. Governors thanked him for his hard work and dedication.</p> <p>Extended duty of care – We have 8 extremely or clinically vulnerable members of staff. They have individual risk assessments and measures in place mean they are all currently in work. Lines of communication are open and any anxieties are addressed immediately.</p> <p>Staff well being – staff are working very well but are visibly tired. Planning helps but circumstances can change rapidly. New ways of working mean there are additional demands on staff, as well as their day to day roles. Leaders and governors must pay particular attention to their wellbeing.</p> <p>Performance Management</p> <p>PM is ongoing. No teacher has been penalised due to Covid or lockdown. Covid is included in PM meetings. Pay policy has still not been distributed as unions have not agreed to it.</p> <p>Policies. The following policies had been previously distributed via Governohub .</p> <p>Teacher Appraisal Capability Policy Safer Recruitment, Managing Allocations Policy Whistleblowing Policy Equality Policy including Covid appendix Attendance policy and staff absence flowchart. Safer working practices Code of Conduct.</p> <p>It was noted that no changes had been proposed from previous policies, except those that had a Covid element added. In these cases, the additions were as recommended by Liverpool CC.</p> <p>Governors agreed all of the policies as distributed.</p>	
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10.	Notified Business None received.	
	Date and Time of Next Meeting 11 th February 2021 4.30pm	