

**St Oswald's Catholic Primary School**  
**Governing Body**  
**RESOURCES COMMITTEE MEETING**  
**Held by Zoom**  
**Date/Time: 18/11/21 4:00pm**

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

Also present D Hay, I Strom (Clerking)

<b>No.</b>	<b>Item</b>	<b>Action by:</b> (insert initials)
<b>1.</b>	<b>Apologies for Absence</b>  None received	
<b>2.</b>	<b>Declarations of Interests</b>  Members of staff declared their interest.	
<b>3.</b>	<b>Election of Chair</b>  Mrs Hill nominated Mr Hegarty to be chair of the committee. Mrs Walsh seconded. With there being no other nominations Mr Hegarty was elected as chair unanimously.	
<b>4.</b>	<b>Notification of Additional Business</b>  Two letters from staff have been received. A letter regarding a local planning application has been received. It was agreed to discuss all items at the end of the meeting.	
<b>5.</b>	<b>Minutes of Previous Meeting</b>  The minutes of the meetings on 11/02/2021 and previously reported to the Full Governing Body were agreed as accurate.	
<b>6.</b>	<b>Matters arising</b>  Mr Hegarty asked if the new phone system was up and	

Signed.....Committee Chair

	running. Mr Strom confirmed it was and was working well.	
7.	<p><b>Catering Update</b></p> <p>The current catering contract comes to an end in February 2022. A decision was needed on how to proceed. A number of possibilities had been looked into and 3 viable options had been suggested previously. These were to carry on using the current contractors, re-join the RPJ3 group to retender or move to Food for Thought for support. Governors were happy they understood the current contractors and the RPJ3 option but asked for further details on the Food for Thought provision.</p> <p>Mrs Walsh and Mr Strom met with representatives from Food for Thought in July and had some financial forecasts sent through. They had also provided some literature which had been shared on GovernorHub for governors to read through prior to the meeting.</p> <p>Food for Thought are a non-profit making organisation, owned by the member schools. There are currently 61 schools in Liverpool that are part of the partnership with a number already committed to joining in February at the end of the current RPJ3 contract. The kitchen staff would be employed by St Oswald's but the support would come from Food for Thought in the way of menu creation, staff training, food purchasing and support for statutory requirements (food hygiene etc). We would also become part of the partnership and benefit from any financial surplus that was generated. There is no long-term commitment and the contract would roll from year to year. Mrs Walsh, Miss Hay and Mr Strom had spoken to other schools about the Food for Thought Provision and everyone they had spoken to had been very complimentary.</p> <p><b>Governors asked what the biggest problems are expected to be.</b> Mrs Walsh replied that the kitchen staff becoming our own employees had potential connotations. If any of them were absent, it would be our decision on whether to replace them using agency staff. Food for Thought would only be able to provide cover for the senior cook in the kitchens and this would come at an extra cost. If any of the kitchen assistants were absent it would be for us to find cover. This is currently covered in the contract. There would also be a process of welcoming the staff into our employment which would</p>	IS FFT details

	<p>include TUPE etc. This can be a complicated process. But it was felt that the kitchen staff would appreciate being formally part of our staff as they often refer to us rather than their current employers for support.</p> <p>Governors commented on the literature that had been sent and were happy with the ethos of Food for Thought and felt that the kitchen staff becoming our employees had more positives than negatives. They felt that staying with the current providers wasn't the best option as there had been so many issues recently. They felt that there was a possibility that remaining with the RPJ3 group would be a long term commitment whereas the Food for Thought option would enable us to try for a short time and allow us to look at other options if it didn't live up to expectations.</p> <p><b>Governors decided that they would like to ask Food for Thought to provide us with the service when the contract with Absolutely Catering comes to an end.</b></p>	
8.	<p><b>Finance Update</b></p> <p>Budget Report The budget report from September had been shared in GovernorHub prior to the meeting. Mr Strom explained some key points. It was highlighted that the review took place before the annual school census and the pay review committee meeting. The school census showed an increase of 17 pupils in comparison with the number used to provide the indicative budget in 2022/23. The pay review committee meeting showed that not all of the teaching staff that could apply for progression chose to do so, this would reduce the staffing expenditure originally budgeted. Governors noted the report and asked if future meetings could be scheduled to produce a report that would come to meetings with a smaller time gap. Mr Strom informed governors that the next meeting was already scheduled for next week but would try to schedule the subsequent meetings to fall in with governors' meetings</p> <p>Banking Update Mr Strom explained that the current arrangements were no longer fit for purpose. HSBC have reduced the availability of counter services which makes day to day banking impossible locally and difficult elsewhere. However, Mr Strom and Mrs Christie have extensively researched new banking opportunities and have only identified Lloyds Bank who don't currently charge for</p>	

	<p>Schools banking and they are not currently taking new customers with a turnover of less than £3m. Since the research, we have been informed that HSBC have changed our account to one that now incurs charges so we will need to revisit those banks that will accept new customers and compare charges.</p> <p><b>Recovery premium</b> The Recovery Premium Action Plan had been shared on GovernorHub. Mrs Walsh explained that previously we had received around £80 per pupil. The latest allocation was for £145 per pupil who was eligible for pupil premium. Miss Hay explained how the premium had been used to date, including purchasing a number of resources and supporting the development of subject leaders. Miss Hay also explained that the fund was going to be used to purchase a new phonics scheme so had come at a good time.</p> <p>Mrs Jones joined the meeting.</p> <p><b>Pupil Premium update</b> Mrs Walsh presented the report. Our current rate is 39% which is our highest rate ever. The school meal vouchers have had a knock on effect of increasing our PP numbers. The total funding for the academic year is £275k. The key priorities for using pupil premium funding will be to close the gap between PP and non-PP pupils, focus on attendance as well as supporting social emotional needs and communication skills. We would also like to target parental engagement and involvement, however, the current Covid situation restricts how much of this is achievable.</p> <p><b>Sports Premium</b> Mrs Walsh presented the report that had been shared on GovernorHub. There was £20,920 for the current academic year. This was to be sent on kit this year including swimming kit to ensure that all pupils in the appropriate year groups can have access to swimming. We have also invested in support from LSSP for coaches to come in and work alongside teachers to develop their skills.</p> <p><b>In School Tutoring Fund</b> We received £22k this academic year. It is based on 105 of our pupil premium numbers and we are funded for 75% of our costs. School needs to find the other 25%. The fund will carry on for 2 to 3 years with a reducing contribution over time. There are restrictions on how it</p>	
--	---	--

	<p>can be spent. TA's would need specialist training at our expense to carry out the tutoring and teachers would only be allowed to do it outside of class time. We are looking at ways of utilising teachers returning from maternity to support the programme. There is a focus on small group and individual tutoring.</p>	
<b>9.</b>	<p><b>Premises Update</b></p> <p>Whole School Risk Assessment Mrs Walsh reported that there had been no changes since the last meeting.</p> <p>Building Works The building works are nearing completion. The class change bell installation should be completed by the end of the day. All of the new toilet blocks are now open as are all of the rooms. A year 5 classroom still needs some plastering work and a window still needs to be put in. Some flooring has been stuck in France for a number of weeks. This is all planned for by the end of the month. One area of storage has now been taken up by a part of the air filtration system. After that, the snagging will be looked at.</p> <p>The building work has highlighted significant problems with the junior building roof.</p> <p>DfE grant for Wi-Fi We were recently informed that we were eligible to take part in the Connect the Classroom project from the DfE which aims to improve the Wi-Fi capabilities in schools in the scheme. We were late to be invited to the scheme but timelines were not initially provided but subsequently we found that the deadlines were the same for us as they were for the early invited schools. This meant that we had a very short turn-a-round for the procurement. We invited 3 companies in to provide quotes for the work they thought we needed to meet the minimum spec that was provided by the DfE and provide us with a future proof Wi-Fi network. One provider sent a quote that maintained what we already did but didn't seem to take us to the "future proof" level of requirement. The other 2 quotes were comparable, both in quality and price. One provided an extra level of infrastructure by identifying additional cabling works that could need doing. This was the key element that helped us choose the preferred contractor. The quotes were from Liverpool IT Services, MGL and IDNS. The chosen provider was Liverpool IT Services and the paperwork was completed and returned</p>	

	<p>to the DfE in time to meet the deadline. We are now waiting on approval.</p> <p>School Emergency Management Plan (SEMP) The updated SEMP was circulated to governors prior to the meeting. Governors asked if the recent incident at the Liverpool Women's Hospital had had any effect in school. It was confirmed that there were no direct implications, but there was some anxiety amongst some of the pupils, families and staff. The school had revisited the SEMP in light of recent local issues and systems were all fine to cover emergency situations. The governors approved the SEMP.</p> <p>Health and Safety Governors were reminded that the health and safety governor walk was still outstanding. The Health and safety governor was identified as being the appropriate person to do the walk and should be invited in to complete it.</p>	LW
10.	<p><b>Staffing Update</b></p> <p>Mrs Walsh gave an update on staffing including updating governors on the birth of two babies and the current members of staff still waiting to give birth.</p> <p>Miss McKenna is leaving for a post in St Patricks. Interviews have taken place for a replacement and Sharon Mahon was appointed. She will start in January. Governor's thanked her for her hard work and commitment to St Oswald's. There is a gap in provision until then.</p> <p>Performance Management New targets have been set for teachers. They are linked closely to the School development Plan. EYFS staff have specific targets. Teaching Assistants are also taking part in Performance Management and have targets linked to the SDP.</p> <p>Mrs Walsh updated governors on the impact on staff attendance of Covid. Previously if a member of staff was tested positive, the whole class would be sent home. Now only the teacher would be sent home so cover would need to be in place.</p> <p>Two Teaching Assistants are currently on long term absence. One is due to start a phased return next week.</p>	

	<p>Mrs Walsh explained that it was recognised that staff were under some pressure from parents and school. She gave details of how the staff were being supported and looked after. Governors asked if this had any impact on the children. They were informed that in general the children hadn't noticed although there was some challenging behaviour from a small group of children that was being addressed.</p>	
<b>11.</b>	<p><b>Policies for Ratification</b></p> <p>The following policies had been distributed via GovernorHub prior to the meeting: -</p> <ul style="list-style-type: none"> <li>Instrument of Government</li> <li>Teacher Appraisal</li> <li>Capability Policy</li> <li>Support Staff appraisal policy</li> <li>ECT induction policy</li> <li>Safer Recruitment</li> <li>Managing Allocations Policy</li> <li>Whistleblowing Policy</li> <li>Accessibility Policy</li> <li>Safer working Practices Code of Conduct</li> <li>Pay Policy (amended)</li> <li>Attendance Policy &amp; Procedures</li> <li>Volunteers Policy</li> <li>Governor's Allowances</li> </ul> <p>Governors asked what the changes in the Pay Policy were from the ones previously agreed. It was explained that the procedure for applying for Upper Threshold had been made more explicit, particularly the time scale required.</p> <p>Governors agreed that they had read the policies and adopted them.</p>	
<b>12.</b>	<p><b>Notified Business</b></p> <p>Miss McKenna, as had been previously reported, had written a letter of resignation. She thanked the school for the opportunities she had had and was sad to be leaving although excited for a new challenge. Governors wished her well in her new role.</p> <p>Mrs Jones requested 2 days leave for a family wedding. She explained that the wedding had been moved a number of times due to Covid regulations and would now</p>	

	<p>take place in Preston on the 9<sup>th</sup> and 10<sup>th</sup> December. Governors asked why she needed 2 days leave. It was explained that she would attend the wedding on Thursday and stay overnight until Friday. Governors agreed to allow for one days paid leave and one day unpaid leave.</p> <p>A letter had been received from Liverpool CC regarding a planning application to turn the church hall into flats. Governors asked Mr Hegarty to look at the planning application and respond.</p> <p>Mr Hegarty noted the non-attendance of some governors and asked if he could be given a list of governor attendance at meetings for him to contact governors.</p>	
	<p><b>Date and Time of Next Meeting</b> <b>10/03/21</b></p>	