

**St Oswald's Catholic Primary School**  
**Governing Body**  
**RESOURCES COMMITTEE MEETING**  
**Held in school**  
**Date/Time: 17/05/22 4:30pm**

**Present:** Mr Hegarty, M. Walsh, R. Hill, J. Jones, A Joseph

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>Notification of Additional Business</b>  30 hour offer for Nursery pupils	
<b>4.</b>	<b>Minutes of Previous Meeting</b>  The minutes of the meetings on 10 <sup>th</sup> March 2022 were agreed as accurate and signed by the chair.	
<b>5.</b>	<b>Matters arising</b>  Governors noted that the Health and Safety walk by the H&S governor was still to take place. Mr Hegarty volunteered to come into school to ensure that the walk was completed prior to the summer holidays.  Food for Thought provision of cookery lessons – Unfortunately this will not go ahead during this academic year due to logistical problems. A governor had read a report that some school catering companies had decided to reduce portion sizes so as not to increase meal costs. They asked whether this was likely from Food for Thought. – It was reported that this was not a road that Food for Thought would be likely to go down as their	TH

Signed.....Committee Chair

	<p>philosophy of “no child going hungry” meant that pupils could always go for additional helpings if they were still hungry. It was pointed out that the cost of meals had not risen in school for at least 10 years.</p> <p><b>A governor asked if there was an update on the banking situation.</b> Mr Strom reported that Mrs Christie had made various enquiries again. There was still only Lloyds bank that was offering a specific banking facility for schools but this was closed to new entrants who had a turnover of less than £3 million at the moment.</p> <p><b>A governor asked if the church had been approached with regards to putting lights onto the church exterior.</b> – Mr Strom reported that this was still to be done.</p> <p>Covid – Mrs Walsh confirmed that there were no specific guidelines at the moment but it is likely that some will be introduced in the Autumn.</p> <p>Mrs Jones joined the meeting at this point.</p>	IS
6.	<p><b>Finance Update</b></p> <p>Proposed budget 2022/23</p> <p>Mr Strom talked through the proposed budget as distributed via GovernorHub previously. He highlighted that the main budget grant had been similar as expected. He also highlighted the changing grants that the school would receive. The PE and Sports Grant was only guaranteed until the end of the academic year, although this was also the case in previous years which had seen the grant extended. The Supplementary Grant was only allocated in 2022/23 as this was a short term measure to support the increases to National Insurance and other costs. Governors commented that it was possible that the National Insurance rise could be extended beyond the 12 month initial proposal. Mr Strom highlighted the increase in SEN top up funding, but also commented that this meant that there was more support needed and school still needed to find the initial £6k per pupil.</p> <p><b>Governors asked why the catering income budget had only increased slightly.</b> Mr Strom commented that previous figures had included times when the school had been closed to some pupils due to Covid restrictions. However, the impact on the full return to school, and the move to a new catering provider had not yet been accurately calculated so a precautionary figure had been</p>	

	<p>included.</p> <p>Mr Strom informed the governors that the staffing expenditure was completely up to date and had included the recent appointments and a number of other changes that would be detailed in the staffing report. He also pointed out that any additional children that required top up funding would also require an additional £6k to be spent on them before any additional funding would be available. It was also noted that the total staffing budget was approximately 100% of the delegated budget before additional grants and income lines. Mr Strom highlighted the areas of increased expenditure, particularly energy. The previous years expenditure has been doubled but there is a worry that this still may not be enough. Governors were provided with a document which showed the current problems with the electricity supply in Liverpool. It was not yet known how much impact this might have on St Oswald's budget and whether there would be any additional financial support from Liverpool City Council to mitigate for the impact. The rising costs of energy meant that spending in other areas has had to be reduced. One of the main areas of reduction was in agency supply. It was recognised that this had been a major expenditure line in previous years due to many factors including covering for maternity leave and Covid absences. It was noted that there was still some long term supply in school so this would continue until at least July and possibly into the new academic year for a continuing maternity leave.</p> <p>Governors noted that the proposed budget would leave an in-year surplus of £211 but the budgets for the 2<sup>nd</sup> and 3<sup>rd</sup> years of the plan were in deficit. A governor noted that with the current economic situation the future years were very unpredictable.</p> <p><b>Governors agreed to recommend the proposed budget for ratification by the Full Governing Body.</b></p> <p>Finance Officer Report</p> <p>Governors noted the report from the LA Finance Officer and noted that many of the points had been discussed whilst considering the initial budget.</p> <p>Service Level Agreements</p> <p>Mr Strom provided a written report highlighting the costs of the proposed Service Level Agreements in</p>	
--	--	--

	<p>comparison with the previous year. Governors noted that many of the services had costs that had stayed at the same price or increased by 3%. The exceptions were</p> <ul style="list-style-type: none"> <li>a) the Education Psychology Service which we have proposed to double the amount of sessions required,</li> <li>b) the School Mobile App, which was on a graduated costing so had now reached the regular payment following 3 years of discounted costs. This is the final year of the contract so a procurement exercise will be carried out in time for next years budget.</li> <li>c) ICT Support which hasn't increased the hourly rate, but has withdrawn the daily rate discount.</li> </ul> <p><b>Governors asked for an exercise to be carried out on alternative providers.</b></p>	IS
7.	<p><b>Staffing Update</b></p> <p>Mrs Walsh explained about the staffing changes in September that are already known. These include 2 permanent teachers who have resigned, 2 temporary teachers who are leaving, 2 maternity cover roles that are coming to an end, 2 further teachers going on maternity and 5 successful teaching candidate interviews of which 2 are permanent, 2 are maternity covers and 1 is a temporary extension of a current temporary teacher's contract. However, some of the returning teachers have requested flexible working when they return, and the some of the new staff will be entitled to additional support as they are ECT teachers. The staffing plan calculated the minimum number of staffing hours required to complete all tasks, including giving teachers the correct amount of PPA, ECT, SLT and subject leadership time. Whilst there was a possibility of a review into the amount of subject leadership time that was being made available, there was still a shortfall in the hours being provided.</p> <p><b>A governor asked if there would be a requirement for the school to use agency supply regularly in September.</b> It was confirmed that this was likely as one member of staff would be on maternity for the start of term before returning and this would need to be covered.</p> <p>Staff request – Mrs Moscardini has requested flexible working when she returns from maternity leave. She would like to return on a part time basis, preferably for 3 days a week but possibly for 4 days per week. Governors asked what would be the effects as far as school</p>	

	<p>planning was concerned. Mrs Walsh confirmed that it would be possible to accommodate Mrs Moscardini on a 3-day week, but if she was on a 4 day week she would be able to lead a class, She is a strong teacher. Governors asked if she could make another application in 12 months' time. This was confirmed. Governors agreed to the flexible working request at 0.8 fte.</p> <p><b>Staff Absences</b> There are currently 2 staff on long term absence. There are also a number of extended short-term absences. Covid is having less of an impact this term. The appointment of the Unqualified Teacher has worked very well. She has been invaluable in covering teaching staff and saved on supply costs. 9 members of staff are currently on attendance reviews and 1 has been referred to Occupational Health. A governor suggested that they should be involved in the attendance reviews for staff in a similar way as they are involved in the attendance reviews for pupils. It was agreed that this should be an additional stage of the process.</p>	
<b>8.</b>	<p><b>Premises Update</b></p> <p>Building works Our Arcadis surveyor – Ian Duffy – has moved on and has been replaced by a junior surveyor who is being supervised by a senior surveyor. The tender date has been extended due to contractor questions, asbestos surveying and planning permission requirements. We are waiting to hear if these delays will still allow for work to commence before summer.</p> <p>Wi-Fi project The Connect the Classroom Project to improve Wi-Fi within the school is moving forward. It is fully funded by the DfE. New ports are starting to be turned on and the project is expected to be completed by September.</p>	
<b>9.</b>	<p><b>GDPR</b></p> <p>There has been one issue we checked with our Data Protection Officer but were assured there was no problem.</p>	
<b>10.</b>	<p><b>Notified Business</b></p> <p>30 Hour Offer to Nursery Pupils. Currently, parents of pupils in our nursery who require 30-hour provision have to share the provision with the</p>	

	<p>nursery providers at Joseph Lappin Centre. However, feedback is that parents would prefer 30-hour provision all on one site. It has also been noted that this year is the first year that the Reception intake from external nurseries is bigger than the intake from our own nursery. With this in mind, Miss Hay has started to explore the possibility of opening a 30-hour provision at St Oswald's.</p> <p>Miss Hay has met with another school who currently operates a 30-hour provision to identify the issues that need to be considered. These include ensuring that parents eligibility is kept up to date and lunch time arrangements, for which there is no funding for food or supervision. A governor said that some organisations charge for midday support and others expect parents to provide a packed lunch.</p> <p>Miss Hay is meeting the School Improvement Officer in June to discuss further and will also put together an expression of interest form to send to parents.</p> <p>A governor said that there was a post covid baby boom expected. Another governor asked if the school would have to provide a place through the summer. It was explained that the provision was only for 38 weeks in all settings and private nurseries would have to charge for any additional time in summer and other school holidays.</p> <p>It was agreed that a costing exercise needed to be done to understand the financial costs to school and the potential income.</p>	
<b>11.</b>	<p><b>Date and Time of Next Meeting</b></p> <p>To be confirmed at the final full governors meeting of the year.</p>	