

St Oswald's Catholic Primary School
Governing Body
RESOURCES COMMITTEE MEETING
Held in school and by Zoom
Date/Time: 17/11/22 4:30pm

Present: Mr Hegarty (by zoom), M. Walsh, R. Hill, J. Jones, C. Kirk

Also present D Hay, I Strom (Clerking)

No.	Item	Action by: (insert initials)
1.	Apologies for Absence None received. Mr Hegarty was unable to attend in person, but joined the meeting via Zoom.	
2.	Declarations of Interests Members of staff declared their interest.	
3.	Notification of Additional Business Mrs Walsh asked for information on the Union Ballot to be included in the Additional Business. Mr Hegarty asked for an item on the Academy Consultation to be added. This was agreed.	
4.	Minutes of Previous Meeting The minutes of the meetings on 17 th May 2022 were agreed as accurate previously at the Full Governors Meeting and noted.	
5.	Election of Chair Mr Hegarty was nominated as Chair of the Committee by Mrs Hill and seconded by Mrs Jones. As there were no other nominations Mr Hegarty accepted the role of Chair. Mrs Jones was nominated as Vice Chair by Mr Hegarty and seconded by Mrs Hill. As there were no other nominations Mrs Jones accepted the role of Vice Chair. As Mr Hegarty was joining by Zoom and the sound was	

Signed.....Committee Chair

	intermittent, Mrs Jones took the chair for this meeting.	
6.	Matters arising .None that are not included on the agenda	
7.	Finance Update Budget Report Mr Strom presented a budget monitoring report detailing spend against cost centres. He highlighted the areas where the allocated budget was showing as overspent. Mr Strom explained that the salary costs had been reconciled up until the September payroll as the October payroll information had only arrived earlier in the day. This meant that we are approximately 50% of the way through the year for salaries and all but the premises staff were below 50% expenditure on allocated budget. However, this is based on the allocation agreed before the full extent of the inflationary increases was realised. Mr Strom explained that an amount for inflation had been included in the original agreed budget, but the awards were higher than anticipated. Mr Strom explained that because the teacher awards were effective from 1 st September, the impact was around £9k. However, as the support staff increase was for a full financial year and significantly higher than originally budgeted, the total impact was likely to be in excess of £40k. Mr Strom also explained that the overspend in the Indirect Employee Expenses cost centre was offset in the main employee cost centres as they were for Nursery Vouchers, Cycle 2 Work Scheme or Pension Voluntary Contributions. It was noted that the Learning Resources budget had already gone overspent despite efforts to reduce the expenditure in this area. It was acknowledged that the budget set was much lower than previous years expenditure, but that it was proving a challenge to meet. It was also noted that the supply agency budget was overspent by £73k. It was explained that prior to the summer, a number of new, one to one TAs had been taken on through agencies, but most of them had now been employed directly. The 1:1 TAs, work with SEND children and are essential for the children to access school. However, there had been an increased number of one to ones, through EHCP statutory statements, and there were new TAs being utilised through agency to provide this support. Governors asked how the funding for a one to one pupil impacted the school. Mr Strom and Miss Hay explained that school were	

	<p>required to cover the first £6k of any one to one claim. However, in the vast majority of cases the funding for individual pupils was limited to around £8.5k per year. A TA to cover a pupil for their full time hours in school would cost in the region of £20k so there was a shortfall of around £6k in addition to the original £6k school requirement. We have put the newer TAs on a reduced hour contract so they leave earlier after their one to one duties have been completed, but this means that they have limited access to CPD and planning sessions.</p> <p>Governors also noticed that the bought in professional services cost centre was overspent. Mrs Strom commented that this was primarily a cost centre for service level agreements and that he couldn't see any unexpected transactions in the cost centre so it likely to be an additional inflationary pressure.</p> <p>Governors commented that it seemed likely that the school would be in an overspend by the end of the financial year. Mr Hegarty informed governors that Liverpool City Council was putting on a training session for schools that are in deficit or likely to be in deficit. Mr Strom said that he had already booked onto the session on 1st December. Mr Hegarty asked if he could be booked on as well.</p> <p>October Census Implications on Funding Mr Strom informed the meeting that the census numbers from October were higher than had been used by the LA to calculate the provisional budget for the three-year plan. While the reception intake was up slightly, the biggest area of increase was in year transfers.</p> <p>Governors asked if the in-year transfers often came with SEND? Mrs Walsh confirmed that a high percentage of the pupils that transferred to us during the year belonged to one or more of the groups including SEND. FSM, EAL and there were a growing number that are new to country so they required far more support after arrival.</p> <p>MIS and Finance Systems Mr Strom explained that the school had been using the SIMS package, now owned by ESS but formerly owned by Capita, to manage student, staff and Finance information since the school opened in 2016 and in the former schools for over 10 years prior to that. The new ownership had looked at how schools were charged and had created a new mechanism for payment. Instead of paying the LA for the licences, schools are now required</p>	<p>IS TH</p>
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	<p>to purchase them directly from ESS. It also means that the costs would move from a flat rate to a per pupil rate. This would mean that schools with larger pupil numbers would be impacted on more significantly than smaller schools. This change had prompted schools in Liverpool to review the systems and see what alternatives were available. Mr Strom attended a number of online demos of alternative systems arranged by the Liverpool School Business Managers Association (LSBMA). Following these demos, Mr Strom felt it was worth considering alternatives as the systems that were being demonstrated seemed to offer more than the SIMS system did. Mr Strom then arranged a number of individual demos with Bromcom, Access and Arbor to look at their systems and how they could work for St Oswald's. These were attended by Miss Hay and Mrs Christie for their opinions. Mrs Walsh watched the videos presented afterwards.</p> <p>The consensus was that the systems demonstrated were all currently better than SIMS. The reporting is easier and quicker in all cases and the recording was more dynamic and intuitive. It was felt that once the setup had been completed, the new systems could save a large amount of administration and senior leadership time and produce higher quality information. Governors asked about the SIMS development. Mr Strom explained that all of the alternatives were offering a 3-year contract, however SIMS didn't have a clear development timeframe and only had short term deliverable elements. We could opt for their cloud-based system but that would be at an additional cost with no other functionality improvements. The other two systems were already cloud based as part of their overall package. They would develop a new version of SIMS called NextGen but there was no definitive roadmap for this. It would be rolled out piecemeal as it came online. There was no confidence in when they would be at the same level as the other suppliers were at already.</p> <p>Governors asked about the financial implications. Mr Strom informed the governors that the alternative providers were more expensive than we were currently paying for SIMS. However, their functionality meant that there were a number of other systems that we wouldn't require to use, so we would make a saving in those areas (Weduc from May 2023, School Comms from 2024). SIMS have similar modules at an extra cost. Mr Strom also mentioned that the newer systems included customer support. Liverpool CC are looking at providing accredited support for any other popular systems. This will come at a cost, but will be the same cost as the</p>	
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	<p>support for SIMS, which will now be an added cost. If the support is coming from Liverpool CC for Arbor, the contract cost will be reduced to reflect this. Bromcom has functionality that they feel is similar to CPOMS, however, they said that it would only transfer data easily between other Bromcom systems. As CPOMS is used by many schools this was not likely to be used initially.</p> <p>The table in the report shows that as Access have waived their setup charges as part of the deal they have put together for LCC schools, the first-year costs for Arbor with Access would be approximately £1.4k lower than Bromcom. The ongoing costs would be around £800 lower per year. Arbor and Access would cost around £7.8k per year whilst Bromcom would cost £8.6k. There would be savings of £2k for Weduc and £500 for School Comms. SIMS currently costs £2779 but this is likely to be in the region of £6 per pupil. For St Oswald's this would be approximately £3.6k. In addition, there would be a charge for SIMS support (estimated to be about £1k), a charge for the Dinner Money module (around £500). Although the charges for SIMS have not yet been confirmed, the total cost of ownership (TCO) is expected to be similar to that of the Arbor/Access option.</p> <p>Governors asked about possible implementation timescales and whether they were realistic? Mr Strom informed them that Arbor, Access and Bromcom had all guaranteed that if the order was placed before the end of term that they would guarantee implementation by April 1st. They also confirmed that no payment would be needed until April 1st. Governors asked would there be a lot of work to implement a new system. Mr Strom agreed that there would be a significant amount of work to do to ensure that the data that was migrated would be accurate and up to date. There would also need to be training in the use of any new system. There would also be a need to ensure that the day job can carry on without major impact. He also pointed out that over time, SIMS would also be upgraded and this would need to be done at some point.</p> <p>Some governors were aware of the SIMS system and commented that it had not been in development for a long time. The newer systems were offering more functionality and potential than SIMS. They agreed that although SIMS had not provided confirmed costings, the quality of their current product was not good enough and on a quality threshold, agreed that St Oswald's should change to a new MIS and Finance system. Governors asked Mr Strom and</p>	
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	<p>leadership what their preferences were. It was agreed that both Arbor/Access and Bromcom had shown that they could provide systems that would prove beneficial for the school. Bromcom was a “One Stop Shop” which had an integrated MIS and Finance System and had other options too. Arbor felt as though it was a MIS specialist as did Access with the Finance module. There were reassurances that the Access system would work with Arbor and vice versa. Mrs Christie had been impressed with the ease of reporting from Access. Mr Strom said that he felt that they were both excellent systems but the Arbor/Access was slightly stronger. He also said that he was attending the LBSMA meeting on 23rd November when the MIS would be discussed. He would be interested to hear what other schools thoughts are. Mrs Walsh said that she had used Arbor reports for governors in the past and had been very impressed by them and that she felt that a number of headteachers in Liverpool were likely to opt for Arbor.</p> <p>Governors agreed that school should look to purchase the Arbor/Access option, subject to any information coming to light at the LSBMA meeting that would cast a doubt over that option.</p> <p>Recovery Premium/School Led Tutoring These strands have now come together as the National Tutoring Programme. Miss Hay talked through the reports that had been previously shared on GovernorHub. She explained that the DfE fund 60% of the programme whilst the school has to find 40%. One of our support for learning through this scheme is with Third Space Learning, as well as having a number of staff trained to offer intervention and tutoring through the programme.</p> <p>Sports Premium Miss Hay talked through the report shared on GovernorHub. She reported that the grant was more than spent. It had been used to provided peripatetic sports coaches from LSSP, regular swimming and top up swimming sessions. The top up swimming sessions were becoming a larger part of the grant as there are a growing number of children in Year 6 that can’t swim. Pupil Premium could be used to support the relevant children to access sports provision.</p> <p>Pupil Premium A report had been shared via GovernorHub. Pupil Premium funds the vital additional Family Support Officer</p>	
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	<p>and an additional TA to support each year group. There has also been ongoing support for RWI provided through additional TAs for pupils that need extra help. In addition, there is a plan on how to increase cultural capital within the school that pupil premium will be supporting. A governor asked if it was a struggle to identify pupil premium pupils, particularly in the infants. Mrs Walsh replied that the free school meals vouchers were still having an impact and parents are letting us know they are eligible.</p> <p>30 hours provision</p> <p>Miss Hay explained that a survey had been sent to the parents and carers of the current nursery children to see the levels of interest in school running a 30 hour provision. Out of this World have also been contacted as a courtesy measure to let them know we were exploring the possibility. A report with more detail had been shared on GovernorHub. The survey showed that the majority of respondents were interested in St Oswald's offering 30 hour provision. Of those that currently use other providers for the additional 15 hours, all but one said that St Oswald's would be their preferred provider if it was available. A number of respondents didn't know that they might be entitled to 30-hour provision but were interested in finding out more and if so, St Oswald's would be their preferred provider. The survey also asked questions regarding lunchtime provision and the vast majority were willing to pay a nominal fee for lunchtime childcare and lunch provided. A governor asked if there was a possibility that the number of parents requesting 30-hour provision may block those who only want morning or afternoon and have a detrimental effect on nursery and subsequent reception numbers. Miss Hay assured them that 30 hours numbers would be limited and would be initially limited to 13 places ensuring places were available for part time pupils. A governor asked if we could sell places. This had not been explored but wasn't part of the initial plan. There could be an issue with debt recovery if this was the case. We would only be looking to extend for parents and carers that could provide a code. Governors agreed that the plans were appropriate and agreed to the creation of a 30-hour provision with effect from January 2023.</p>	
8.	<p>Premises Update</p> <p>Building Works Update</p> <p>Mrs Walsh shared that Phase 3 has been delayed as the</p>	

	<p>tenders came back higher than funds available. Ways to reduce the costs were explored, but these meant that the proposed Y6 room would have an unviable shape so the plans will need to be reviewed and possibly made into smaller phases. This is not likely to start before Easter. The Junior roof has also had a budget agreed for it but unfortunately the tenders for this project also came in over budget so again the project is being revised to meet the budget. This means that work is unlikely to start before Christmas.</p> <p>School Emergency Management Plan This is reviewed annually. The latest edition had been shared on GovernorHub.</p> <p>The governor health and safety walk is still outstanding. Caretakers perform a daily walk but we need a more in-depth survey. Mrs Walsh reported that staff are very good at identifying and reporting hazards. Mr Hegarty or Mrs Hill will perform the walk at next opportunity.</p> <p>Fire drills have taken place in both buildings and small tweaks have been identified to make the process even more efficient. It had been identified that RWI groups were in different places for mustering than they would normally muster so this had to be planned for.</p> <p>Finally, Mr Strom had approached the church about using the wall for lighting, Father Liam has agreed that we can investigate putting lights onto the church wall to illuminate the playground.</p>	
9.	<p>Staffing Update</p> <p>A current staff structure was shared on GovernorHub.</p> <p>Teacher's Performance Management for the new academic year is up and running. Objective 1 is a whole school target. Objective 2 is a year-based target and Objective 3 is an individual target.</p> <p>Teaching Assistants PM targets have also been set. Objective 1 is RWI specific and Objective 2 relates to Adult and Child interactions.</p> <p>Staff Wellbeing The 2 Inset days at the start of term included a focus on staff wellbeing. Staff mental health is as important as the pupil's mental health. The FLOs offer support and counselling to staff as well as pupils. There is always a</p>	

	<p>focus on reducing workload. All staff have been offered a half day for Christmas Shopping as a sign of appreciation and to help work life balance.</p> <p>Staff attendance A report had been shared on GovernorHub. Compared with national data, the IDSR showed that staff absence was in the top 20% in the country. Staff absence has a negative effect on other staff workload. There are some staff that skew the data though and this reflects badly on everyone. Governors asked if the absence policy was followed robustly. Whilst the policy is followed rigorously, the financial impact of sending all staff who meet the trigger points to Occupational Health (OH) has been an issue. Mrs Walsh reported that the Liverpool Primary Heads Association have recently enrolled their members in a provision called Smart Clinic. For a £50 per head charge, this provides unlimited referrals to OH as well as a range of other health and wellbeing benefits including counselling session, physiotherapy sessions and emergency GP calls. The OH provision offers a very quick, high quality turnaround. Governors agreed that this should be explored further.</p> <p>Mrs Walsh reported that the teaching unions are currently balloting on industrial action with regards to pay awards. This could lead to some disruption in the new year.</p>	
10.	<p>Policies for Ratification</p> <p>The following policies had been shared via GovernorHub for governors to read and raise any issues.</p> <ul style="list-style-type: none"> · Instrument of Government · Teacher Appraisal · Capability Policy · Disciplinary policy · Support Staff appraisal policy · ECT induction policy · Safer Recruitment · Managing Allocations Policy · Menopause Policy & RA · Whistleblowing Policy · Accessibility Policy · Safer working Practices Code of Conduct · School Pay Policy · Attendance Policy & Procedures for staff · Volunteers Policy 	

	<p>· Staff leave of absence policy & procedures.</p> <p>The Menopause and RA policy is a new policy developed with unions.</p> <p>The staff leave of absence policy has been clarified with respect to dependant leave.</p> <p>Other policies have only had any statutory changes made.</p> <p>Governors agreed all of the policies.</p>	
11.	<p>Notified Business</p> <p>Requests from staff Mrs Gilroy has requested 2 weeks unpaid leave as her daughter is visiting from Hong Kong for the first time in a number of years. Mrs Walsh explained Mrs Gilroy's circumstances. Governors agreed that allowing the unpaid leave was best for the school and Mrs Gilroy.</p> <p>Mrs Johnstone requested to take leave on a Monday in order to stay an extra night for a 60th birthday weekend for her dad. Mrs Walsh explained the circumstances. Governors declined the request.</p> <p>Mrs Walsh and Mrs Black requested to take leave for two days to attend Mrs Walsh's son and Mrs Black's brother's wedding. The wedding was not in Liverpool and on a Friday necessitating the two days. Governors agreed to the requests.</p> <p>Academisation Mr Hegarty reported that the Archdiocese are moving forward with some of their plans to set up Academies within the Archdiocese. He suggested that there be a full agenda item at the full governors meeting on December 8th to discuss how this may affect St Oswald's.</p>	
	<p>Date and Time of Next Meeting</p> <p>9th March 2023 at 4.30pm.</p>	