

**St Oswald's Catholic Primary School**  
**Governing Body**  
**RESOURCES COMMITTEE MEETING**  
**Held in school**  
**Date/Time: 18/05/23 4:30pm**

**Present:** Mr Hegarty, M. Walsh J. Jones,

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> C. Kirk	
<b>2.</b>	<b>Declarations of Interests</b>  Members of staff declared their interest.	
<b>3.</b>	<b>Notification of Additional Business</b>  Mr Strom asked for an item regarding DBS checks to be considered. This was agreed.	
<b>4.</b>	<b>Minutes of Previous Meeting</b>  The minutes of the meetings on 9 <sup>th</sup> March 2023 were agreed as accurate.	
<b>5.</b>	<b>Matters arising</b>  None that were not on the agenda.	
<b>6.</b>	<b>Staffing Update</b>  Mrs Walsh updated governors on staffing changes.  Mrs Dalton has resigned from her breakfast club role and hasn't been replaced. Miss Kirwan is returning from maternity leave in June. Mrs Gilroy is retiring in August after working for St Oswald's for over 20 years. Mrs Rose is retiring on ill health. Mrs Walsh took the opportunity to thank the staff for their commitment to the school and to	

Signed.....Committee Chair

	<p>say they will be missed Miss Mooney is leaving to work in Doha after completing one year of her ECT. Governors wished her good luck on her adventure.</p> <p>Mrs Christie has requested to reduce her hours. She would like to reduce her working week by 1 day to support her grandchild. She has suggested that she could extend her daily hours worked by 1 hour, so that she would just reduce her working week by 4 hours. Governors were concerned that this could set a precedent for other non-teaching staff, particularly admin, premises and catering staff. Governors requested additional information about how the role could be completed if the request was granted and what impact it would have on the admin function. The additional information was to be brought to the full governors meeting in June.</p> <p>Miss Hay presented a number of options with financial implications for senior leadership from September. In addition to her acting up as headteacher, there were proposals to enable Mrs McBrien to have an acting Deputy role and Miss Gentle to having an acting Assistant Head role. Option A included Mrs McBrien acting as Deputy Head for 5 days per week and Miss Gentle as an Assistant Head for 4 days. Option B was with Mrs McBrien continuing in her current role as Assistant Head for 4 days and for Miss Gentle to also become an Assistant Head for 4 days. Option C was similar to option B but for both to be employed for 5 days instead of 4. There were 3 additional options which were the same scenario but also included a costed HT support/mentor for 1 day per week. Governors were surprised at the cost difference between the options with and without the HT support. Mr Hegarty suggested that the support could be scaled back to 1 day per fortnight. Miss Hay suggested that 1 day per week would take her away from her core role for 20% of her time. Mrs Walsh added that there would also be support from the School Improvement Partner (SIP). Governors asked if Mrs McBrien and Miss Gentle had been spoken to about the roles. Miss Hay confirmed that initial conversations had taken place to hear their views. Mrs McBrien had indicated that she was willing to act up into a temporary post but not on a permanent basis. She would like to commit 100% to the DHT role and felt that might be a struggle with a regular teaching commitment. She would be willing to move to a 5 day per week role for the temporary role. Miss Gentle was willing to act as</p>	IS
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	<p>Assistant Head but hadn't indicated whether she would be willing to go to a 5-day week. Miss Hay expressed that she would like her in the role for 5 days but if not then stepping up into the role for 4 days would be better than not stepping up at all. She also commented having both on a 4 day week would not be workable as they both currently do not come in to school on a Friday and this would leave the school short on Leadership on that day if this was the case.</p> <p>Governors agreed that Option D (Option A plus the HT support) was the preferred option but asked if the HT support could be negotiated. Miss Hay was asked to speak to Mrs McBrien and Miss Gentle about their roles.</p> <p>Mrs Walsh presented a draft Staff Deployment Document for September 2023. She explained that despite the staffing cut backs, the school still needed another teacher to fulfil the contact requirements. It was identified that there would be savings from an upcoming teacher maternity leave. Governors agreed to this.</p> <p>Staff Absence</p> <p>Miss Hay talked through the report previously distributed on GovernorHub. She highlighted that there are two members of staff still on long term sickness absence. An attendance hearing has been scheduled for one of the absences. Mr Spellman has returned from his long-term absence and is currently on an agreed phased return. The phased return will be closely monitored as it is difficult to adjust the duties for his role. If the phased return is not successful, it may lead to an attendance hearing.</p> <p>Miss Hay reported that the policies were being followed robustly and 4 members of staff had had a final review meeting and been signed off the review process although 2 had subsequently been absent and had re-entered the review process.</p>	
<b>7.</b>	<p><b>Finance Update</b></p> <p>The planned budget was explained, the deficit was discussed and areas for savings highlighted. The scenarios discussed under staffing were identified. The savings required were identified and strategies to meet the savings discussed. Governors agreed to reduce the planned spending in Agency Supplies, SLA agreements</p>	

	<p>and CPD as well as the staffing changes previously discussed.</p> <p>The budget plan was approved for ratification with the option agreed in paragraph 6.</p>	
<b>8.</b>	<p><b>Premises Update</b></p> <p>The roof project is continuing on schedule and on budget. There have been some issues with asbestos which have quickly been resolved. Money has been identified for the additional phase of the roofing works, so this will be done whilst the contractors are still on site rather than in a separate timescale.</p> <p>Mrs Hill has conducted a Health and Safety walk. The report has been distributed via GovernorHub. Some things were flagged as needing immediate attention. Budget restrictions are a factor in dealing with non-urgent works.</p>	
<b>9.</b>	<p><b>GDPR</b></p> <p>There were no recorded breaches in this period.</p> <p>Governors were informed that the internet filtering service had reported one instance of website blocking. It was an attempt to access a website that provided guitar chords for songs and had been blocked for potential copyright issues.</p>	
<b>10.</b>	<p><b>Additional items</b></p> <p>Governors were informed of a letter received from unions regarding potential further strikes.</p> <p>PGL – One student had been not allowed to attend the residential due to behaviour. The school policy stated that if this was the case that no refund was possible. The pupil had accepted the decision with good grace and the parents had understood the policy. Governors were asked if the policy of not refunding should be enacted. Governors were worried that not enacting the policy would set a precedent but understood that the trip was expensive and could cause hardship.</p> <p>Governors agreed that no refund would be offered, but as an incentive for good behaviour, would offer to pay</p>	

	the cost of the Year 6 end of year trip to Blackpool if the pupil's behaviour was acceptable.	
<b>11.</b>	<p><b>Notified Business</b></p> <p>Mr Strom informed governors that he had attended a Safer Recruitment training session and one item that had emerged was that Liverpool City Council Safeguarding Team had stated that it is not considered good practice for DBS checks to be renewed every 3 years. They are a pre-employment check and only need to be carried out prior to employment in school. Professional standards would require any subsequent offences to be disclosed to employers. Mr Hegarty agreed and said that a 3-year update had not been required for a number of years.</p> <p>Governors agreed that DBS checks would only be carried out for new employees and if required on an individual basis.</p>	
	<p><b>Date and Time of Next Meeting</b></p> <p>TBC</p>	