

**Minutes of a Resources committee meeting of St. Joseph's Camberwell
Catholic School's Federation on Wednesday, 16th September, 2015 at
6.00 pm**

Governors Present: Patsy Winters (committee Chair), Anita Gallagher
(Executive Headteacher), Katie Brooks, Sam Mburu,
Brona Reeves, Theresa Emenike

Others Present: Delia Jameson, Sheila Kirrane (Associate Members)

Clerk: John Finch

The meeting started at 6.12 pm and was quorate, and Patsy Winters opened the meeting with a prayer.

1. Apologies for absence

Apologies were received from Abiodun Olalekan.

2. Declarations of Interest in the agenda

There were no declarations of interest in the agenda.

Theresa Emenike arrived at 6.14 pm.

3. Election of committee Chair

Brona Reeves nominated herself for election as Chair of the Resources committee, and this was seconded by Patsy Winters.

Agreed – That committee members elect Brona Reeves as Chair of the Resources committee.

Patsy Winters agreed to act as Chair for the remainder of the meeting.

4. Minutes of the last Resources committee meeting on Wednesday, 29th April, 2015

4.1 Approval of the minutes

Committee members received the minutes of the last Resources committee meeting on Wednesday, 29th April, 2015, as circulated with the agenda, and they were approved as a correct record.

4.2 Matters arising from the minutes

The following matters were raised:

- Patsy Winters has reviewed budgets of both schools, but has not yet attended budget training at Southwark Council.
- Patsy Winters and Brona Reeves undertook to attend budget training. **Action: Patsy Winters/Brona Reeves**

Committee members received a report from the Executive Headteacher as circulated via e-mail prior to the meeting, and the following areas were discussed:

5. **Budget – STANDING ITEM**

Committee members received a document titled “Infant School Budget Monitoring Report (August 2015)” as circulated at the meeting, and the Executive Headteacher gave the following verbal report:

- Where budget headings are over 100 %, then expenditure that has been budgeted for has already been spent.
- The Supply Teacher Insurance budget is overspent due to maternity premium that has been claimed as a result of five teachers going on maternity leave.
- The Building Maintenance & Improvement expenditure was associated with the discovery and removal of asbestos.
- The Energy – Electric budget, including expenditure on gas and electricity, is higher than originally budgeted for.
- Curriculum budgets have been spent within budget, with most of the stock bought up front at the beginning of the year.
- The Science budget is overspent due to the cost of a company hired to do experiments during Science Week.
- The Other Insurance Premiums budget is high and the school is still awaiting the Diocese insurance cost for this year.
- The Agency Supply Staff budget is overspent as the school has been using a lot of agency supply staff to cover maternity leave, sicknesses and staff out on training courses.
- Staffing levels have stabilised since September with no long-term supply staff from the agency needed to cover TA posts.
- Lot of staff have attended courses due to the number of changes in the curriculum, new assessment and OFSTED systems, and the new assessment process.
- The school tries to arrange cover in house to reduce agency staff costs.
- There are 17 places available across two Reception classes, and the school receives £5,000 per child in funding.
- There is a need to fill these vacancies by the time the census takes place on Monday, 5th October, otherwise the school won't receive any funding for any vacancies filled after that date.
- The school has contacted the Admissions team at Southwark Council to try and fill these vacancies.

- Katie Brooks undertook to advertise these vacancies on social media. **Action: Katie Brooks**
- The school has received £63,000 in Healthy Schools funding, and this will be spent on food.
- The Infants' budget is ok, and is better than it was.

The Executive Headteacher gave the following answers to questions from governors:

- *Why have you overspent on the Rates budget?* The cost has gone up, and this cost includes the rates for the garage.
- *Did Science Week give value for money?* Yes, it was very good. The school will look to run it again, but more money would need to be budgeted for it next time.
- *Why has no money been spent on Broadband?* The Junior school pays the broadband bill and the Infants' school reimburses the Junior school, so this budget will alter.
- *Do you have a contingency fund?* Yes, and money can also be vired between budget headings if required.
- *What more can you do to attract parents to admit their children into Reception?* A placard/sign will be put up on Wyndham Road to draw attention to the school, as people often cannot find the school as it is off the main road. We have contacted local nurseries, and there is a notice in the church bulletin.
- *Are you confident that the budget is healthy?* Yes. We spend on important items to enrich the education of the children such as school trips, and have managed costs such as taking on fewer agency staff by employing and training good teaching and TA staff. Also, last year we had five teachers on maternity leave which is quite high, and hopefully there will not be as many on maternity leave this year.

Committee members received documents titled "St. Josephs RC Junior School – Budget Versus Actual – All Accounts – September 2015 (Period 6 – 50.0 %)" and "Financial Budget for 2014/15" as circulated at the meeting, and the Executive Headteacher gave the following verbal report:

- The Junior School is on target for the Teaching Staff and Education Support Staff budgets.
- TAs have been employed which should result in a significant reduction in agency staff expenditure.
- The Junior School budget is ok.
- The School Uniform Expenditure budget is high but this is correct as the school gives away free school uniform as an incentive to parents for filling in FSM forms.

The Executive Headteacher gave the following answers to questions from governors:

- *The report states that the Admin & Clerical Staff and the Catering Staff budgets are overspent, but the budget shows that they are underspent?* The Executive Headteacher undertook to find out about this discrepancy.

Action: Executive Headteacher

- *Does the schools have an external reviewer of their budgets?* Yes, Robert Ashdown has been into the schools twice to review the budgets, at no cost to the schools, and he then reports back to the Executive Headteacher.
- *What is School generated income?* This is additional income generated by the school, such as the £300 received for mentoring a student from Roehampton, or the £1,000 received for the Executive Headteacher coaching other Headteachers in Southwark.
- *Is there less capacity for the Executive Headteacher to coach other Headteachers, thus reducing School generated income, if more staff are attending more training courses as a result of changes to the national curriculum, assessment framework and OFSTED inspection framework?* No, OFSTED will still want to see more evidence of schools working with other schools e.g. of this additional coaching.
- *Has the school received funding for its SEN children?* The school has admitted the children but has not received funding, although for some the school is in the process of getting the funding. One child has been in the school with an EHCP for three years and the school has still not received its funding. Katie Brooks and Brona Reeves undertook to review the SEN Code of Practice, and to write a letter on behalf of the governing body to express dissatisfaction that the school has not received funding for SEN children, with the draft letter to be circulated to committee members for approval before sending it to Southwark Council.

Action: Katie Brooks/Brona Reeves

6. **Pay – STANDING ITEM**

The Executive Headteacher reported that she will meet with school bursars to review the latest teacher's pay and conditions document.

7. **Personnel – STANDING ITEM**

The Executive Headteacher gave the following verbal report:

- There will be a teaching and learning review on Monday, 12th and Tuesday, 13th October which governors are invited to attend, and governors were asked to let the Executive Headteacher know if they will be attending.

Action: All

- Governors asked for name badges when visiting the school, and governors were asked to submit a photograph for the school website. **Action: All**
- The year has started well with no staff on sick leave, although a few staff have been on short-term compassionate leave after bereavements.
- There are designated leads on subject areas, and the Executive Headteacher is leading on assessment.

8. **Premises – STANDING ITEM**

The Executive Headteacher gave the following verbal report:

- Asbestos was found in the school and was removed over the summer holidays, and the work was carried out to the highest approved standards.
- Additional insurance against asbestos claims has been taken out with Judicium.
- Painting works were completed over the summer, although some electric works are still to be completed.

The Executive Headteacher gave the following answer to a question from a committee member:

- *What is the latest update on the replacement of the windows?*
The Diocese has a building contractor to oversee the project. It does not have planning permission to replace the windows as it is a listed building, so the school needs to refurbish the windows like for like. £260,000 funding was initially allocated to the school, but the school needs to reapply for funding after planning permission was not received. Any refurbishments would now need to take place during the next summer holidays, as every single window would need to be worked on.

9. **Policies**

The Executive Headteacher reported that there have been no changes to the Financial Scheme of Delegation or the Teacher Appraisal Policy.

Agreed – That committee members approve the Financial Scheme of Delegation and Teacher Appraisal Policy, and recommend them for adoption to the next governing body meeting on Wednesday, 25th November, 2015.

10. **Dates and times of future meetings**

Committee members noted the dates and times of future meetings:

Spring term

Resources - Wednesday, 13th January, 2016, 5.00 pm

Summer term

Resources - Wednesday, 20th April, 2016, 6.00 pm

Committee members noted that the start time of the spring term meeting has changed from 6.00 pm to 5.00 pm to allow the bursars from both schools to attend the meeting.

11. Any Other Business

Patsy Winters raised the following points:

- Governors were invited to attend the school's Teaching and Learning Review on Monday, 12th and Tuesday 13th October to be able to speak with teachers, with Patsy attending on Monday, 12th October.
- Governors were asked to let the Executive Headteacher know if they would like to attend.
- Patsy undertook to contact [Ela Cleary](#) to arrange in-house training for OFSTED inspection training. **Action: Patsy Winters**

The meeting finished at 7.33 pm

Date..... Signed.....