

**Minutes of a Resources committee meeting of St. Joseph's Camberwell  
Catholic School's Federation on Wednesday, 13<sup>th</sup> January, 2016 at 5.00  
pm**

Governors Present: Brona Reeves (committee Chair), Anita Gallagher  
(Executive Headteacher), Sam Mburu, Elaine Player,  
Patsy Winters

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

Clerk: John Finch

The meeting started at 5.03 pm and was quorate, and Sheila Kirrane opened the meeting with a prayer.

**1. Apologies for absence**

Apologies were received from Katie Brooks and Abiodun Olalekan.

Committee members noted the absence of Theresa Emenike without apologies.

**2. Declarations of Interest in the agenda**

There were no declarations of interest in the agenda.

**3. Minutes of the last Resources committee meeting on Wednesday, 16<sup>th</sup> September, 2015**

**3.1 Approval of the minutes**

Committee members received the minutes of the last Resources committee meeting on Wednesday, 16<sup>th</sup> September, 2015, as circulated with the agenda, and they were approved as a correct record.

**3.2 Matters arising from the minutes**

The following matters were raised:

- The discrepancy in the report on the Admin & Clerical Staff and the Catering Staff budgets was a result of the report being written before salaries had been accounted for, and the budgets have now evened out.
- Brona Reeves hasn't been able to attend budget training yet, but is in contact with [Ela Cleary](#) to book onto a session as soon as possible.

#### 4. **Budget – STANDING ITEM**

Committee members received a written report, as well as the following documents as circulated via e-mail prior to the meeting:

- Financial Budget for 2015/2016
- School Teachers' Pay 2015-16: Pay Scale Points
- St. Joseph's Camberwell Catholic Schools Federation (Infants' School) Budget Monitoring Report (January 2016)
- St. Joseph's Infants' Finance – Budget Versus Actual All Accounts – December 2015 (Period 9 – 75 %)

Committee members received the following documents as circulated at the meeting:

- St. Joseph's Camberwell Catholic Schools Federation (Infants) Proposed budget for 3 years
- St. Joseph's Camberwell Catholic Schools Federation (Junior) Proposed budget for 3 years
- St. Joseph's RC Junior School – Budget Versus Actual All Accounts – December 2015 (Period 9 – 75 %)

The Executive Headteacher gave the following verbal report:

- There have been issues with the low school roll in the Infants' School, which has implications for the budget as another year of low numbers will result in the budget going into deficit.
- There have been some casual admissions in Reception, Year 1 and Year 2, and the Executive Headteacher has reminded parents at Mass to fill in admissions forms.
- The school will receive an estimate on application numbers on 16<sup>th</sup> February, and the offer list for school places will be received from Southwark Council on 15<sup>th</sup> April.
- The projected budgets in the Infants' School over the next three years show that the forward balance will sustain the budget for the next two years, but a deficit in the third year of £38,000 is expected, growing to £112,000 the year after.
- There is a need to increase the capital balance to make the budget sustainable in the future.
- Local authority offers may change as well, which may mean that schools may increasingly have to collaborate or become Academies.
- It might be necessary in the future to carry out a staff restructure, although one of the strengths of the school is the committed staff, so it would be preferable not to have to do this.
- Many staff members have reached the top of their pay scale, which is good in terms of stability but does mean that the workforce is expensive.
- The school spends 90 % of its budget on staff, compared to the recommended 85 %.

- It was suggested that staff members could be used to develop practice in other schools, which would be a source of income.
- Another source of income could be fundraising and establishing if there are any local benefactors that can contribute to the school.
- It was suggested that land adjacent to the school could be used to build a Nursery, or one could be built on top of the Infants' School if the building was made structurally sound to do so.
- The Executive Headteacher undertook to contact Nina Dohel (Director of Education) and Terry Segarty (Head of 0-19 Standards) at Southwark Council to explore this option.

**Action: Executive Headteacher**

- LCVAP funding is being cut this year by 82 %.

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

- *Can a sign be placed on Wyndham Road advertising the school?* School Travel staff at Southwark Council have been asked to do so, and the Executive Headteacher undertook to contact them again to ensure that this is done.

**Action: Executive Headteacher**

- *How many additional pupils do you need for the budget to be sustainable, and would a full school roll help towards this?* On average, 16 in Reception and three or four in each of the other year groups. There are 156 pupils on roll, and there should be 180. This would benefit the budget, but would not resolve a potential future deficit completely.
- *Are there any other local Catholic Infants' schools?* Most KS1 are part of a Primary school. The reason these two schools didn't amalgamate is because there is a financial benefit to having two budgets.
- *Is there anything governors can do to help obtain SEN funding, or in any other budget areas?* The Executive Headteacher undertook to consider this, but stated that the budget is not expected to increase in the near future.
- *Is Robert Ashdown still being hired to consult on the budgets?* Yes, he is still working with both bursars, and the school will use him for advice on how to cut the projected future deficits.

## **5. Pay – STANDING ITEM**

The Executive Headteacher gave the following update:

- All teachers met the standards and were successful when performance was measured against objectives, and achieved their pay recommendations as a result.
- Increments that have been awarded will increase staffing costs in the budget.

## 6. **Personnel – STANDING ITEM**

The Executive Headteacher gave the following verbal report:

- An NQT left in December 2015 and a member of staff is not returning from maternity leave, so a replacement will be recruited in April.
- A new Premises Assistant was appointed in December 2015.

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

- *If a staff member leaves do you need to replace them, or could you reallocate that work?* It may be possible to reallocate staff depending on what the work is and the skills required of the role, compared with the skills of staff members who might be available to take on the work.

## 7. **Premises – STANDING ITEM**

The Executive Headteacher gave the following verbal report:

- A small number of premises works have been carried out to improve the look of the school.
- The windows programme is ongoing, with planning permission resubmitted on 5<sup>th</sup> January, and a request for funding submitted to the Diocese.
- It is hoped that the programme will be completed by the end of the summer.

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

- *What is the latest update on the design of the playground entrance?* A request has been made to redesign the entrance at the front of the building to make it more secure, and to improve safeguarding.

## 8. **Dates and times of future meetings**

Committee members noted the dates and times of future meetings:

### Summer term

Resources - Wednesday, 20<sup>th</sup> April, 2016, 6.00 pm

Committee members noted that the start time of the next committee meeting is 6.00 pm.

9. **Any Other Business**

None was raised.

The meeting finished at 6.01 pm.

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