

St. Joseph's Camberwell Catholic Schools' Federation

Resources committee

Minutes of a meeting of the Resources committee held at the school on Wednesday 30th October 2019 at 6.45 pm

Present

Katie Brooks
Anita Gallagher Executive Headteacher
Sheila Kirrane
Sam Mburu
Elaine Player
Brona Reeves Chair
Patrick Reilly
Patsy Winters

In attendance

Kevin Gibb School Business Manager
Sarah Cooper Governor Support Officer

The meeting started at 6:45 and was quorate.

The meeting opened with a prayer.

1. Apologies for absence

There were apologies from Vera Asiababor which were noted by the committee.

2. Declarations of interest in the agenda

There were no declarations of interest in items on the agenda.

3. Election of Committee Chair

Brona Reeves was nominated for the position of Chair by Patsy Winters, there were no further nominations. The nomination was seconded by Sheila Kirrane and accepted unanimously by the committee members. Brona Reeves would serve as Chair of the committee until the first meeting of the autumn term 2020.

4. Minutes of the last Resources committee meeting on Wednesday, 8th May 2019

4.1 Approval of the minutes

It was **RESOLVED** to sign the minutes as an accurate record of the meeting.

4.2 Matters Arising (not appearing elsewhere on the agenda)

There were no matters arising.

5. **Review Committee Terms of Reference**

The Terms of Reference had been circulated for review and recommendation.

Action: The Terms of Reference were agreed and proposed for ratification by the Governing Body.

6. **Finance – STANDING ITEM**

The budget papers had been circulated for review and discussion.

6.1 Budget Report

The budget report had been circulated; governors receive a clear and concise budget monitoring report six times a year, in committee meetings and at the full Governing Body Meeting. The following points were raised;

- The summary sheet had been circulated. The Infant School had £35,000 and the Junior school had £173,000 in reserves. The reserves are used to supplement the budget shortfalls.
- The Infant school had received £918,000 in funding for the Infant School and £1.26 million for the Junior School from the Local Authority.
- The Infant school had a slight increase in Pupil Premium funding and the Junior school had a slight decrease in funding. The Pupil Premium funding does fluctuate according to eligibility and pupil numbers.
- Both schools finished the last financial year 2018-19 in positive figures, however, the schools would be struggling to do so this year with increases to the staffing costs. From September 2019 there is a further 2.75% increase to teaching staff salaries and increases to pension contribution rates from 16.48% raised to 24.6% that will stretch the budget even further. Both sums would be partially covered with a Teacher's pay grant to cover 0.75% of the 2.75% increase and the Teachers Pension Grant from September 2019. Details of the future years and an increase in funding are unknown at this stage.

Q: How are we tracking against the budget?

A: The school is performing well against the budget markers; there are budgets versus actual reports.

Q: Has the funding from the Government increased to cover the increases to the salaries and the increase in pension contributions.

A: There has not been any extra funding to cover the salary increases and the

increases in the pension contributions.

- The governors noted that the schools have made savings wherever possible; when staff have left they have not been replaced and have used supply to cover key positions. There had been a reduction in the monthly salary costs of £11,088.43 and £8,212.43.
- The cash flow for the school is very important and will bring challenges in the future. The Infant School had £107,059.64 in the bank account balance of which £50,895.28 was capital. The Junior School had £42,391.75 of which £45,578.13 was capital funding. The Local Authority awards funding on a monthly basis.
- The current deficit budget in the Infants School will eventually transfer to the Junior budget unless the pupil numbers increase in the current Years 1, 3 and 4 and the other spaces around the school. It was noted that many other Southwark schools in the borough are also working towards deficit budgets or have loans.
- Reception has 59 children; there are 11 vacancies in Year 1. The pupil numbers had been reduced at two local schools. People are moving into the local housing which is having a positive impact. The Infants are losing £57,993.05 and the Junior school are losing £49,711.32 in funding as a result of the vacant spaces.

6.2 Budget Planning for 2020/21

The 3 year budget plans had been circulated; the following points were raised;

- The income has been estimated. The Infants school would end this year in a deficit of £126,000.00. The Junior school would end this year with a surplus of £15,021.64.
- The 2021/22 budget for the Infant school shows a deficit of £294,297.06 and the Junior School would have a deficit of £382,280.23. Governors may need to consider a restructure moving forward, there are TAs in every classroom currently; reducing the staffing may have a detrimental effect on the education and well being of the children. In order to counteract the projected deficit there would need to be an increase in funding of 20%.

Q: Are there plans to spend the capital funding this year?

A: There would be bills for the roof, gates and some other smaller items that would need funding.

- There had been a request for the Local Authority to review the budget which had not been responded to yet. This would be chased with Hayden Judd.

6.3 Arrangements to comply with the requirement to complete the new SFVS return and agree it at a meeting of the Governing Body

The revised SFVS had been revised and circulated. The live data had been included and the guidance for governors had been circulated.

Action: Governors to send comments on the draft SFVS to the Clerk who

would compile the comments.

7. Premises – STANDING ITEM

The building report had been circulated; the following points were raised;

- The summer building works have been completed but since September the exterior down pipes had been blocked, this caused a flood in the foyer and staffroom. The pipes had been cleared and the flooding had subsided.
- The school continues to undergo regular maintenance.
- The top floor has leaks in bad weather.
- The playground were also covered with excess rainwater, the playgrounds were unusable until the water subsided.
- The lift needs regular maintenance.
- LCVAP funding applications come through on 17th October 2019. The process for accessing the funding has changed and there will be a more transparent process in the future where a team of advisers allocate points to a specific project which is then ranked. Funding is allocated as per the ranking.
- The Junior School car park will need to be resurfaced; the project will be part of the next LCVAP bid.

7.1 Fire Risk

The Fire Risk Assessment had been completed.

8. Personnel – STANDING ITEM

The following points were made;

- There are three new members of staff. The new staff have been provided with mentors and a programme of induction through a mentor to support them.
- It had been recommended that all staff had achieved their performance targets and would receive an increment in their salary.

Action: The Pay Recommendations were agreed by the committee.

- There is one long term sickness absence that is being covered by a supply teacher.
- There would be one maternity leave on 27th November 2019.
- Ms Kirrane would leave St Joseph's to retire at Christmas. A schedule for recruitment had been put in place. Interviews for an interim position from January 2020 had been held after half term. There were two candidates, one internal candidate was successful. Feedback was given to the unsuccessful candidate.

Action: NEU Policy would be circulated. Clerk.

<https://neu.org.uk/neu-pay-policy-checklist>

9. Dates and Times of Future Meetings

Spring Term

Wednesday 22nd January 2020 at 5.30 pm

Summer Term

Wednesday 6th May 2020 at 6.45 pm

10. Any Other Business

There was no other business.