

St. Joseph's Camberwell Catholic Schools' Federation

Resources committee

Minutes of a meeting of the Resources committee held at the school on Wednesday 22nd January 2020 at 5.30 pm

Present

Katie Brooks
Anita Gallagher Executive Headteacher
Sam Mburu
Patrick Reilly
Patsy Winters

In attendance

Kevin Gibb School Business Manager
Anna Swann Observer – Interim Head of Infant School

Sarah Cooper Governor Support Officer

The meeting started at 5.30 pm and was quorate.

The meeting opened with a prayer.

1. Apologies for absence

There were apologies from Elaine Player and Brona Reeves which were noted by the committee. In the absence of the Chair of the committee it was agreed that Patsy Winters would chair the committee meeting.

2. Declarations of interest in the agenda

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

3. Minutes of the last Resources committee meeting on Wednesday, 30th October 2019

3.1 Approval of the minutes

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

3.2 Matters Arising (not appearing elsewhere on the agenda)

6.2 Budget Planning for 2020/21

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. The Quarter 3 accounts had been submitted to the Local Authority. There would be a conversation with the Head of Finance and auditors regarding funding from the next years allocation of funding to support the federation.

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. Governors to send comments on the draft SFVS to the Clerk who would compile the comments.

Action: The SFVS would be an agenda item at the Spring Term Governing Body Agenda. Any comments to be sent to the Clerk / SBM.

4. Finance – STANDING ITEM

4.1 Budget Monitoring

The budget papers had been circulated for review and discussion. There had been a meeting with the Chair of the Resources committee to discuss the budget for Quarter 3. The following points were raised at the meeting;

- At this point in the financial year the budgets should be 75% spent which is in line with the budgets circulated. The schools had been extremely prudent, however, there are areas which are challenging particularly around supply teachers. There had been a long-term supply teacher in the Infant School and sickness absence cover. There are two classes in the Infant School with long term supply, one to cover a maternity leave and one to cover an NQT post who was failing and had left the school. The budget lines would be vired to accommodate the overspend in the supply budget.

Q: Had the rate of staff sickness absence increased this year?

A: There are several staff members who have had serious illnesses and long-term illness that have required periods of hospitalisation. There had been some unprecedented absence where staff have had to have a period of absence. Some staff have children and their children have been unwell. Staff absence is low in comparison to other schools. When TA staff are off cover is not provided.

Q: Is there any scope to recruitment permanent teachers or on a contractual basis?

A: The staff member who is covering the post previously held by an NQT from an agency is an excellent teacher. The teacher hopefully will stay for a second year on the same terms.

- The school had received some additional funding this year. The employers pension contributions had increased, there had been some funding to cover the increase to pensions. The Infants School received £14,000 and the Junior School

received £21,000, the Government will cover next years increase to pension contributions, however, future funding arrangements are unknown. There had been an application for further funding to cover the pension contributions for the Junior School.

- It is projected that the Infant School would have a negative balance in the region of £79,000, reductions to budget would be made where possible.

Q: Are we being proactive in advertising vacant places?

A: Yes, we alert the Local Authority, there are 228 on roll in the Juniors with the lowest numbers in Year 3. Occasionally numbers increase in Years 4 and 5, the school is a feeder school for Sacred Heart.

- The schools will continue to be extremely prudent moving forward.
- There is one child who has an EHCP in Year 6 and one child in Year 3 with EHCP. One child in reception who was taken on roll through the Fair Access Panel with an offer of additional funding, as yet the funding has not been forthcoming. An application for the EHCP has been made. There are two children with significant medical needs and have requirements for intimate care, the staff have been trained to support these children, however, there is an impact on the support for other children.

Q: Do we have insurance for this work?

A: Yes, the Local Authority provide insurance, but it is an extra responsibility for the staff.

Q: Are there any challenges that you would like to draw our attention to?

A: The additional funding has helped but it is the future budgeting that is a concern.

- The committee members acknowledged the email circulated by the Chair stating that governors were aware that the school was not in the worst position financially by any means of local schools, but the view was moving forwards in these unusual political times that the school should not scrimp and impact the learning experience of the children just to save a few thousand pounds, the position is due to chronic underfunding. There had been discussions regarding restructuring, currently all classes have a teacher and a TA, it had been agreed that with a baseline of 12% at an expected level all classes needed a TA to support the children.

4.2 Consider the Schools Financial Values Standard

The draft SFVS for the Infant and the Junior Schools had been circulated and discussed under Matters Arising. The final SFVS would be discussed at the Spring Governing Body meeting.

5. Policies

There were no policies for review at the committee meeting.

6. Premises – STANDING ITEM

The building report had been circulated; there had been a LCVAP bid for the following works;

- The general state or repair of the greenhouse on the roof, the double-glazed unit that houses the window and door facing onto the roof playground needs to be replaced.
- The second-floor girls toilets need to be refurbished.
- The Junior School parking area needs to be resurfaced.

7. Personnel – STANDING ITEM

The following points were made;

- There had been a successful retirement party for Ms Kirrane
- An NQT had decided to leave her post as Year 2 teacher. A new teacher is now teaching the year group who is experienced in America and the UK and is employed on a long-term supply contract.
- One teacher is now on maternity leave, the class is being covered by a teacher on a contract.
- A second advert for the executive head teacher role had gone to press on Monday the 6th of January 2020.
- All support staff roles are filled.
- The role of the humanities curriculum lead will be advertised internally.
- One teacher is overseeing English at KS1 as a maternity leave cover.

7.1 Review Staff Attendance

Staff attendance had been discussed under Matters Arising.

8. Dates and Times of Future Meetings

Summer Term

Wednesday 6th May 2020 at 6.45 pm

9. Any Other Business

- The dates for the Section 48 GAG meeting dates would be recirculated.

Action: Clerk to recirculate dates.

- Details on available funding pots and the grants masterclass would be sent to the Chair of Governors.

Action: Clerk