

St. Joseph's Camberwell Catholic Schools' Federation Resources committee

Minutes of a meeting of the Resources committee held at the school on Wednesday 6th May 2020 at 5.30 pm

Present

Katie Brooks
Anita Gallagher Executive Headteacher
Brona Reeves Chair
Anna Swann
Patsy Winters

In attendance

Kevin Gibb School Business Manager
Sarah Cooper Governor Support Officer

The meeting started at 5.30 pm and was quorate.
An update had been previously circulated on the arrangements made for Covid -19 (Appendix A).

A briefing note on Finance had been circulated by the clerk.

1. Apologies for absence

There were apologies from Sam Mburu, Patrick Reilly and Nicholas Sim 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. Minutes of the last Resources committee meeting on Wednesday, 22nd January 2020

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)

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

The SFVS had been revised and circulated. The live data had been included and the guidance for governors had been circulated. The SFVS had been submitted to the Local Authority.

4. Finance

4.1 Review end of year budget

The Schools Financial year runs from April – March, the report is a snapshot at the end of the Schools financial year March 2020 (End of the financial year 2019-2020). At this time of the financial year there is a review of performance against the budget set last year and what is the expected carry forward into the new financial year / budget.

The closing balance for the Infant School is a deficit of £16,144.03 and a positive balance of £23,822.35 in the Junior School. The projected deficit for the Infant School was £132,000 at the beginning of the financial year. The Infant school did go into a deficit for the revenue budgets and relied on the remaining capital funds in the bank account to keep the whole accounts going into deficit.

Infants School Budgets Overspends:

Details of the overspends in the Infant School budget were circulated and noted;

- Energy: Gas / Electric (+£2,672) due to some smaller bills from last financial year (2018/19)
- Curriculum Resources (+£3,710). This area was under budgeted at the start of the year and agreed that the school needed to buy pens / books etc.
- Admin Photocopier (+£1653) this copier is being shared between both schools and was at some time during the year the only working copier so was expected to be overused.
- Supply Teachers / Support Staff (+£69,505) The majority of the overspend is from the school using two long term supply teachers in Orange (Year 2) and Blue class (Year 1), also one long term support TA, with two further part time supply teachers to support Reception and Year 1 PPA, as a result of these supply there had been a saving of 28% in on-costs. As noted in the previous meetings, these long-term supply costs although are paid from supply budget, they are in fact full time teachers (but for budgeting purposes have to be shown in this budget area). These teachers are working well within their classes / year groups and have both shown interested in continuing their roles within the school.
- Savings were made where possible by not replacing staff and cutting where possible services / resources and generally being extremely careful on potential extra spend.
- Mrs Kirrane retired in December which had some savings. Where staff have left throughout the year they have not been replaced. Long term supply staff are being used to cover vacancies; there are 2 long term supply teachers one to cover a maternity leave and one to cover the NQT who left at Christmas. There is a saving of 28% on the on costs if long term supply staff are used to cover vacancies both are very good teachers and both would like to stay at the school.

Q: Will the NQT be able to complete the training during the lock down period?

A: The Local Authority has plans in place for NQTs to complete their training. CPD is in place, the mentor will complete a report at the end of the year and work continues during the lock down period which continues to be a learning environment. The DFE have produced guidelines, the mentor has attended the Local Authority Webinar session.

Junior School Budgets Overspends:

In the Junior School, there were a number of over spends within the budget, but also many underspends, which in turn balanced out the accounts. The overspend areas were as follows:

- Curriculum Resources (+£17,953) this area was under budgeted at the start of the year and it was agreed that resources were needed. There were also a few outstanding bills from a couple of main suppliers at the end of the previous financial year.
- Support Staff Supply (+£27,578) the majority of this cost is for long term supply needs (2 days week), there had been an instance of long-term sickness (7 weeks), which as previously noted would not have been covered by a sickness insurance policy.
- The cost of staffing at the Federation is comparably high, staff stay long term at the school and are experienced staff members. Moving forwards there should be a consideration of the salary costs. Salary costs should be around 80% of the budget, the Federation are at around 88% of the budget.
- Governing Body Costs (+4,185) an outstanding bill from the end of the last financial year added to this budget.
- Overall, the Junior school came out under budget. The projected budget was a closing figure of £15,021. There had been savings made where possible by not replacing staff and cutting where possible services / resources and generally being careful on external cover.

The governors recorded their thanks to the school team for the very significant cost savings in challenging circumstances. The governors recognised that there would be some additional costs due to salary increases and the school cannot make any further savings currently. The federation would continue to look at savings moving forward.

Q: Can you give us an update on the numbers enrolled for next year?

A: There are 52 applicants for next year, not all have registered with the Local Authority these parents have been contacted. The exact numbers would be available when the second round of figures are available; there are always some additional applicants over the summer holidays. There were 3 new joiners over the Easter break. The May Census would not be taken this year. There are 57 children transferring to Year 3 from the Infant School. There are usually some additional pupils in Year 3 who transfer from St John the Devine.

Q: Can you update us on the number of children who are eligible for Pupil Premium funding?

A: The families eligible for Pupil Premium received a voucher for Free School Meals; we know that 85% of the cohort is in the top 20% of social deprivation. More families have begun to come forward to complete the forms some have come back with a positive response, there are 5 applications still pending. This would have a positive impact on the budget; if all children are eligible there would be an additional 11 families who would receive Pupil Premium. When the new Reception cohort join the school families may be more inclined to complete the paperwork, the numbers may grow again next year.

4.2 Review contracts and issues arising from Covid -19

The briefing note was circulated. The catering company are charging the schools for the staffing and the meals prepared, the costs have dipped from £19,000 to £9,000 per month.

Q: How many pupils are attending the schools currently?

A: On average there are around 19 pupils each day, the lowest number recorded was 3 and the highest number on any one day was 21 pupils. The parents have shift patterns which have an impact and some families were apprehensive about sending their children into school.

Q: Can you update us on the numbers of vulnerable children attending school?

A: Some of the vulnerable children are attending and some are not. If the vulnerable children are not attending phone calls are made to the parents. There are more vulnerable families in the Infant School and a spreadsheet is completed. There have Child in Need and Child Protection meetings. There had been one Child Protection referral made. Any families who are considered more at risk are contacted more regularly. There are families who are considered vulnerable but do not have a social worker who are contacted. We could request home visits previously from social services this has not been possible. Where food parcels have been dropped off we make sure that we see the children for a welfare check.

4.3 Consider/set budget for 2020/21

The budget for 2020/21 was circulated; the following points were raised;

Infant School

- Expenditure was based on the 2019/20 figures for expenditure.
- The funding for the Infants had increased by around £30,000 due to the increase in the numbers on roll.
- There would be a projected of around deficit £146,000 at the end of the financial year.
- There had been a 3% increase in the salary budget for teaching staff; the final increase is being negotiated. The Local Authority has given an additional £15,000 to support the shortfall in the pension funding last year. There may be additional

employee pension contributions for the next financial year which is currently being negotiated with Unions.

- It had been proposed that the support staff would be awarded an additional day of annual leave which would have an impact on the budget.
- There would be a negative carry forward of £16,000 in addition to the projected deficit of around £130,000.
- There is a capital fund which would be used for improvements around the school.

Junior School

- The reserves have been decreasing year on year each year the reserves have been used to support the budget. It is projected that there would be a £128,000 deficit in the budget.
- There is a carry forward of £23,000.
- There are some additional funds due and the projected increase in the staffing salaries may not be as much as 3%.
- A restructure of roles in the Leadership Team should be considered moving forwards.
- There are TAs in each classroom, there is a 12% base line and the additional support is necessary to support the children but this could be considered.
- There has been less spend on resources but this can not be sustained long term.

5. Premises Issues

There is an outside drain pipe on the Infant School that requires repair which would be scheduled.

6. Personnel/Staffing matters

There had been two candidates who had applied for the Executive Headteacher role. The interviews have been postponed; the Chair of Governors had discussed the position with the two candidates. The Federation may not be able to appoint for a start date before January 2021.

Action: Meeting to be arranged to discuss the Leadership structure and future appointments. PW to seek advice from the Local Authority Advisor.

7. Dates and Times of Future meetings

Committee members to make arrangements for the dates and times of future committee meetings.

Summer Term

Governing Body Meeting - Wednesday 8th July 2020 at 5.30 pm

Action: Clerk to circulate 2020-21 dates for approval.

8. **Any Other Business**

There was no other business.