

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

Minutes of a meeting of the Resources committee held at the school on Wednesday 21st October 2020 at 5.30 pm

Present

Chris Andrews	Executive Headteacher
Katie Brooks	
Sam Mburu	
Elaine Player	
Brona Reeves	Chair
Anna Swann	Associate Member
Teresa Mokogwu	Associate Member
Patsy Winters	

In attendance

Delia Jameson	Observer
Kevin Gibb	School Business Manager
Sarah Cooper	Governor Support Officer

The meeting started at 6.45 pm and was quorate.

1. Apologies for absence

There were no apologies for absence.

Action: It was agreed to add Kevin Gibb to GovernorHub.

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 Elaine Player. Brona Reeves would serve as committee chair until the first meeting of the academic year 2021.

4. Minutes of the last Resources committee meeting on Wednesday 6th May 2020 (attached)

4.1 Approval of the minutes

The minutes of the meeting held on the 6th May 2020 were agreed as an accurate record of the meeting and would be signed by the Chair.

4.2 Matters Arising (not appearing elsewhere on the agenda)

There were no matters arising not appearing elsewhere on the agenda.

5. Review committee Terms of Reference (attached)

The Terms of Reference were approved for ratification by the Governing Body.

Action: Agenda Item Governing Body meeting.

6. Finance

6.1 Budget monitoring report (to include Covid related expenses and income)

The Budget Monitoring Report was circulated, the following points were raised;

- The staffing budget for both schools are currently at a 50% spend of the total budget, other areas are around 30%. The budget for Speech and Language is being reviewed, the current spend is around £5,000 from a budget of £12,000.

Q: Has there been an impact on the children's progress due to the lack of Speech and Language interventions?

A: The team were not allowed to come in from March, they were redeployed during that period. The team have returned from this month to the school and yes there will be an impact on progress which will hopefully be addressed.

- There is a projected underspend. The schools have received some Catch Up funding to support interventions and booster classes. The school have received around £16,000 for the Infant School and £20,000 for the Junior School in Catch Up funding.
- There had been a 2.75% increase in salaries for the staff which had been included in the budget. The increase in pension contributions had been included in the budget and there had been some additional funding from the Local Authority for the increase in pension contributions.
- The funding for the next academic year is based on the October census figures. There had been a dip in numbers across both schools of 40 children which had a huge impact on the budget. There are 43 children in Reception which is the lowest number the school have had in five years. The only full class is in Year 1, there are 23 vacancies in the Infant School and 16 vacancies in the Junior School.

Q: Has Covid had an impact on the numbers on the school roll?

A: There are a number of factors, Covid has had an impact families are realising that they do not have to live in London they are not travelling into work. There was a six week catch up plan scheduled initially for the beginning of term which meant that Reception would not be in school for those six weeks. However, after much discussion, it was agreed that this was a risk and could decrease the numbers in Reception. There had been a lot of issues with the families who rent, this is a challenge with all of the local schools. We have contacted Fr Victor regarding advertising school places in the newsletter, there will be a flyer placed in the Church. There had been a discussion with the Diocese about place planning with the Local Authority. We did make contact with the families who were on the list for Reception, those families have either been moved or have opted for schools with a nursery. We did a leaflet drop and banners around the school to promote the places last year, there are some new developments close to the school with families. It was proposed that a virtual tour be arranged and could we consider the possibility of using the Church Hall for a nursery. We could also consider some promotional activity on Spanish radio.

- The budget for 2021 -22 has been based on the current staffing structure, the current percentage of the total budget for staffing in the Infant School is 76% and in the Junior School is 78%. There had been some savings due to staff changes over the last academic year. The Infant School now has a projected £33,000 deficit and the Junior School no longer has a projected deficit.
- The Local Authority are conducting a review once a half term which includes standards, intervention and financial probity. The school is in a working deficit and should have a recovery plan submitted. There had been a proposal put forward for some additional support for the significant financial workload. In May a deficit budget was submitted for both schools which was around a £250,000 deficit which was discussed with Senior Advisor.
- There are currently a high proportion of SEN children who are being supported at the school without EHCPs which is key focus moving forwards. There are potentially a further seven children who could and should have EHCPs of varying degrees which have additional funding attached. The SENCOs have been tasked with moving the applications and reports forward.

Q: The deficit has occurred due to cuts to funding and challenges with the criteria for SEN and EHCPs can you update us?

A: We need to ensure that the external consultants are providing what we need to move the applications forward. The SENCOs will be receiving some additional guidance on the application process as part of the SEND review.

Q: Will there be any additional funding that could be allocated to support those pupils who need additional help?

A: We are currently undertaking assessments and gap analysis to look at the need across the schools. There are some interventions currently in place, it was agreed that the existing staff would be used for the extra tuition before

and after school. There are plans in place to support the children who need to catch up.

Action: The budgets would be further reviewed and a report given to the committee members. Executive Headteacher / SBM.

6.2 Budget planning for 2021/22

The budget planning spreadsheets for 2021/22 had been circulated, the following points were raised;

- The budgets for 2021/22 have been based on the current staffing figures, if there are any changes to the staffing structure revised projections will be circulated.

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

More info - <https://schools.southwark.gov.uk/governance/autumn-term-2020-21-news-and-updates?chapter=5>

Action: The SFVS will be agenda item for the Spring Term Committee meeting.

6.4 Pupil Premium expenditure

The Pupil Premium expenditure report had been circulated. It will be challenge to evidence progress regarding the Pupil Premium funding, the last data the school have is Autumn 2019, anecdotal rather than empirical evidence will be used for the report for 2019-20.

7. Policies

The following policies must be reviewed annually. Committee to consider and recommend to the Governing Body

- Pay Policy
- Appraisal policy
- Financial Scheme of Delegation

Action: The Pay Policy, Appraisal Policy and Financial Scheme of Delegation were approved for ratification at the Governing Body meeting.

8. Premises and Health and Safety

The following points were raised;

- The toilets on the second floor will be refurbished which has been funded by the Diocese.
- There are some leaks around the school which will be inspected over the half

term.

- The heating in the Infant School is poor which will need to be addressed. Portable electric heaters are being used in the classrooms.
- There would be a new round of LCVAP bids which the school would apply for.

8.1 **Risk Assessment**

The Health and Safety Executive had arranged to visit the school on the 10th November 2020. The team would be visiting after the half term.

Action: Brona Reeves would attend the meeting with the Health and Safety Executive team.

8.2 **Fire Risk**

Governors were assured that the annual fire risk assessment would be carried out on the 25th November 2020.

9. **Staffing Update**

There was no staffing update.

10. **Headteacher and Staff Wellbeing and Mental Health**

Guidance was drawn up by Southwark Education to assist governors with supporting the wellbeing and mental health of their Headteacher. It can be found here

<https://app.governorhub.com/document/5f59210416f0641af0b3f6bb/view>

The Executive Headteacher reported that some staff were more anxious than others in terms of the wider reopening of the school. There have been individual Risk Assessments undertaken on the appropriate staff. Staff meetings, assemblies and training have been undertaken via Zoom which had been very positive. There are no formal observations in place currently for teachers, there are ongoing discussions with the teaching staff. Appraisals and the target setting were underway. Information had been circulated to parents on wearing face masks on the playground which has reassured the staff. The Executive Headteacher and the Consultant have arranged drop in sessions for the staff which had been greatly appreciated.

11. **Dates and Times of Future meetings**

Committee members to note the dates and times of future committee meetings:

Spring term

Resources - Wednesday 20th January 2021 at 5.30 pm

Summer term

Resources - Wednesday 5th May 2021 at 6.45 pm

12. Any Other Business

There was no other business.

PART II - CONFIDENTIAL

13. Pay – STANDING ITEM

13.1 Review staff Performance Management outcomes

All of the appraisals and target setting meetings have not yet been completed and would be reported on at a future meeting.

13.2 Review staff salaries

The staff were awarded their annual cost of living increments.

14. HR Issue

There is one long term absence issue, an appointment had been scheduled with Occupational Health on the 26th October 2020. A zoom meeting had been scheduled to discuss long term absence with the HR advisor.

There is one outstanding disciplinary matter, HR advice had been sought.

15. Review of the Federation Model

Governors may need to consider the federation model of the school moving forwards.