

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

Minutes of a meeting of the Resources committee held at the school on Wednesday 24th February 2021 at 5.30 pm

Present

Sam Mburu
Delia Jameson Executive Headteacher
Teresa Mokogwu Associate Member
Elaine Player
Brona Reeves Chair
Nicholas Sim
Patsy Winters

In attendance

Kevin Gibb School Business Manager
Sarah Cooper Governor Support Officer

The meeting started at 5.30 pm and was quorate.

1. Apologies for absence

There were no apologies for absence.

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 21st October 2020

3.1 Approval of the minutes

The minutes of the Resources Committee meeting on the 21st October 2020 were agreed as an accurate record of the meeting and would be signed by the Chair.

3.2 Matters Arising (not appearing elsewhere on the agenda)

There were no matters arising that were not on the agenda.

4. Finance

4.1 Budget Monitoring

The budget papers were circulated, the following points were raised;

- The Finance Summary document was shared with governors. There was a previously projected in year deficit. The schools now have a projected carry forward of £80,000 the school have not been permitted to provide some of the services such as swimming during the closure and partial reopening of the schools which have had a positive impact on the budget.
- The Infant school has £54,000 in capital funds and the Junior school has £43,000 in capital funds which have been included in the projected carry forward.
- The schools have not been able to collect income from breakfast and after school clubs.
- There will be some carry forward of the Pupil Premium funding into the next financial year.
- The Local Authority have changed the date for the Pupil Premium funding data return which will now be calculated from the numbers of children on roll in the October census. The Local Authority have used the Free School Meal list from October which may have an impact on the Pupil Premium funding for next year.
- The Local Authority have been chased for the SEND funding.

Q: Can you update us on the numbers on roll and the projected impact on the budget?

A: The numbers for reception intake in September are not known yet, the online applications have been submitted. There are always some in year applications particularly for Year 2. There had been some applications for the Junior and Infant schools this week. The Reception numbers are currently less than 60 applications but we do not know yet whether we are first choice for these applicants. We know that we have some applications for Year 2 children for Year 3. We have not been able to give tours around the school which had an impact on the numbers applying.

Q: Is there anything we can do to advertise places at the school?

A: The list has only just been circulated, we will chase families who have not yet submitted their supplementary forms. Prior to the closing date we did ask Fr Victor to let parishioners know there were vacancies and we will let the Local Authority know that there are vacancies for children. We can put banners up around the school and on Southampton Way and advertise at local nurseries to catch any last minute applications. Flyers have been circulated to the after school clubs to advertise places.

Q: Have more families reached the threshold for Pupil Premium funding?

A: The numbers have increased quite significantly but due to the date change for the figures to be submitted there will be an impact on the funding.

4.2 Budget planning for 2021/22

The budget for 2021 /22 will be presented at the next committee meeting. There would be a review of the structure which would have an impact on the budget for 2021/22.

Action: Structure Working Party to meet and discuss options moving forward. BR, PW and EP to form the working party. BR to schedule a meeting of the working party with the Executive Headteacher.

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

The SFVS for 2019-20 was circulated, the data for 2020-21 dashboard was added to the current SFVS and circulated for review.

Action: BR to review the return for the previous year and complete the SFVS return for 2020-21. The final SFVS will be circulated for governors for review.

5. Premises – STANDING ITEM

5.1 Report from the Fire Risk Assessment

The Fire Risk Assessments for the schools had been circulated, the following points were raised;

- The Fire Risk and Health and Safety Risk Assessments were carried out on the 25th November 2020. The report was very detailed and work is ongoing on the recommendations.
- There have been challenges this year regarding contractors and servicing due to restrictions in place. Many of the recommendations have been actioned.
- There have been some leaks in ceilings which would be raised with the Diocese.

Q: Can you update us on the recommendation regarding the escape routes being cleared? Do you know what the concern was on the day?

A: The escape routes are cleared on a daily basis. The doors have remained open throughout the pandemic. The routes are checked regularly and are always clear. Many of the items that have been recorded as non-compliant are simple to address.

Q: Are there items on the list where we have been marked as non-compliant and the school feel they are in fact compliant?

A: Some of the recommendations were completed on the day but were still included in the report. The Executive Headteacher and the Premises Officer are reviewing every item and are in the process of updating the document with comments and a progress report. A revised document will be circulated to the governors when completed. The Fire Doors have been raised several times with the Diocese.

Q: Do we need to invest some resources into addressing the issues?

A: The report is a very detailed report many of the recommendations are related to staff training, out of date signage, up to date folders and policies. There will be a premises action plan implemented with the site staff.

Action: The revised report would be circulated.

Action: Budget for the remedial work to be compiled and reviewed. There may be funding available from the Diocese.

Action: Update on the Risk Assessment reports – Agenda Item next meeting.

6. Personnel – STANDING ITEM

The following points were raised;

- Staffing for the reopening on the 8th March 2021 would be reviewed in light of the revised shielding list.

7. Dates and Times of Future meetings

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

Summer term

Resources - Wednesday 5th May 2021 at 6.45 pm

8. Any Other Business

There was no other business to discuss.