**ST MARY’S AND ST JOSEPH’S RC FEDERATION**

**MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD AT ST MARY’S 6PM ON THURSDAY 10 FEBRUARY 2022**

Present: Chris Marston (chair), Pete Fawcett, Rob Hunter, Lynn Johnson, Brendan Finlow (Clerk)

**ITEM 1 – OPENING PRAYER**

1. Chris Marston opened the meeting with a prayer.

**ITEM 2 – APOLOGIES FOR ABSENCE**

2. Brenda Poynton and Ken Smith had apologised for their absence.

**ITEM 3 – DECLARATION OF INTERESTS**

3. There were no declarations of interest.

**ITEM 4 – APPROVAL OF THE MINUTES OF THE MEETING HELD ON 21 OCTOBER 2021**

4. The minutes of the meeting held on 21 October 2021 were read and agreed. They were signed off by the chair.

**ITEM 5 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 21 OCTOBER 2021**

5. Pen pictures. Brendan Finlow was to pursue the issue of governors’ pen pictures with Lynn Johnson. **Action: Brendan Finlow.**

6. Autoforward of emails. Pete Fawcett was to pursue the matter of the autoforwarding of emails from governors’ school email accounts to their personal email accounts. **Action: Pete Fawcett.**

7. Addition to link governor report form. This was still to be done. **Action: Lynn Johnson.**

8. ‘Donate now’ button on school website. This was still to be done. **Action: Brendan Finlow.**

9. St Mary’s expansion. Consultants had come into the school on 2 occasions and had met with Stuart Wetson, Lynn Johnson and Brendan Finlow. At their latest visit, they had presented 3 potential options. The first question to be answered was whether the school felt it desirable to expand. As a VA school, St Mary’s could refuse to expand if expansion was felt not to be in the best interests of the school. The issue of the future of Lugwardine Court was discussed.

10. Policies. The managing staff attendance policy and procedures and the special leave guidance policy were approved. Both the charging and remissions policy and the financial assistance fund and pupil premium policy were to be amalgamated as a single policy. **Action: Brendan Finlow.**

11. Governance. The requirement for a well-being survey would be considered at the next meeting of the full governing body. Pete Fawcett would raise the issue of exit interviews at the forthcoming meeting of the safeguarding committee. **Action: Pete Fawcett.**

**ITEM 6 – ADMISSIONS**

12. The St Mary’s Admissions Sub-committee report was considered. The numbers applying for a place in September 2022 was still high. St Mary’s remained a very popular and highly regarded school.

**ITEM 7 – GOVERNANCE**

13. Nothing to discuss.

**ITEM 8 - HEALTH AND SAFETY REPORT**

14. The health and safety report was considered. Concern was expressed over the incident on 9 December 2021, and was it a result of a decrease in the level of discipline. **Action: Pete Fawcett was to raise the subject of discipline at the next meeting of the safeguarding committee.**

15. The incidents on both 20 January and 7 February 2022 raised safeguarding concerns and needed to be followed up.

**ITEM 9 – PERIOD 10 BUDGET REPORT**

16. The finance report as at period 10 was considered. The school was expected to end the financial year with a reasonable surplus balance to be carried forward to 2022/23. Several issues that might affect the 2022/23 budget were considered, but, overall, it was considered that the school was in a reasonable financial position.

**ITEM 10 – PERSONNEL REPORT**

17. The personnel report was scrutinised. The topics of new starters, leavers, current recruiting, staff with changes to contract, pay 2021/22, maternity leave, long-term sick, disciplinary and capability, and staff absences were all considered.

**ITEM 11 – PREMISES REPORT**

18. Brendan Finlow briefed governors on site issues since the last meeting. Of particular note, the curtain-walling project that had taken place over the past few years would be completed during the spring term half term break and remedial work resulting from the 5-year electrical check completed during the 2021 summer holidays was being carried out.

**ITEM 12 – ANY OTHER BUSINESS**

19. A governor had some slides on climate change. He would forward them to the clerk for distributing to all members of the governing body.

**ITEM 13 – DATE OF NEXT MEETING**

20. The next meeting would take place at 6pm on Thursday 19 May 2022.

**ITEM 14 – CLOSING PRAYER**

21. Lynn Johnson closed the meeting with a prayer.

The meeting closed at 7.05pm.

Brendan Finlow

Clerk to the Governing Body

March 2022

Certificate:

The above minutes are an accurate record of the meeting of the Resources Committee held on 10 February 2022.

……………………… Chris Marston Chair of Resources Committee …… May 2022

Enclosures:

1. St Mary’s Admissions Sub-committee report.

2. Bursar’s report to resources committee – 10 February 2022.

3. Budget monitoring report – Period 10 – January 2022.

Distribution:

Pete Fawcett

Rob Hunter

Lynn Johnson

Chris Marston

Brenda Poynton

Ken Smith

Copy to:

Fr Andrew Berry

Hayley Francis

Angela Leslie

Fr Augustine Primavesi

Marian Smith

Angela Spray

Peter Wallace

Stuart Wetson

Lindsay Wise