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

**MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD AT**

**6PM ON THURSDAY 21 OCTOBER 2021**

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

Apologies: Nil

**ITEM 1 – OPENING PRAYER**

1. Pete Fawcett opened the meeting with a prayer. All present introduced themselves.

**ITEM 2 –ELECTION OF CHAIR**

2. Chris Marston was elected chair of the resources committee.

**ITEM 3 - APOLOGIES FOR ABSENCE**

2. There were no apologies for absence.

**ITEM 4 – DECLARATION OF INTERESTS**

3. There were no declarations of interest.

**ITEM 5 – APPROVAL OF THE MINUTES OF THE MEETING HELD ON 13 MAY 2021**

4. The minutes of the meeting held on 13 May 2021 were read and agreed. They were signed off by Chris Marston.

**ITEM 6 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 13 MAY 2021**

5. Admissions. The archdiocesan admissions appeals staff did understand the English appeals system.

6. Governors’ handbook. This item would be dealt with under governance.

7. Recruiting RE teachers. The school had not been able to recruit a part-time RE teacher and as a result John Cook had been retained. It was acknowledged that it was difficult to recruit full-time let alone part-time RE teachers.

8. Governor training. No volunteer to monitor and record governor training had been forthcoming at the most recent meeting of the standards and curriculum committee. The matter would be raised at their meeting on 24 November 2021 and again at the meeting of the full governing body to be held on 9 December 2021.

9. Pen pictures. Lynn Johnson and Brendan Finlow were to liaise over a standard format for governors’ pen pictures. They were to be placed in the governors’ section of the school website. **Action: Lynn Johnson and Brendan Finlow.**

10. Autoforward of emails from school email accounts to personal email accounts. The school IT staff had advised Brendan Finlow that it was not possible to autoforward emails from school to personal email accounts. **Post-meeting note: Brendan Finlow had asked IT staff the question again and this time they thought it might be possible after all. Brendan Finlow would report back.**

**ITEM 7 – ADMISSIONS**

11. A governor briefed governors on changes that she proposed were made to the admissions policy for admissions in September 2023 following discussion with Fr Andrew. Local clergy would rather not play a part in the process. There was discussion about the safety of sending original certificates of baptism into school and whether a copy would be acceptable. Copies were relatively easily forged. It was agreed that the policy could be amended for applications for admission to be submitted by 31 October and the original certificate of baptism to be provided to the school by, for example, 15 December. In addition, it was felt that there could be confusion between paragraph numbers and the numbering of notes in the policy. The latter could easily be changed to read as letters. The policy was to be approved by the full governing body. **Action: Lynn Johnson would amend the September 2023 policy to reflect these changes and would present the amended policy for approval at the next meeting of the full governing body.**

12. A governor updated governors on the current situation with regard to in-year applications for school years that are currently full. There were several appeals ongoing and the LA appeals service was not performing as well as it might. The archdiocese facility might be brought into service in the expectation that they would perform better and meet deadlines.

**ITEM 8 - HEALTH AND SAFETY REPORT**

13. Both Brenda Poynton and Brendan Finlow presented their health and safety reports to the committee. Brenda Poynton had visited the school on 15 October 2021. The lighting leading to Lugg Court was raised as an issue following the recent open evening at the school. **Action: Brendan Finlow.**

14. Accidents involving concussion were to be followed up within 48 hours to confirm that there was no delayed reaction. This was to be included in first aid training.

15. It was felt that a health and safety box could usefully be added to the link governor report form for completion if a link governor observed a health and safety issue during a visit to the school. **Action: Lynn Johnson.**

16. It was confirmed that Brenda Poynton was the health and safety governor for St Mary’s and Chris Marston was the health and safety governor for St Joseph’s.

**ITEM 9 – PERIOD 6 BUDGET REPORT – TO INCLUDE COVID-19 CATCH-UP FUNDING**

17. Brendan Finlow updated governors on the financial position of the school at period 6, halfway through the financial year. Essentially, the school had received 51.7% of budgeted income for the year and had spent 51.7% of budgeted expenditure for the year. Brendan Finlow highlighted areas where both income and expenditure were different and explained why this was the case. He wanted to amend the budget to reflect amendments – this is covered in the next item.

18. Brendan Finlow briefed governors on the Covid-19 catch-up funding income that had been received in financial years 2020/21 and 2021/22 and on what that income had been spent. The school might be called upon to justify expenditure to the government. The school had received nearly £60,000 and the main areas of expenditure were the employment of 2 pastoral support managers since January 2021; the allocation of increased funding to individual departments; the employment of site staff to drive the school minibuses to collect pupils from home in order to attend catch-up sessions; and the purchase of learning resources to be used during study skills catch-up sessions. It was felt that the income had been well utilised.

**ITEM 10 – REVISED BUDGET PLAN 2021/22**

19. Brendan Finlow presented a revised budget plan for the remainder of the current financial year to governors for their approval. He anticipated income increasing from £4,386,024 to £4,495,394 and a corresponding increase in expenditure from £4,306,144 to £4,387,379. The increase in income was generated by an increased number of high needs students; capital income; exam fee refunds; and Covid catch-up funding and summer school income. The increase in expenditure was largely as a result of higher than anticipated expenditure on supply teaching staff (school teaching staff off sick with the virus or in isolation); capital works; and free school meal vouchers (for which there was corresponding income).

20. Governors approved the revised budget plan.

21. It was felt that energy costs were going be substantially higher next FY which would need to be reflected in that budget plan. There was discussion regarding how green was the school. We had looked at installing solar panels several year ago but they were not viable. The life expectancy of the boilers was considered and their eventual replacement with greener facilities will be considered.

22. There was discussion as to whether the school was receiving as much as was reasonably possibly from parents. All parents of new year 7 students were asked to contribute, but it was felt that all parents could be asked annually if they wished to contribute. There could possibly be a ‘donate now’ button on the school website. **Action: Brendan Finlow.**

**ITEM 11 – PERSONNEL REPORT**

23. Brendan Finlow outlined personnel changes that had taken place since the last meeting. He covered new starters, leavers, current recruiting, changes to individuals’ contracts, pay for FY 2021/22, staff on maternity leave, staff long-term sick, disciplinary and capability matters, and staff absences.

**ITEM 12 – PREMISES REPORT**

24. Brendan Finlow briefed governors on works that had taken place since the last meeting. These included the new locker area adjacent to science; curtain walling in the gym to take place in the autumn 2021 and spring 2022 half-term breaks; the 5-year electrical check being carried out during the summer holidays and necessary remedial work being carried out; and the possible plan for improving the front area inside the school. This had been placed on hold for the time being pending the possible expansion of the school in term on numbers of students and the requisite additional facilities.

**ITEM 13 – ST MARY’S EXPANSION**

25. There were some visits by consultants planned with a view to considering the possible expansion of the school. Governors discussed this topic and wanted to be involved in any plans or discussions. There was particular concern that the number and proportion of catholic children would reduce below the critical 50%. This subject would be ongoing.

**ITEM 14 – APPROVAL OF POLICIES**

26. The teaching staff appraisal policy and procedure and the teaching staff pay policy were approved as slightly amended.

27. Several amendments were submitted for the charging and remissions policy, the financial assistance fund and pupil premium policy, the managing attendance policy and procedures and the special leave guidance policy. These would have to be worked through and the policies re-presented for approval.

**ITEM 15 – GOVERNANCE**

28. A governor advised governors that both the governors’ handbook and the governors’ code of conduct had been completed. They would be presented to the full governing body for approval.

29. A governor briefed governors on the content of the exit meeting held with Pat Burbidge. She would outline its content at the next meeting of the full governing body.

30. A governor asked if governors held an exit interview with departing members of staff and if not how did governors learn about potential problems, eg bullying, stress etc. A well-being survey of staff had been conducted several years ago. It was possibly time, in view of the challenging times, that another survey was conducted. **Action: Pete Fawcett was to design a survey and a draft covering letter to present at the next meeting of the full governing body. Post-meeting note: Chris Marston has some exemplar questions and a draft covering letter if required by Pete Fawcett.**

**ITEM 16 - ANY OTHER BUSINESS**

31. There was no other business.

**ITEM 17 – DATE AND VENUE OF NEXT MEETING**

32. The next meeting would take place at 6pm on 10 February 2022. The meeting would take place at St Mary’s unless circumstances had changed.

**ITEM 18 – CLOSING PRAYER**

33. Lynn Johnson closed the meeting with a prayer.

The meeting closed at 8.25pm.

Brendan Finlow

Clerk to the Governing Body

October 2021

Certificate:

The above minutes are an accurate record of the meeting of the Resources Committee held on 21 October 2021.

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

Enclosures:

1. Bursar’s report to resources committee – 21 October 2021.

2. Budget monitoring report – Period 6 – September 2021.

3. Revised budget plan 2021/22 to 2025/26.

Distribution:

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