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

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

**6PM ON THURSDAY 22 OCTOBER 2020 – PUBLIC VERSION**

Present: 5 governors; Brendan Finlow (Clerk)

Apologies: 1 governor

**ITEM 1 – OPENING PRAYER**

1. A governor opened the meeting with a prayer.

**ITEM 2 – APOLOGIES FOR ABSENCE**

2. A governor had sent his apologies for not being able to attend the meeting.

**ITEM 3 – DECLARATION OF INTERESTS**

3. There were no declarations of interests.

**ITEM 4 – APPROVAL OF THE MINUTES OF THE MEETING HELD ON 14 MAY 2020**

4. The minutes of the meeting held on 14 May 2020 were read and agreed.

**ITEM 5 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 14 MAY 2020**

5. There were no matters arising from the minutes of the last meeting.

**ITEM 6 – HEALTH AND SAFETY REPORT**

7. The bursar highlighted the points he had made in his written report. A fire drill had taken place early in the term for year 7 only; there had been 7 accidents since the last meeting; a governor would pass the draft Health and Safety Policy back to the bursar soon; and the risk assessment for COVID-19 was reviewed monthly.

**ITEM 7 – PERIOD 6/QUARTER 2 BUDGET REPORT**

10. The bursar went through the points he had listed in his written report. It was very early days following the reopening of school to discern trends. Both income and expenditure were close to target.

11. The school expected to receive £6,904 from DfE for exceptional costs associated with coronavirus. This covered up to 24 July 2020. We may be able to claim for such expenditure up to 31 July 2020 but not after that date.

12. We also expect to receive a Covid catch-up premium in termly payments, worth close to £60,000 for this academic year only. One payment of £14,940, was due to be received in October. A plan had been drawn up to spend this funding. A governor asked about measuring the impact the funding made. This could be reported by the headteacher to the forthcoming meeting of the standards and curriculum committee. A governor would discuss and action with the headteacher over possible correspondence with parents. She would follow this up.

**ITEM 8 – PERSONNEL REPORT**

13. The bursar updated governors on recent personnel developments. He covered starters, leavers, current recruiting, changes to staff contracts, pay for 2020/21 for both teaching and support staff, maternity leave, long term sick, disciplinary/capability, and staff absences.

**ITEM 9 – PREMISES REPORT**

14. The bursar briefed governors on site activities. One member of staff had been at home since the start of lockdown as his wife was vulnerable. The other 2 members had been busy doing some major jobs as well as routine work. Two members of the team were now employed as minibus drivers at the start and end of the school day as the school-operated buses were unable to work at full capacity.

15. The contract cleaners had been fully employed during lockdown. They were doing routine cleaning of areas used daily and deep cleaning elsewhere.

16. Capital works included a new forge in Resistant Materials and a concrete slab for the new locker area. Work on this latter project, as well as others still to be confirmed, would be completed in 2021/22. In addition, some flooring works were carried out in the changing room corridor.

**ITEM 10 – APPROVAL OF POLICIES**

17. Finance Policy 2020-23. The finance policy for 2020-23 was approved.

18. Teaching Staff Pay Policy 2020/21. The teaching staff pay policy 2020/21was approved.

19. Managing Attendance Policy and Procedure. The Herefordshire Council managing attendance policy and procedure was adopted.

20. At 6.45pm a governor had to leave the meeting.

**ITEM 11 – TEACHING STAFF PAY PROGRESSION**

21. Teaching staff pay progressions for September 2020 were approved. This included all eligible members of the teaching staff except the headteacher, whose performance management review would be carried out in November and reported to the full governing body in December.

**ITEM 12 - ANY OTHER BUSINESS**

22. Admissions. A governor asked for admissions to become a standing item on the agenda. This year, St Mary’s had given places in September 2021 to the largest number of students, and there had been fewer than 10 appeals. One child had been admitted as the result of an appeal. A governor had no idea why there had been so few appeals.

23. There were 150 admissions planned for September 2021 with a waiting list. There would be 3 appeal meetings on Friday 23 October – 1 for a year 7 and 2 for year 9 students.

**ITEM 13 – DATE/TIME OF NEXT MEETING**

24. The next meeting, virtual or otherwise to be decided, will take place at 6pm on Thursday 11 February 2021.

**ITEM 14 – CLOSING PRAYER**

25. A governor closed the meeting with a prayer.

The meeting closed at 6.50pm.

Brendan Finlow

Clerk to the Governing Body

November 2020

Certificate:

The above minutes are an accurate record of the meeting of the Resources Committee held on 22 October 2020.

……………………… Brenda Poynton Chair of Resources Committee …… February 2021

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