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

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

**6PM ON THURSDAY 13 MAY 2021**

Present: Brenda Poynton, chair, Pete Fawcett, Lynn Johnson, Lindsay Wise, Brendan Finlow (Clerk)

Apologies: Pat Burbidge

**ITEM 1 – OPENING PRAYER**

1. A governor opened the meeting with a prayer.

**ITEM 2 – APOLOGIES FOR ABSENCE**

2. Pat Burbidge had sent his apologies for not being able to attend the meeting.

**ITEM 3 – DECLARATION OF INTERESTS**

3. There were no declarations of interest.

**ITEM 4 – APPROVAL OF THE MINUTES OF THE MEETING HELD ON 11 FEBRUARY 2021**

4. The minutes of the meeting held on 11 February 2021 were read and agreed. They were signed off by Brenda Poynton.

**ITEM 5 – MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 11 FEBRUARY 2021**

5. Admissions. Brendan Finlow had ascertained that the archdiocese offered a free, aside from incidental expenses, admissions appeal service. A governor enquired if they, being in Wales, understood the English system? If not, they could possibly be trained to do so. **Action: Brendan Finlow was to ask Anne Robertson if the archdiocesan admissions appeals staff understood the English appeals system.**

6. Concussion Policy. Brendan Finlow advised governors that St Mary’s did not have a concussion policy – one was not mandatory. All first aid staff were trained in the treatment of concussion and a leaflet was displayed in the medical room.

7. Governors’ handbook. This was ongoing. A governor was asked to circulate a copy of her draft to all governors ahead of the meeting of the full governing body to be held on 9 July 2021. A governor observed that the code of conduct should be signed annually by all governors. **Action: Brenda Poynton.**

8. Steering group. A governor had provided several comments on the matter of the steering group that were discussed by the committee. It was agreed that wording such as ‘The headteacher can call upon individual governor’s specialist knowledge when required. It was not a formal part of the decision-making process and the full governing body would be advised in due course’ would be suitable for inclusion in the governors’ handbook.

9. Governors’ Induction Policy. A governor had sent amendments to a fellow governor for his comments.

**ITEM 6 – ADMISSIONS**

10. A governor advised governors that school was oversubscribed for September 2021 admissions by around 20 applicants. There had only been 4 appeals – the fewest appeals she had encountered. She was concerned that recent publicity might have affected applications adversely. There had been a number of in-year transfer requests to St Mary’s. They were often disappointed as they were frequently turned down.

**ITEM 7 - HEALTH AND SAFETY REPORT**

11. Brendan Finlow introduced the health and safety portion of his report. See paragraph 1 of enclosure 1. He was asked what proportion of students were reporting the twice-weekly Lateral Flow Test results to the school. Brendan Finlow was to ask Debbie Studerus for that information. The school was asked to encourage regular testing and reporting. **Action: Brendan Finlow.**

**ITEM 8 – PERIOD 12 BUDGET REPORT**

12. Brendan Finlow produced the period 12, end of financial year 2020/21, report. See enclosure 2. He explained that, over the year, expenditure had been below and income above expectation, and that as a result the school had finished the year with a substantially larger surplus than was budgeted for. This put the school in a better position to start financial year 2021/22. He highlighted several areas of particular note – see paragraph 2a of enclosure 1.

**ITEM 9 – PERSONNEL REPORT**

13. There was little to report with regards to school personnel. See para 3 of enclosure 1. The main issue was the difficulty recruiting RE teachers. A governor suggested that the school write to Catholic teacher colleges to seek applicants. She would discuss this with Stuart Wetson. **Action: Brenda Poynton.**

**ITEM 10 – PREMISES REPORT**

14. Brendan Finlow introduced his premises report at paragraph 4 enclosure1.

**ITEM 11 – APPROVAL OF 2021/22 BUDGET PLAN**

15. Brendan Finlow produced his proposed 5-year budget plan for approval. See enclosure 3. The plan for 2021/22 envisaged a surplus of nearly £80,000 for the year, which, when added to the surplus of £159,000 brought forward from 2020/21 could result in a balance of almost £240,000 being carried forward to 2022/23. Whilst not especially affluent, the school was in a reasonable financial state and the 5-year plan was approved by the committee. Since the meeting it has been sent to the LA for their information.

**ITEM 12 – REVIEW OF ADMISSIONS POLICY – SEPTEMBER 2022 ADMISSIONS**

16. A governor advised governors that the policy being reviewed should have been that for September 2023 admissions not that for 2022 admissions. There was no need for any amendments other than dates. The corrected policy was to be presented for approval at the meeting of the full governing body to be held on 8 July 2021. **Action: Brendan Finlow.**

**ITEM 13 – SCHOOLS FINANCIAL VALUE STANDARD 2020/21**

17. Brendan Finlow went through the annual schools financial value standard submission with governors. It was approved for submission to the LA and was signed off by Brenda Poynton. A copy is at enclosure 4.

**ITEM 14 - ANY OTHER BUSINESS**

18. Governance. Governance was to be included as a standing item on meetings of the resources committee. **Action: Brendan Finlow.**

19. Governor training. It was agreed that a member of the standards and curriculum committee should be nominated to monitor and record governor training. **Action: Lynn Johnson.**

20. Safeguarding Training. Governors safeguarding training was overdue. It was proposed to conduct training at the meeting of the full governing body held in September.

21. Pen picture. Brendan Finlow was to obtain pen pictures from all governors who had not yet supplied him with one. All pen pictures were then to be forwarded to all governors for their information. **Action: Brendan Finlow.**

22. Social. The next meeting of the full governing body would be held in person as opposed to virtually. It was proposed to have a brief, 30-minute social gathering before the meeting formally started as a get-to-know-you session. A governor was happy to supply refreshments.

23. Autoforward emails from school to personal accounts. Brendan Finlow was asked to ascertain if it was possible to forward correspondence sent to individuals’ school email addresses to their personal email addresses automatically. This would prevent governors inadvertently missing out on correspondence. **Post-meeting note: Brendan Finlow has emailed IT Support and asked the question.**

24. Election of chairs/vice chairs. Chairs and vice-chairs (as applicable) would be elected at the meeting of the full governing body that would be programmed to be held in September.

**ITEM 15 – DATE AND VENUE OF NEXT MEETING**

25. The date and venue of the next meeting would be agreed at the meeting of the full governing body to be held on 8 July 2021.

**ITEM 16 – CLOSING PRAYER**

26. Lynn Johnson closed the meeting with a prayer.

The meeting closed at 8.05pm.

Brendan Finlow

Clerk to the Governing Body

May 2021

Certificate:

The above minutes are an accurate record of the meeting of the Resources Committee held on 13 May 2021.

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

Distribution:

Pat Burbidge

Pete Fawcett

Lynn Johnson

Brenda Poynton

Lindsay Wise

Copy to:

Fr Andrew Berry

Hayley Francis

Rob Hunter

Angela Leslie

Chris Marston

Fr Augustine Primavesi

Ken Smith

Marian Smith

Angela Spray

Peter Wallace

Stuart Wetson

Enclosures:

1. Bursar’s report to resources committee – 13 May 2021.

2. Budget monitoring report – period 12 – March 2021.

3. Proposed 5-year budget plan 2021/22 to 2025/26.

4. Schools financial value standard 2020/21.