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

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

**6PM ON THURSDAY 11 FEBRUARY 2021 – PUBLIC VERSION**

Present: 4 governors, clerk to the governing body

In attendance: one governor

Apologies: one governor

**ITEM 1 – OPENING PRAYER**

1. The chair opened the meeting with a prayer.

**ITEM 2 – APOLOGIES FOR ABSENCE**

2. One governor was not able to access the meeting.

3. Governors were advised that a governor has resigned as the LA governor as he had retired on 31 January 2021. A governor stated that an individual did not have to be employed by the LA in order to be an LA governor, one simply had to be appointed by the LA. **Action: the clerk was to approach the ex-governor to enquire if he wanted to be appointed as LA governor by the LA. Post-meeting note: the clerk emailed the ex-governor on 12 February 2021.**

**ITEM 3 – DECLARATION OF INTERESTS**

4. There were no declarations of interests.

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

5. The minutes of the meeting held on 22 October 2020 were read and agreed.

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

6. COVID-19 Catch-Up Premium. The meeting of the standards and curriculum committee planned for November 2020 had been cancelled. A governor advised governors that this topic would be on the agenda of the meeting planned for 4 March 2021.

**ITEM 6 – ADMISSIONS**

7. The September 2021 intake was under way. There had been 176 first place applications, 26 over the PAN of 150. It had been a busy year for in-year transfers with a total of 22. Eight of these had joined St Mary’s, 8 had been declined and did not appeal, 5 have gone to appeal and 1 was pending. To date there had been one successful appeal.

8. Appeals cost £156 per appeal. John Chapman used to do appeals at a substantially lower cost. The clerk had asked the archdiocese if they managed appeals and had a reply from their director of schools that they did. There might be issues between the process in Wales and that in England. **Action: the clerk was to follow this up.**

**ITEM 7 - HEALTH AND SAFETY REPORT**

9. A governor had not yet conducted a liaison visit. The health and safety policy was well under way.

10. There had been 14 minor accidents since the last meeting. A governor asked if the school had a concussion policy. **Action: the clerk was to investigate.**

11. Substantial precautions were in place against the coronavirus even with the school closed to all children except vulnerable children and children of key workers. A testing centre had been in operation since 8 January 2021. Apart from one test that was void and had to be retaken, all tests had been negative.

**ITEM 8 – PERIOD 10 BUDGET REPORT**

12. The clerk took governors through the period 10 finance report. At this stage of the year one would expect to have received and spent 83.3% of budget. Income received was 84.5% - accounted for by unbudgeted Covid catch up funding and other Covid-related income. Expenditure incurred was 82.4% as a result of several CFR codes being underspent. The clerk was reasonably confident that the surplus to be carried forward to the next financial year would be greater than budgeted.

**ITEM 9 – PERSONNEL REPORT**

13. The clerk led governors through the personnel report detailing changes to school staffing since the last meeting. He covered new starters; leavers (of whom the most notable was the recent retirement of the former deputy headteacher); current recruiting (nil); changes to contracts (nil); pay for 2020/21 – covering teachers’ pay award backdated to 1 September 2020; staff on maternity leave and long term sick; and disciplinary/capability issues (nil).

**ITEM 10 – PREMISES REPORT**

14. Since the last meeting, 2 members of the site staff had been employed as minibus drivers at the start and end of the school day as the school-operated buses were unable to operate at full capacity as a result of the virus. There were no school –operated buses during the spring term as the minibuses had sufficient capacity.

15. Cleaners had been fully employed during the lockdown doing routine cleaning of areas used daily and deep cleaning elsewhere.

16. Major works included a new forge in Resistant Materials, some flooring works, and a concrete slab for the new locker area. Work on this project, as well as other capital projects to be confirmed, will be completed in 2021/22.

**ITEM 11 – GOVERNANCE**

17. Governors’ handbook. The extant governors’ handbook, drawn up by the clerk, was a very strong starting point. It needed some amending and updating. For example, its title should be St Mary’s and St Joseph’s Catholic Federation etc. **Action: A governor was to amend the handbook and pass to the clerk for distribution.**

18. Steering group. The steering group was intended to be an advisory group in support of the headteacher. A governor pointed out that there was a perception that it was a higher body. A governor suggested that all reference to steering group should be deleted and that instead it should simply be said that occasionally several governors will get together with the headteacher to offer advice on a specific matter. **Action: A governor was to collate governors’ thoughts and views and send to all governors for their comments.**

19. Governors code of conduct. A governor was to update the extant code of conduct.

20. Governors’ part of school website. It was suggested that a secure part of the school website could be allocated for governor material. It would be preferred if this did not require yet another password and could possibly use Microsoft Teams. **Action: the clerk was to liaise with St Mary’s IT Support to ascertain feasibility.**

21. Chaplaincy team. A governor was to consider if a policy and/or governor intervention was required.

22. Work plan. A governor observed that the standards and curriculum committee worked to an annual work plan and such a plan, along with the schedule of departmental presentations to that committee, would be suitable for incorporation into the handbook. **Action: A governor was to action.**

**ITEM 12 – NEW GOVERNOR INDUCTION POLICY/GOVERNOR EXIT REVIEW POLICY**

23. Two governors had drafted both a new governor induction and a governor exit review policy. They described the background to the requirement. St Joseph’s was to be included in the policy title of both policies. One of the governors went through the governor exit review policy which was agreed by the committee and was to be presented for approval at the next meeting of the full governing body. She also went through the new governor induction policy. Several amendments were proposed which the governor was asked to incorporate before presenting the policy for agreement at the next meeting.

24. A governor thanked both governors for these excellent pieces of work. A governor observed that something positive had come out of a difficult situation.

**ITEM 13 – CONTENT OF EXIT INTERVIEWS – CONFIDENTIAL ITEM**

25. See attached confidential item. – Not included with these minutes.

**ITEM 14 - ANY OTHER BUSINESS**

26. There was no further business.

**ITEM 15 – DATE/TIME OF NEXT MEETING**

27. The next meeting would take place at 6pm on Thursday 13 May 2021, virtual or otherwise to be determined nearer to the time.

**ITEM 16 – CLOSING PRAYER**

A governor closed the meeting with a prayer.

The meeting closed at 8.15pm.

Brendan Finlow

Clerk to the Governing Body

March 2021

Certificate:

The above minutes are an accurate record of the meeting of the Resources Committee held on 11 February 2021.

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

Distribution: Copy to:

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