

OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL

INCL CONF

Meeting of the Resources Committee
Held on 9 October 2019

Governors Present	Foundation: Paul Mokwenye (Committee Chair), Theresa Garnett, Derek Vitali Staff: Sean Flood (Headteacher) Parent: Michelle-Hogan Tricks, Kendra Owusu Local Authority: Julian Vennis
Finance Officer	Theresa O'Hagan
Apologies	Cecilia Amadasun, Diane Porter
Clerk	Susan Moyse
Abbreviations	EYFS (Early Years Foundation Stage), HLT (Hackney Learning Trust), H&S (Health and Safety), SIP (School Improvement Partner), SDP (School Development Plan), SEND (Special Educational Needs and Disability), UIFSM (Universal Infant Free School Meals), CFR (Consistent Financial Reporting), TUPE (Transfer of Undertakings Protection of Employment), SFVS (School Financial Value Standard), GDPR (General Data Protection Regulations), SLA (Service Level Agreement), PPG (Pupil Premium Grant)

MINUTES

Meeting opened with prayers at 6.00pm. Paul Mokwenye in the chair

1	WELCOME, MEMBERSHIP AND APOLOGIES	ACTION
1.1	Paul Mokwenye opened the meeting welcoming all present, especially the newly elected parent governors. Apologies had been received from Cecilia Amadasun and Diane Porter. Governors sent their best wishes to CA for her ongoing recovery.	
1.2	BUSINESS AND PECUNIARY INTERESTS The register of staff gifts and hospitality was noted. The Register of Interests was completed for the new school year. There were no declarations of interest in the agenda.	
2.	MINUTES OF MEETING HELD ON 6 FEBRUARY 2019	
2.1	Agreed as a correct record and signed by the Committee Chair.	
2.2	Matters Arising	
a.	(Item 2.2) Asset Register	
	TO'H reported: <ul style="list-style-type: none"> Parago system purchased Parago has set up and bar coded all items Photos and descriptions recorded 	
	Governors asked how the register was checked. TO'H said that she and the IT technician audit the ICT equipment during annual walkarounds. Agreed to bring the register to the February meeting.	TO'H to bring asset register to next meeting (Clerk for agenda)
	Agreed to carry out a general premises / H&S walkaround.	Head/ PM /DV to arrange premises walkaround

3.	ANNUAL REVIEW OF POLICIES																		
	The following policies and documents had been circulated in advance of the meeting and were agreed :		Head to upload to website																
	<ul style="list-style-type: none">Charging Policy – October 2019Procurement Card Policy – October 2019School Financial Procedures – October 2019Resource Committee Terms Of Reference – October 2019Best Value Statement – October 2019Whistle Blowing Policy (RCDOW) – October 2019																		
4.	FINANCE																		
4.1	Budget Monitoring																		
	The Period 5 Budget Monitoring (August 2019) reports had been circulated to all governors before the meeting. Governors noted the current forecast year end surplus of £28k and heard: <ul style="list-style-type: none">Report prepared by Campion Consulting (LC sent apologies)Savings from staff changes included – see confidential minutesFollowing these changes, there was currently no requirement for support staff reorganisationVacant posts would not be filled in 2019-20. Funding from 2020 was not yet knownRedundancy costs included in Period 5 reportRisk of rising agency costs over winterNursery roll low – 19 in total (12 FT and 7 PT)Full school roll reported in HT Report to full Governing Body																		
	Governors discussed whether potential nursery parents in the local community were aware that the school offered wraparound care. It was noted that parents may want 48/52 weeks a year on offer from private providers. It was agreed to consider how to publicise the full day care available.		SF/ TO'H to consider how to increase Nursery roll																
4.2	School Fund Account																		
	The accounts had been circulated to all governors. Governors noted the total balance £62,700 (1 October 2019) and the fund analysis:																		
	<table><tr><td></td><td>£</td></tr><tr><td>Uniform</td><td>3127</td></tr><tr><td>Governors Fund</td><td>10579</td></tr><tr><td>Charitable Fund</td><td>42121</td></tr><tr><td>Curriculum</td><td>77</td></tr><tr><td>Other Inc/ Exp</td><td>2470</td></tr><tr><td>Donations</td><td>4326</td></tr><tr><td>Closing balance</td><td>62700</td></tr></table>		£	Uniform	3127	Governors Fund	10579	Charitable Fund	42121	Curriculum	77	Other Inc/ Exp	2470	Donations	4326	Closing balance	62700		
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	Governors understood that approx half of the charitable fund was to be transferred to the main school account. The transfer had yet to be accounted for at the bank.																		
	<table><tr><th>Governor Question</th><th>School Response</th></tr><tr><td>What is the source of the charitable fund?</td><td>Income from additional work carried out by the Headteacher.</td></tr><tr><td>How are charitable collections accounted for? e.g. CAFOD</td><td>These are collected in and then paid out straight away by cheque.</td></tr></table>	Governor Question	School Response	What is the source of the charitable fund?	Income from additional work carried out by the Headteacher.	How are charitable collections accounted for? e.g. CAFOD	These are collected in and then paid out straight away by cheque.												
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5.	PREMISES / CAPITAL PROJECTS																		
5.1	The school had received £65k grant funding. The surveyor had attended earlier in the day. The works would be carried out on drainage, toilets and tanks.																		
5.2	Governors noted the premises matters included in Head's written report to the																		

	full governing body.		
6.	ANY OTHER BUSINESS		
6.1	None		

Confidential business was minuted separately. The Committee Chair closed the meeting at 6.30pm.

Signed (Chair) -----

Date _____

Minutes prepared by Susan Moyse smoyse65@gmail.com

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CONF

Confidential Minutes of the Meeting of the Resources Committee
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CONFIDENTIAL ITEM
STAFF REORGANISATION

Governors noted:

Support Staff movements:

- 2 Teaching Assistants left in the summer term
- 2 Midday Meals Supervisors also left
- 1 TA to leave at end of October

Teaching Staff:

- 1 member of teaching staff was to leave in December under a voluntary redundancy arrangement

These posts would not be filled in 2019-20. Funding from 2020 was not yet known.

Signed (Chair) -----

Date _____

Minutes prepared by Susan Moyse
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