

OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL

Meeting of the Resources Committee

Held on 6 February 2019

Governors Present	Foundation: Paul Mokwenye (Committee Chair), Diane Porter, Derek Vitali Staff: Sean Flood (Headteacher) Parent: Silvia Ullmeyer Local Authority: ---
Finance Officer Finance Consultant	Theresa O'Hagan Louise Campion
Apologies	
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 6.05pm. Paul Mokwenye in the chair

1	WELCOME, MEMBERSHIP AND APOLOGIES	ACTION
1.1	Paul Mokwenye opened the meeting welcoming all present. There were no apologies.	
1.2	BUSINESS AND PECUNIARY INTERESTS The register of staff gifts and hospitality was noted. The Register of Interests was updated as necessary. There were no declarations of interest in the agenda.	
2.	MINUTES OF MEETING HELD ON 10 OCTOBER 2018	
2.1	Agreed as a correct record and signed by the Committee Chair.	
2.2	Matters Arising a. (item 3.1 After School Provision)	
	Governors asked for an update. TO'H said after school provision was going very well with high and increasing numbers. She reminded governors that it was run by an outside company – Let Me Play - who employed the staff. Two of the staff were also School employees. Contracts were between parents and the company – there was no cost to the school.	
	<i>SU joined the meeting at 6.10pm</i>	
3.	FINANCE	
3.1	Budget Monitoring	
	Louise Campion (LC) referred to the Period 9 reports circulated with	

the meeting papers and highlighted:

- **Income**

- Teacher Pay Grant received £4.9k; anticipating further grant for 2019/20
- Nursery funding reduced by £7.5k because of falling numbers (lower than predicted) and further £7.5k reduction to follow for spring term
- Pupil Premium Grant reduced by £11.5k due to pupil numbers/ eligibility
- I08 includes £21k from School Journey (covering two years) and £3k from Head's work for NAHT/ Inspection

Governors raised the following questions:

Governor Question	School Response
Head's income from inspections?	Head takes only travel and accommodation costs. All other inspection income (Diocese and Ofsted) paid to school.
Income from NAHT work?	Approx £7.5k pa. Shared between voluntary fund and main school account
Is this additional income supporting day to day expenditure?	Yes - in total by approx £20k pa.
Risk to rely on this?	Acknowledged, but required to balance the budget at the moment

- **Expenditure**

- E01- 7 (staffing) all payroll projections had been reviewed
- E03 Support staff hours changed increased cost by £7.7k
- E28 Asset register software purchased (Parago). Cost includes Parago completing the register in the first year.

Asset register to be presented to next committee meeting (TOH/ Clerk for agenda)

Agreed Asset register to be reported to next meeting

Governors asked:

Governor Question	School Response
Where is clawback for Nursery roll accounted for?	In I08. £7.5k clawed back plus a further £7.5k due to be clawed back for this term – this term's clawback not budgeted as yet. Will eat into surplus carry forward. Actual numbers on roll 11 FT and 7 PT. Government funding (for fulltime places) is available only to working parents; and working parents tend to want 52 weeks – not school provision

LC concluded that at 31 December there was a predicted surplus carry forward of £44k (compared to £49k). This did not include the second tranche of nursery clawback.

3.2	SFVS The draft SFVS had been circulated. The Committee members had reviewed it before the meeting and agreed to recommend its approval to the full Governing Body. Noted that a new financial self-evaluation system was being introduced by the DfE for 2020		Clerk to recommend SFVS to GB
3.3	Benchmarking 2017-18 LC referred governors to the data which had been circulated with the meeting papers. She explained that the database matched 15 statistically similar schools across England (pupil numbers, disadvantage, SEN) and it had shown only one matching school in the borough. Comparison with other boroughs was problematic because the cost of education support staff in Hackney was high (pension contributions). Governors noted: <ul style="list-style-type: none"> • Staff total high – see above • Supply – in line • Ed support – high – high level of SEND plus staff factors (see above) • Admin staff – see above • Breakfast club – now outsourced • Cleaning – now outsourced • Water – leaks being addressed • Occupation costs – high (but only £13k in total) • Insurance – low – governors checked insurance was adequate and were assured it was. Hackney provides a good offer and, also, some costs were met by the Diocese • Catering – high – outsourced – good quality & good value for money • Office – marginally higher than average • Resources - marginally higher than average • Bought in services – mid level LC assured governors that the benchmarking report had not raised any issues of concern.		
3.4	School Fund Account Summary Governors received the reports (Period 9 Summary and December income & expenditure) circulated with the meeting papers and noted the balance of £52,190 at 31 December 2018.		
3.5	School Building & Governor Fund 2017-18 Update Governors received the report and noted: <ul style="list-style-type: none"> • Total income £5924.25 • Gift Aid income £497.25 • 151 out of 162 (93%) families contributed at least £10 pa 		
4.	BUILDING AND CAPITAL PROJECTS		
4.1	Update on work in progress The Head reported <ul style="list-style-type: none"> • Fire alarm system completed • Fire doors – juniors – completed • Fob entry system – completed • Resurfaced Nursery decked area • New fencing in Nursery • Health & Safety inspection due 7 February 		
4.2	LCVAP Funding Bid 2019 The result of the latest bid – including drainage works – was not yet known.		

5.	ANY OTHER BUSINESS		
5.1	None		

There was no confidential business. The Committee Chair closed the meeting at 6.45pm, thanking especially Theresa O'Hagan and Louise Campion for their reports.

Signed (Chair) -----

Date _____

Minutes prepared by Susan Moyse smoyse65@gmail.com
