

OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL

Meeting of the Resources Committee

Held on 4 October 2017

Governors Present	Foundation: Paul Mokwenye (Committee Chair), Cecilia Amadasun, Nick Brennan, Derek Vitali Staff: Sean Flood (Headteacher) Parents: Silvia Ullmayer-Sylvester, Susan McFarland-Lyons
Finance Officer Finance Consultant	Theresa O'Hagan Louise Campion
Apologies	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)

MINUTES

Meeting opened 6.05pm. Paul Mokwenye in the chair

		ACTION
1	WELCOME, MEMBERSHIP AND APOLOGIES	
1.1	Paul Mokwenye opened the meeting welcoming all present.	
1.2	BUSINESS AND PECUNIARY INTERESTS The register of staff gifts and hospitality was noted. The Register of Interests would be updated at the Governing Body meeting later that evening. There were no declarations of interest in the agenda.	
2.	MINUTES OF MEETING HELD ON 3 MAY 2017	
2.1	Agreed as a correct record, subject to the correction of a typo at item 2a, and signed by the Chair.	
2.2	Matters Arising: After School Club (item 4)	
	TO'H reported that the club was now running smoothly although there had been a few teething troubles in the first two weeks of term. It was noted that parents could not book on the day – the school had raised this with 'LMP' but had been told this was the company's policy and was non-negotiable. Governors also noted that the terms and conditions on the company's website were not appropriate to a UK primary school. Parents had contacted the company individually about this matter.	
3.	POLICIES	
3.1	The Committee considered the following policies which had been circulated before the meeting. It was agreed to adopt / recommend to the GB for adoption	

	the following:										
	<ul style="list-style-type: none"> School Financial Procedures Resources Committee Terms of Reference Best Value Statement 										
3.2	It was agreed to adopt the Charging Policy, subject to changing the following clause:										
	<ul style="list-style-type: none"> ensure all school personnel, pupils and parents are aware of and comply with this policy; to <ul style="list-style-type: none"> ensure all school personnel are aware of and comply with this policy and that pupils and parents are aware of this policy; 										
4.	FINANCE										
4.1	BUDGET MONITORING 2017/18										
	<p>Louise Campion (LC) and Theresa O’Hagan (TO’H) referred to the reports circulated with the meeting papers:</p> <ul style="list-style-type: none"> Budget Monitoring (Period 5 August 2017) Details of changes from budget allocation Budget vs actual (printed 25 Sept) CFR report <p>LC reported that there had not been much movement since governors had set the budget in the summer.</p> <ul style="list-style-type: none"> Income <ul style="list-style-type: none"> Awaiting pupil premium (PP) SEN income reduced as Yr 6 child had left in July After School Clubs income £6k Expenditure <ul style="list-style-type: none"> Teaching increased by £4.9k S/Keeper overtime reduced Increased After School Club costs Increased gardening costs Premises manager cover Overall expenditure increased by £11.6k. Forecast surplus now £48k (previously £56.8k) 										
	Governors asked the following:										
	<table border="1"> <thead> <tr> <th>Governor Question</th> <th>School Response</th> </tr> </thead> <tbody> <tr> <td>Each PP grant worth £1320</td> <td>Yes. Census this week, adjusted in-year, falling numbers especially in lower years. Main pupil-led funding does not change in year. 2 vacancies throughout school – Yr 3 and Yr 5. 2 other vacancies were filled following advertising in parish newsletter</td> </tr> <tr> <td>Overall picture regarding national funding</td> <td>Latest guidance suggests cuts not as extreme as first expected; now possibly 1.8% cut</td> </tr> <tr> <td>Roll for current year funding (April 2017)</td> <td>Last census 235 filled out of 240</td> </tr> </tbody> </table>	Governor Question	School Response	Each PP grant worth £1320	Yes. Census this week, adjusted in-year, falling numbers especially in lower years. Main pupil-led funding does not change in year. 2 vacancies throughout school – Yr 3 and Yr 5. 2 other vacancies were filled following advertising in parish newsletter	Overall picture regarding national funding	Latest guidance suggests cuts not as extreme as first expected; now possibly 1.8% cut	Roll for current year funding (April 2017)	Last census 235 filled out of 240		
Governor Question	School Response										
Each PP grant worth £1320	Yes. Census this week, adjusted in-year, falling numbers especially in lower years. Main pupil-led funding does not change in year. 2 vacancies throughout school – Yr 3 and Yr 5. 2 other vacancies were filled following advertising in parish newsletter										
Overall picture regarding national funding	Latest guidance suggests cuts not as extreme as first expected; now possibly 1.8% cut										
Roll for current year funding (April 2017)	Last census 235 filled out of 240										
4.2	SCHOOL FUND: AUDITED ACCOUNTS 2016/17										
	The Committee received the audited School Fund Accounts 2016/17. They noted that the accounts had been audited by Louise Campion Consultancy and that the closing balance at 31 March 2017 had been £53,467.										

5.	BUILDING AND CAPITAL PROJECTS		
5.1	BUILDING/ MAINTENANCE WORKS		
	<p>Governors noted:</p> <ul style="list-style-type: none"> • Gates / security system replaced. Doors kept locked – opened with fob. New doors in juniors • CCTV new, high resolution • Lighting – 3rd phase replacing LEDs starting October • Floodlighting outdoor play space • Boiler replaced in juniors • Total cost £170k; Diocesan grant £140k • Applying for further grant November 2017 <p>Governors asked whether there was a national grant available for security. The Head said not although the LA had made a small contribution. The Diocese had funded the security improvements.</p>		
5.2	SOLAR PANELS		
	<p>Thanks to Silvia Ullmeyer-Sylvester. Cheque due for £2.1k to cover 31 Dec 2015 – 20 March 2017. Meter readings now up to date and another £2.1k expected. The company had said the delay was because they had the wrong email address for the school.</p> <p>Noted that the panels had been grant funded and any income was additional to the school.</p>		Head to consider publicising the premises changes with parents
	<p>It was agreed to consider publicising the premises changes with parents, especially security and eco improvements.</p>		
7.	ANY OTHER BUSINESS		
7.1	None		

There was no confidential business. The Chair thanked Theresa O'Hagan and Louise Campion for their attendance. The meeting ended at 6.45pm.

Signed (Chair) -----

Date _____

<p>Minutes prepared by Susan Moyse smoyse65@gmail.com</p>
