



**MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE
OF ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL HELD ON
WEDNESDAY 18 OCTOBER 2023 AT 5.15PM**

Members:

Name	Initials	Role / category of governor	Term of Office End	Attendance / Apologies
Davina Attara	DA	Local Authority / Chair of this Committee	09/03/2022 – 08/03/2026	Present
Sandra Brierley	SB	Headteacher	Ex officio	Present
Audrey Ngouadje	AN	Foundation	01/02/2022 – 31/08/2025	Apologies
Nick Blackham	NB	Staff	28/03/2020 - 27/03/2023	Present
Elaine Radburn	ER	Foundation	01/01/2020 – 31/08/2023	Present
Marsha Mollineau	MM	Parent	16/11/2022 – 15/11/2025	Apologies
Roseline Fadaini	RF	Foundation		Apologies

Also present: Chandrika Sashidharan (CS) – School Business Manager

Clerk: Jane Ware

ACTION LOG

Item	Action	Responsible	Date by
4.2 & 9	Contract register update to be provided at the next Committee meeting.	SB / Clerk	29/03/24
18/10/23 2.2	Review governor attendance.	RV & SB	Autumn 23
18/10/23 3.2	Governors to update their declarations on their profiles on Governorhub.	All governors	ASAP
18/10/23 7.2	Fire risk survey outcome and contract register to be shared at the next Resources Committee meeting.	SB	29/03/24
18/10/23 8.2	Charging remissions policy to be taken for consultation with parents, in relation to responsibilities and charges related to late collection of their children from school.	SB	Autumn 23

18/10/23 8.7	CS to share the policies timeline with the Clerk.	CS & Clerk	ASAP
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The meeting started at 17:25.

Part 1: Non-confidential

1.	Welcome & Opening Prayer
1.1	All governors were welcomed to the meeting. The meeting was opened with a prayer.
2.	Agreement to virtual meeting in line with GDPR regulations and School policy
2.1	Governors agreed for the meeting to be held virtually.
2.2	Action: RV and SB to review governor attendance.
3.	Declarations
3.1	There were no declarations of interest.
3.2	Action: Governors to update their declarations on their profiles on Governorhub.
4.	Committee Organisation
4.1	<u>Governors to declare any interest, pecuniary or otherwise, in agenda items</u>
4.1.1	There were no items declared.
4.2	<u>Elections</u>
4.2.1	Chair and Vice Chair Elections were conducted by the Clerk.
4.2.2	SB nominated DA to be Committee Chair, upon which DA left the room, governors voted and UNANIMOUSLY AGREED to DA being the Resources Committee Chair, which DA then accepted.
4.2.3	SB nominated ER to be Committee Vice Chair, upon which DA left the room, governors voted and UNANIMOUSLY AGREED to ER being the Resources Committee Vice Chair, which ER then accepted.
5.	Minute of the Last Meeting
5.1	<u>Minutes of the Previous Meeting held on 5 July 2023</u>
5.1.1	Governors considered the minutes within the agenda pack and APPROVED the minutes of the meeting on 5 July 2023 as a correct record.
5.2	<u>Matters Arising</u>
5.2.1	See actions log for updates.
6.	Review agenda and agree any confidential items
6.1	There were no confidential items.
7.	Urgent action taken since the last meeting
7.1	The Chair confirmed that no urgent action was undertaken.
8.	Financial Tasks - Chandrika
8.1	<u>Budget and Expenditure</u> Highlights were noted as follows: <ul style="list-style-type: none">• The September forecast has been completed as an ongoing annual requirement, in terms of predicting the end of the financial year figures.• There is an overall surplus of £84k, but there could be an in year deficit of £130,736 depending on the works planned going ahead.• 4% has been added in terms of salary increases for teaching and support staff, despite the government saying this would be 3.5%.• The Mayor has funded free school meals (FSMs) from September at £2.65 per meal which will not be that impactful as children who were already on FSM remain funded at £2.43 each and they all eat the same meal, whilst food costs have risen.• The surplus spend has been supported by the curriculum budget over three years and the forest school was bought into and will need to continue to be paid for after the three years.• There are concerns about employing new permanent staff members in terms of ongoing costs, as this should come from core costs rather than surplus.• The census shows the school is technically one child lower than last year, however two new children will be starting in the new year but unfortunately they will not count towards the census.• SEN funding is increasing.• School venue hire is now managed by Sharesy and, as an example, the school hall is hired for £40 per hour.• A teaching assistant in KS2 and the nursery teacher are now permanent.• Three children joined with quite significant additional needs and no EHCPs so a new staff member was sought to support them, but it is likely that they will get EHCPs which will provide fund this.

8.2	<p>Governor Question: What percentage are salaries increasing by? Answer: 6.5% for teachers, out of which 3.5% schools have to cover from their own budget. The figure for support staff is not known yet but it is normally between 3-4%. This will be backdated to April for support staff and September for teachers.</p> <p>Governor Question: Has the food deficit gone up? Answer: This will be reviewed in December.</p> <p><u>SBM report</u> Highlights were:</p> <ul style="list-style-type: none"> • Attendance is improving and motivational incentives are provided for children with good attendance, which are proving to be effective. • Teachers are aware of their responsibilities towards ensuring and following up regarding attendance.
9.6.1	<p>Staffing See 8.1.</p>
7.7.17.2	<p>Premises / Contracts</p> <p>7.1 SB confirmed the contract register had been updated and, together with the fire risk survey results would be shared at the next Full Governing Body Resources Committee.</p> <p>7.2 Action: Fire risk survey outcome and contract register to be shared at the next Resources Committee meeting - SB.</p>
8.8.18.28.38.48.58.68.7	<p>8. Policies for amendment / approval</p> <p>a) Capability Policy b) Charging Remissions Policy c) Lettings Policy</p> <p>8.1 Policy changes, where made, were highlighted to governors.</p> <p>8.2 Action: Charging remissions policy to be taken for consultation with parents, in relation to responsibilities and charges related to late collection of their children from school - SB.</p> <p>8.3 It was suggested that lateness should be explored in terms of repeat offenders and occasional late collections, and a humane, pragmatic approach be taken.</p> <p>8.4 It was suggested that the Charging Remissions Policy be subject to further consultation with senior leaders and parents.</p> <p>8.5 It was agreed that the Lettings Policy hourly rate costings would be checked by CS and the policy may be updated depending on the outcome of the discussion.</p> <p>8.6 Governors AGREED the Capability Policy and the Lettings Policy.</p> <p>8.7 Action: CS to share the policies timeline with the Clerk.</p>
9.9.19.2	<p>9. Any other Business</p> <p>9.1 There was an application to UBS for funding for Place2Be which is likely to be approved.</p> <p>9.2 Governor attendance and the requirement for apologies were highlighted.</p>
10.	<p>10. Confidential items See confidential minutes.</p>
11.11.1	<p>11. Propose items for the next meeting's agenda</p> <p>11.1 No items were proposed.</p>
12.	<p>12. Dates of Committee Meetings 2023/24 29 March 2023 12 June 2023</p>

The meeting ended at 18.25.

Signed by **Davina Attara**, Chair of Resources Committee

Date