

Cardinal Newman Catholic School
 Minutes of the Resources committee
 Meeting Date: Tuesday 2 February 2016 in the Headteacher's office
 Meeting Time: 07.30 hours

Attendees	Initials	Role	Attendees	Initials	Role
Cathy Hoar Chair	CH	Foundation Governor	Carolyn Sheehan	CS	Co-opted Governor
Domenica Maxted	DM	Foundation Governor	Ian Keating	IK	Foundation Governor
James Kilmartin	JK	Head teacher Governor			
Apologies	Initials	Role	In attendance	Initials	Role
Caroline Shinn	CiS	Parent Governor	David Harvey	DH	Temporary Clerk to the Governors
			Angela Scott	AS	Senior Finance Officer
			Annette Kelly	AK	Deputy Headteacher

**The agreed quorum for this committee is 3 governors of whom
 2 are not employed by the school - the meeting was quorate**

Agenda Item	Discussion and Decisions	Action
1.	Opening prayer The meeting was opened in prayer by JK	
2.	Apologies 2.1 Apologies had been received from CiS. These were accepted.	
3.	Freedom of Information reminder Governors were reminded that business should be conducted in an open way which stands up to public scrutiny and that all non-confidential minutes are to be published on the school's website.	
4.	Declarations of pecuniary and other interest There were no declarations of interest	
5.	Minutes of the meeting of 5 November 2015 <ul style="list-style-type: none"> • Accuracy 	

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	<p>The minutes were agreed as an accurate record and were signed by the Chair.</p> <ul style="list-style-type: none"> • Matters arising <p>5.1 The Chair stated that her review of the catering contract was not yet complete.</p> <p>5.2 Invitation to Paul Miller (PM) to attend the next Resources Committee meeting, to present new software was deferred.</p> <p>5.2 Consideration of the issue of pupil premium alongside the Achievement & Standards Committee:-</p> <p>The Chair suggested convening a Working Party, with governor members (possibly Kerry Clarke, Sandra Murphy, Paul Miller and CS) drawn from both committees, to consider the issue of Pupil Premium. JK informed governors that the school was in the process of arranging a PP review with the local authority (LA). Governors emphasised the importance of seeing a set of PP accounts which set out income received, what the money had been spent on and its impact; also the need for this information to be published on the school website.</p> <p>5.3 Charging and Remissions Policy – now finalised.</p> <p>5.4 Pay Policy – for discussion at the present meeting.</p> <p>5.5 Health & Safety Policy – now adopted.</p> <p>5.6 Commercial Business Manager appointment – for discussion at the present meeting. JK added that the job title had changed to that of 'Business Manager'.</p> <p>5.7 Governors made a general point about the large amount of information circulated before the meeting; specifically the budget and outturn forecast spreadsheets. It was not clear where the strategic focus for governors lay. AS stated that there was a legal requirement for governors to see these financial reports (e.g. cost centre expenditure matches), a scrutiny which was noted on audit records.</p>	<p>Action – Convening of a PP working group - CS</p>

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6.	<p>Finance report & accounts; budget share</p> <p>6.1 The finance report & accounts had been circulated prior to the meeting. <i>Governors confirmed that all documents had been received and read.</i></p> <p>6.2 AS drew governors' attention to the 2015-2016 outturn statement, showing fixed budget figures against each cost centre for month 9 of the current financial year. Presently it showed a carry forward figure of £599K, which was likely to go down to £500K at the end of the financial year. AS believed that this would be within the limit allowed by the LA (5%) and recommended its retention to avoid going into deficit for 2016-2017.</p> <p>6.3 AS informed governors that she was drawing up a draft year plan for 2016-2017 (and acknowledged the need to have a three year plan), but more information was needed about future staffing plans. JK stated that the curriculum plan, currently being worked on, would lead to an increase of staff being taken on, e.g. Year 8 on Maths.</p>	
7.	<p>Business Manager recruitment update</p> <p>7.1 JK reported to the Committee that Richard Burgess-Campbell had been appointed to this position. He had considerable experience and skills in this field (some with schools) and was a fully qualified accountant. He was under an obligation to his current employer to give three months' notice, which meant the school having to put in interim cover measures.</p>	
8.	<p>Budget Close for 2015-2016 and planning for 2016-2017</p> <p>8.1 AS set out the key areas for attention between now and the end of the financial year; also those matters which would need to be done by May. AS stated that she would work with the LA, JK and AK on these issues. The LA already knew that the school would be doing a draft budget plan (for £12M), with cost centre allocations set up in the system.</p> <p>8.2 AS informed governors that the LA had visited her last week, to discuss closing down the account for the current financial year.</p>	

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	<p>This was a crucial time, for which the LA (and CS) had offered help, e.g. to iron out any variances in reconciliations (none had been identified so far). The Chair asked if AS needed additional staff to assist. AS stated the difficulty here was not having time to train someone up and added that she had imposed a deadline on ordering, for invoices to be received by 1 March.</p> <p>8.3 The Chair asked how the budget would be linked to the School Development Plan (SDP). JK stated that this was now referred to as the School Improvement Plan (SIP) and was being worked on this week with costings.</p> <p>8.4 AS stated that a lot of staffing and premises costs were fixed; a lot would depend on retaining the carry forward figure, otherwise the school would be in deficit. For example, the school were employing 8 agency staff teachers, which was expensive. However, even with recruitment of permanent staff members, costs would remain; so requirements would have to be examined carefully in terms of what was needed.</p> <p>8.5 Governors asked to see figures showing what percentage of the total budget staff costs occupied. AS stated that this presently stood at approximately 80%, once PP and Sixth Form funding was taken into account. Governors emphasised the importance of keeping staff costs on a sustainable level.</p> <p>8.6 Governors revisited the PP issue, in asking for an analysis of income and what it was spent on. Future plans might include hire of specific staff to work on this specific group of students. AS commented that a PP report had been compiled for OfSTED, but would need review and revising before it could be published on the website. Governors asked that it be circulated, as it stood, to them.</p> <p>8.7 Governors stressed that OfSTED would want to see that they were taking action on this issue. JK added that OfSTED were due to visit the school again in six months.</p> <p>8.8 AS reported that the LA would be sending her a set of accounts figures for month ten shortly. This would enable her to circulate another outturn forecast spreadsheet to governors next</p>	<p>Action – Circulation of OfSTED PP report to governors - AS</p> <p>Action – Visit to AS to go over month ten figures -</p>

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	<p>week. CS offered to come into the school and go over these figures with AS.</p> <p>8.9 The Chair stated that the Committee would need to see the 2016-2017 budget plan as soon as possible. AS added that this would have to be prepared in draft before the end of the financial year.</p> <p>8.10 The Chair noted the Committee's thanks to AS for her hard work and diligence in dealing with these additional tasks.</p>	CS
9.	<p>Health and safety policy and report</p> <p>9.1 JK noted that this had been sent out electronically to all members of the Committee. DM reported carrying out an H&S walk at the school recently and offered to do another in the near future.</p> <p>9.2 JK informed governors that a considerable amount of maintenance work was scheduled to take place before the end of the financial year. AS added that this consisted of £60K worth of repairs to the building, including the external staircases.</p> <p>9.3 JK recalled that this H&S policy was based on the LA document, adapted for the school's use. An H&S committee had been set up, with the participation of himself, AK, the premises manager, design and science technicians. This committee had reviewed the school policy, which was now fit for purpose. JK added that, since the last Resources Committee meeting, there had been no significant H&S incidents.</p>	
10.	<p>Pay Policy</p> <p>10.1 The Chair reported having spoken to the LA about the Committee's concerns with various parts of the Pay Policy document, in particular the section on additional payments (10 (a) to (d)). The Committee's discussion had previously focussed on the issue of undertaking Continuing Professional Development (CPD) voluntarily outside the school day and receiving payment.</p> <p>10.2 Governors commented that this Pay Policy, based on the LA text, had been negotiated with the unions. Each LA in the country</p>	

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	<p>had based its own text on the national template. It followed therefore that the school ought not to take anything out; otherwise there was a risk of conflict in the future.</p> <p>10.4 JK spoke briefly of his disquiet over being part of the Pay Committee discussing his pay award (despite him absenting himself from this part of the discussion). Governors noted that it was right for the headteacher to present information to this Committee about the staff, but be out of the room when his own was examined. It was clarified that the Pay Committee would comprise the non-staff members of the Resources Committee.</p> <p>10.5 The Chair noted the Committee's approval of the Pay Policy and that it be transmitted to the FBG to adopt.</p> <p>(Note – AK left the meeting at 08.20 hours)</p>	
11.	<p>Opting Out Cleaning Contract</p> <p>11.1 AS reported to the Committee that the school was currently paying £330K to the Nviro company for its cleaning services. However when researching other companies' quotes last year, much cheaper ones had been found. AS had called the LA to find out that the school would have to give six months' notice to cancel the contract, either in March (to go with a new company in September) or September.</p> <p>11.2 JK stated that evaluation of all current and future contracts would be a priority task for the new business manager. Until he took up his post, the school should therefore continue with Nviro. Nevertheless, although the potential savings of going with a different company looked impressive, the school would have to ensure the living wage was paid to cleaning staff.</p> <p>11.3 Governors speculated that the prospect of losing its contract might encourage Nviro to look at changing its prices. JK <u>added</u> stated that the business manager might look too at the benefits in costs of bringing cleaning back to be carried out in house.</p>	<p>Action – Check to see when cleaning contract can be cancelled - AS</p>

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12.	<p>Schools Financial Value Standard (SFVS)</p> <p>12.1 CS reported going through this document and undertook to work with AS on its completion. Once done, it would be submitted to the Committee and FGB for approval. This work would have to be carried out soon, as the deadline for its submission to the LA was 31 March.</p> <p>12.2 AS added that, as well as CS, she would work on the SFVS with AK (on curriculum areas) and Jennie Tew (on staffing).</p>	Action – Work to complete SFVS for submission to Committee and FGB – AS, CS and AK.
13.	<p>Scheme of Delegation</p> <p>13.1 AS stated that this document was in need of review, given that (for example) it still bore the name of the previous business manager. These changes would be made and a revised document sent to the Chair, for transmission to the FBG. This was an important task as, if left unactioned, auditors could draw on this as a shortcoming to criticise the school.</p>	Action – Review of Scheme of Delegation - CH
14.	<p>Repayment of Loan</p> <p>14.1 AS suggested that, if there was excess funds available at the end of the financial year, these could be used to pay off the loan. JK recalled the terms of the loan, in that the school was paying off £125K a year for ten years which was a manageable arrangement.</p> <p>14.2 Governors felt that the school should keep to this ten year repayment plan. However, if there was a risk that the overall carry forward figure was going to be above the authorised percentage, money could be used to pay some of the loan.</p> <p>14.3 AS stated that the LA had provided the school with documentation about the loan agreement. This could be made available for examination by governors. Governors recalled that, in any case, the terms of the loan had been agreed by the FBG.</p>	
15.	AOB - None	

