

Cardinal Newman Catholic School  
 Minutes of the Resources committee  
 Meeting Date: Tuesday 23 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	CShe	Co-opted Governor
Domenica Maxted	DM	Foundation Governor	Ian Keating	IK	Foundation Governor
James Kilmartin	JK	Head teacher Governor	Caroline Shinn	CShi	Parent Governor
Apologies	Initials	Role	In attendance	Initials	Role
			David Harvey	DH	Temporary Clerk to the Governors
			Angela Scott	AS	Senior Finance Officer
			Paul Miller	PM	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.	<b>Opening prayer</b> The meeting was opened in prayer by Father Kieron (at the earlier special meeting of the FBG).	
2.	<b>Apologies</b> 2.1 No apologies received, as all Committee members present.	
3.	<b>Freedom of Information reminder</b> 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.	<b>Declarations of pecuniary and other interest</b> There were no declarations of interest	
5.	<b>Minutes of the meeting of 2 February 2016</b>	

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	<ul style="list-style-type: none"> <li>• <b>Accuracy</b></li> </ul> <p>The minutes were <b>agreed</b> as an accurate record, with the exception of paragraph 11.3. Governors agreed deletion of the first sentence.</p> <ul style="list-style-type: none"> <li>• <b>Matters arising</b></li> </ul> <p>5.1 Convening of a PP working group – to be done.            5.2 Circulation of OfSTED PP report to governors – done.            5.3 Visit to AS to go over month ten figures – not yet done.            5.4 Check to see when cleaning contract can be cancelled – to be done.            5.5 Work to complete SFVS for submission to Committee and FGB – to be discussed at the present meeting.            5.6 Review of Scheme of Delegation – work in progress and to be discussed at the present meeting.            5.7 notification of next committee meeting date and postponement of Strategy Committee date to go out to governors – done.</p>	
<b>6.</b>	<p><b>Finance report &amp; accounts; budget share</b></p> <p>6.1 The finance report &amp; 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 as an update from month 7 of the current financial year.</p>	
<b>7.</b>	<p><b>Budget Close for 2015-2016 and planning for 2016-2017</b></p> <p>7.1 Governors asked whether orders would be delivered before the end of March. AS stated that all orders raised with suppliers should arrive at the school two weeks after. AS emphasised that deadlines on subject leaders would be imposed, in terms of making bids and their being able to sign off invoices in time. AS added that the budget would be closed down at the end of March. Although processes would continue in April (the thirteenth month), no orders would be made at this time.</p> <p>7.2 Governors wondered how realistic it was to expect that all the</p>	

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	<p>money available for expenditure would be spent by the due date. AS stated that if all curriculum budgets were spent, this would leave a carry forward of £600K. The local authority (LA) had advised that there would be leeway in the school being permitted to carry forward additional money, for reasons of putting in place post OfSTED inspection improvements.</p> <p>7.3 With this in mind, AS drew governors' attention to five areas of expenditure, covering furniture, security, ICT, alarms and CCTV, totalling £300K. JK stressed that this would all be necessary expenditure, both on buildings and ICT (new computers). AS added the examples of expenditure required on fire doors, woodland management and repairs.</p> <p>7.4 Governors asked whether it was permissible to use revenue funds for capital expenditure on e.g. ICT equipment. The LA might criticise the school for using capital funds for spending on repairs. AS acknowledged that this was a grey area, in terms of upgrading equipment for example. There was also the question of capital expenditure being separated out in the governors' account. But the view was that money out of revenue could be spent on ICT.</p> <p>7.5 Governors noted the existence of a contingency fund of £407K, now reduced to £364K. AS confirmed that this was part of the £623K carry forward figure; but next week's figures would be different.</p> <p><i>Budget</i></p> <p>7.6 AS informed governors that every school had to produce a budget plan on future spending. AS drew attention to the tables showing planned expenditure on staffing costs, including teachers, agency and support. These figures included allowing for absences and exam costs and were cross referenced against every cost centre. On the latter point, one example was the curriculum area of maths budget of £13K, for expenditure on e.g. calculators. AS stated that the cost centre figures for the proposed budget were much the same as had been agreed last year.</p> <p>7.7 Governors suggested trimming back curriculum areas; if the Pupil Premium (PP) was separate; in order to achieve savings. AS acknowledged that this would be necessary, given the school was</p>	<p><b>Action –</b></p>

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	<p>looking at incurring a £1M overspend by year three in the budget. AS added that, out of an anticipated budget total this year of £8M, there would be an overspend of £425K, were it not for the carry forward figure of £500K.</p> <p>7.8 JK stated that this went to governors having to make a strategic decision, on whether the school should cut areas of the curriculum or increase class sizes. Governors noted that this was a similar picture being presented, to that done last year; and could not continue in the same way. Areas of expenditure on items such as agency costs had to be addressed now.</p> <p>7.9 Governors suggested that, for the next six months, the curriculum area budgets be cut by 50%, keeping the rest for contingency purposes. Governors added that, if there was a £400K overspend year on year, this issue would have to be addressed as a matter of urgency. JK stressed that this proposal would need to be discussed with the Senior Leadership Team (SLT) and subject leaders first.</p> <p>7.10 JK considered that there were other areas which could be trimmed and adjusted, e.g. the cleaning and catering contracts. In addition, there was scope to adopt a strategic approach on income generation.</p> <p>7.11 Governors asked what measures had been brought in since last year to address the overspend issue. JK pointed to the functionality review, carried out to streamline support and administrative work. In addition, there was now a stable team of cover supervisors in place. Finally, the director of finance role had been replaced by having a business manager.</p> <p><i>Pupil Premium (PP)</i></p> <p>7.12 PM reported meeting with CShe before half term, who was content with the proposed PP budget. There would be a new system put in place of better targeting and accountable ways of spending on PP students. Funds would be available for teachers' activities and interventions, all of which would be logged and tracked to see where the money had been spent.</p> <p>7.13 PM emphasised that this system would be linked to outcomes, e.g. exam results. PM undertook to produce an interim report in three</p>	

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	<p>weeks' time on the spend so far. CShe added that their discussion had also focussed on allocations and identifying what was being spent additionally on PP students, rather than the general amount on pupils.</p> <p>7.14 PM thought it would be possible to identify a clear impact on Year 11 this year and a report produced. Governors asked that as part of the monitoring aspects of this issue, that children leaving primary schools be looked at. PM confirmed that, with the new system, this would be possible, i.e. closing the gap on Key Stage 3.</p> <p>7.15 CShe confirmed that she, Kerry Clarke (KC), Sandra Murphy (SM) would participate in the PP governor working group. CShe added that, as a result of the new system being put in place, a more strategic picture was emerging.</p> <p><b>(Note – at this point (08.15 hours), PM left the meeting.)</b></p>	
<b>8.</b>	<p><b>Health and safety report</b></p> <p>8.1 JK reported that the school ski trip had returned, without any major incidents of concern having occurred. The trip leaders had carried out their duties well, with all necessary procedures being followed and, where necessary, calls to parents made.</p>	
<b>9.</b>	<p><b>Schools Financial Value Standard (SFVS)</b></p> <p>9.1 CShe drew attention to two new questions for governors in Section A, namely '<i>pay decisions ... reached in accordance ... reflecting clear performance criteria? ... and 'independent advice informed ... pay decision process in relation to the headteacher?'</i>' CShe added this went to whether governors were satisfied with arrangements in place that ensured performance objectives were linked to the School Improvement Plan (SIP).</p> <p>9.2 Governors noted that a way needed to be found in order to fulfil this requirement, to ensure that pay increases were linked to performance. AS stated that the deadline for submission of the SFVS form was 31 March. CShe added that if it was not submitted on time, this ran the risk of triggering an immediate audit. Governors acknowledged the need for the FBG to discuss completion of the SFVS</p>	

