

Cardinal Newman Catholic School
 Minutes of the Resources committee
 Meeting Date: Thursday 5 November 2015 in The Chapel Conference Room
 Meeting Time: 8.30am

Attendees	Initials	Role	Attendees	Initials	Role
Cathy Hoar Chair	CH	Foundation Governor	Carolyn Sheehan	CyS	Co-opted Governor
James Kilmartin	JK	Head teacher Governor			
Apologies					
Domenica Maxted	DM	Foundation Governor	In attendance		
Ian Keating	IK	Foundation Governor	Fenella Hunter	FH	Clerk to the Governors
Caroline Shinn	CiS	Parent Governor	Angela Scott	AS	Senior Finance Officer

**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	
2.	Apologies 2.1 Apologies had been received from DM and later from IK and 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 16 June 2015 <ul style="list-style-type: none"> • Accuracy 	

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	<p>The minutes were agreed as an accurate record subject to the amendment of minute 7, 3) to read “The School had previously invested on the corporate market and an account had been used for that purpose” and were signed by the Chair.</p> <ul style="list-style-type: none"> • Matters arising <p>5.7.3 CH confirmed she had reviewed the catering contract and would send a note to AS regarding a number of matters.</p> <p>5.7.7 Governors asked whether information about donations was sent to parents other than new parents. JK confirmed not at the moment but the whole issue of income generation was being reviewed. Governors asked how successful the donations from new parents had been. AS indicated it had not been as successful as in previous years and a new approach would be beneficial.</p> <p>6.3 AS reported that she had had a useful meeting with CiS on 2 November 2015 regarding the school’s accounting processes.</p> <p>7, 4) JK had raised the issue of SEN funding at Schools’ forum and AS had been in discussion with BHCC and had cross checked SEN lists with BHCC. To date some SEN funding had been received for a current pupil backdated to the start of term. Further negotiations were underway.</p> <p>7, 6) the issue of PTR was under review.</p> <p>8.0 It was agreed to invite Paul Miller to the next meeting of the Committee to present the new software.</p> <p>9.2 JK reported that the fire safety audit was being worked upon and that some building work had been undertaken during half term to rectify the issue of offices within offices that had been raised. One of the issues under review was the amount of paper stored in the school. It was agreed to move towards paperless governor meetings where possible.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">AS/Clerk</p>
6.	<p>Terms of Reference 2015-16</p> <p>The meeting considered draft terms of reference and composition which had been circulated previously. It was agreed to alter iii under ‘Monitor and report to the FGB on’ to read ‘pupil premium income</p>	

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	<p>and expenditure'. It was agreed that the next meeting of the committee should consider how the issue of pupil premium should be considered alongside the Achievement & Standards Committee which had a duty to consider the achievement of these students.</p> <p>Governors noted that AS would be attending a course in January 2016 on how to account for pupil premium students.</p>	Clerk
7.	<p>Finance report & accounts</p> <p>6.1 Finance Report & Accounts (appendix 2) had been circulated prior to the meeting. <i>Governors confirmed that all documents had been received and read.</i></p> <p>6.2 AS explained that a revised budget plan for 2015/16 had been drafted including all staff and projections. BHCC had come into the school to review accounting processes during the summer and had felt the budgets represented a fair reflection of the situation at that time. Over- and under-spends in each cost centre were highlighted. AS reported that she prepared an out-turn statement each month and it was agreed to circulate this to committee members.</p> <p>Governors asked the following:</p> <ul style="list-style-type: none"> (1) has the school been audited recently? AS replied not in the past few years but that governors' accounts were audited by an external auditor every year. (2) There appear to be a large number of bank accounts held by the school. AS indicated there were reasons for this for example, an account for gift aid, journey fund, Diocese. It was agreed that CyS would come in to see AS to discuss the matter. 	<p>AS</p> <p>CyS/AS</p>
8.	<p>Charging and Remissions Policy</p> <p>CH had drawn up a draft Charging and Remissions Policy as the previous policy had become out of date and this was considered by the committee. Copies had been circulated previously.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> (1) the Senior Leadership Team should consider the policy on 	JK/Clerk

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	<p>behalf of the school</p> <p>(2) the draft policy should be put on the CNCS website</p> <p>(3) the policy should be considered at the next FGB in December 2015.</p>	FGB 9/12/15
9.	<p>Pay Policy</p> <p>Governors considered the draft Pay Policy which had been circulated previously. It was noted that information about the Pay Committee was included within the Policy and governors were reminded that the non-staff governor members of the Resources Committee had been designated as the Pay Committee at CNCS. It was agreed to adopt the policy [this was subject to further revisions where square brackets remained].</p>	FGB 9/12/15
10.	<p>Health and safety policy and report</p> <p>9.1 JK reported that the draft Health & Safety policy was the model policy drawn up by BHCC which would be personalised to include the School's details. JK had been taking a direct role in health and safety matters and had set up a Health & Safety Committee which considered issues as they arose. The policy was adopted.</p> <p>9.2 JK delivered a health and safety report orally detailing two incidents which had occurred recently. These were noted by governors.</p>	FGB 9/12/15
11.	<p>Commercial Business Manager</p> <p>JK had circulated a job description for the new post of Commercial Business Manager before the meeting. This would be a focussed and strategic role which would work closely with the Finance Manager, Network Manager and Premises Manager. The role did not cover the HR function. Governors noted the recruitment process would begin next week. Governors asked why the title of the post included the word 'commercial' as it was felt this could be perhaps misleading. JK responded that a key aspect of the role would be income generation and the use of 'commercial' reflected that. Governors asked where the post would be advertised. JK replied it would be in the usual</p>	

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	places and the school was also considering the use of LinkedIn to advertise the role.	
12.	<p>Progress re ACSL report</p> <p>JK reminded governors of the recommendations in the ACSL report (appendix 5) and reported that a number of these would fall under the remit of the Commercial Business Manager post. JK thanked AS for the work she had done in respect of the review of financial processes and reporting in accordance with the review.</p> <p>It was agreed the committee should monitor the progress against the recommendations and this would be discussed at the next meeting.</p>	JK/Clerk
13.	<p>AOB</p> <p>12.1 AS reported that the Morgan Carn Partnership had been into the school to discuss the refurbishment of the reception area. Governors noted that an LCVAP bid was being drawn up to contribute to the cost of this. The refurbishment would increase the level of security and functionality of the reception area. Governors noted that if a bid were successful, 10% of the cost would need to be met by the governors' funds.</p> <p>12.2 CyS drew governors' attention to the Review of Efficiency in the Schools System report published by the Department for Education https://www.gov.uk/government/publications/review-of-efficiency-in-the-schools-system</p>	
14.	<p>Date of next meetings</p> <p>Dates to fit in with the budgetary cycle would be agreed during the year.</p>	AS/clerk

Signed Chair

Date.....

Initials.....

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The meeting closed at 9.40am

Documents attached to the minutes

1. Minutes 16 June 2015
2. Finance report & accounts
3. Pay Policy
4. Health & Safety policy
5. ASCL report recommendations

Initials.....