



**CORPUS CHRISTI CATHOLIC VA PRIMARY SCHOOL**  
**THE GOVERNING BODY**  
**Chairman: Mrs Anna Murphy-Sullivan**

Minutes of School Finance & Resources Committee Meeting  
Monday 23rd September 2019

**Present:**

Neville Conn, Chair of F&R Committee	NC	Foundation Governor
Anna Murphy-Sullivan, Chair of Governors	AMS	Foundation Governor
Declan Goodwin, Headteacher	DG	
Monika Piotrowski (arrived 18:44)	MP	Foundation Governor
Hayley Upton	HU	LA Governor
Ade Bamgboye	AB	Parent Governor

**In attendance:**

Simon Lennon, Deputy Headteacher	SL
Susan Solly, School Business Manager	SS
Elizabeth Fleming, Governance Clerk	EF
Mikey Saunders, Teacher	MS

Item		Action
<b>1.0</b>	<b>Welcome &amp; prayers.</b> SL led the prayers.	
<b>2.0</b>	<b>Apologies</b>	
	No apologies were recorded.	
<b>3.0</b>	<b>Pecuniary Interests</b>	
	No updates to the existing record were required.	
<b>4.0</b>	<b>Matters Arising</b>	
	All actions from the previous meeting were completed. AB raised a question in relation to the governor data link roles. SS updated AB and HU briefly on internal progress relating to data.	
<b>5.0</b>	<b>Minutes of Previous Meeting (24th June 2019)</b>	

	Prior to the meeting, governors received a copy of the minutes from the previous meeting. The minutes were agreed as an accurate record of the meeting and these were signed by NC.	
<b>6.0</b>	<b>Sports Premium</b>	
	<p>MS attended the meeting to present the Sports Premium report for 2018/19 and strategy for 2019/20.</p> <p>AS informed governors that he consulted with Annie Hargreaves in the LA when formulating the strategy. Her advice was to focus on sustainability. With this in mind a key focus this year will be on upskilling CC's sports TA, Brian. There will also be a focus on ensuring teachers are equipped with the necessary skills to be autonomous and independent in running PE and sporting activities for their classes and not relying on the sports TA role. Below is a summary of the initiatives planned for 2019/20.</p> <ul style="list-style-type: none"> <li>● Focus on whole child approach to PE. There will be a move away from fitness assessments as it is too time consuming and not an effective measure. They only assesses a child on physical fitness and not on sports skills. Important for class teachers to assess children on social and emotional aspect also. Focus is to bring the assessment process back to the teacher. This also lends to the sustainability focus as the teacher will be skilled in doing so.</li> <li>● Push on swimming this year so that all children can thrive in this coastal environment. Potentially extra money to be spent on booster sessions. Brian has been put on a level 2 swimming course so that he can teach pupils how to swim. A cost benefit analysis done has been done by MS in conjunction with NC and this upskilling has already resulted in reduced costs of swimming lessons as a result.</li> <li>● School to listen to feedback from children going forward to help shape the PE curriculum.</li> <li>● A questionnaire was sent out last year to teachers to try and identify their skills gaps and areas for additional training. Dance was highlighted as a gap. SL has booked in a new six week dance module for all children. Dance module to link with curriculum topics and then showcase for parents at the end of the term/year. Teachers have thoroughly enjoyed the planning process for the dance module.</li> <li>● School aims to meet the 30 mins of physical activity per day as recommended by the Chief Medical Officer. The plan is to ensure that for two days a week the school has scheduled exercise periods. Aside from this the focus will be on encouraging teachers to integrate ten minute bursts of exercise each day into their learning schedule - active learning/brain breaks. Other ideas for the future is to encourage an 'Active Friday' whereby exercise is a key focus of the day.</li> <li>● An effort will be made to tie sport into other activities in the school - such as writing. Encouraging children to write a journalistic report at the end of sporting activity, school trips, etc.</li> <li>● Partnering with a local school to encourage inter school sporting competitions. Virtual competitions also discussed.</li> </ul>	

	<p>MS assured governors that the PE focus in school is great but the aim is to make it even better for the benefit of the children.</p> <p>GOV. Q (AMS) - is it likely that the Sports Premium will continue next year? MS and SS explained that the Sports Premium funding is not guaranteed and schools are normally notified on an annual basis (usually spring) of funding for the following academic year.</p> <p><i>GOV. Q (MP) - we are spending money on upskilling Brian - how can we ensure we can retain him? Some schools require teachers to sign an agreement not to leave when.</i> MS - even if Brian leaves next year we have already made a cost saving on the swimming. I believe that spending on his development is a way of retaining him in itself.</p> <p>NC thanked MS for his presentation to the governors and felt it provided a great insight into the Sports Premium planning for this year and beyond.</p> <p>After MS left the meeting AMS asked the following question.</p> <p><i>GOV. Q. (AMS) - What type of contract is Brian on and what is his notice period?</i> DG - one year rolling contract. SS - his notice would be 13 weeks.</p> <p>Governors subsequently discussed future funding of the TA role. SS advised governors that the sports premium funding is never certain. We never have full confirmation until March</p> <p>NC felt positive about sports premium planning and the contingencies being put in place to ensure teachers are skilled in delivery.</p> <p>AMS said that if the school is making savings as a result of the TA role, it is right and proper to ensure that the role holder is developed as an employee too.</p>	
<b>7.0</b>	<b>School Business Manager's Report</b>	
<b>7.1</b>	<p><u>Quarterly Budget</u></p> <p>SS presented the quarterly budget for April to Aug 2019. 42% of budget will be spent in the first five months. SS talked governors through any significant over or under spend. There is to date a forecasted 10% overspend.</p> <p><i>GOV. Q (NC) - music refurbishment - is that a one off cost?</i> SS - yes.</p> <p><i>GOV. Q (NC) - is the SCITT payment in relation to Jenna Lucas?</i> SS - school will charge £25 and £50 per hour for Jenna's time. SCITT keen to reimburse all costs.</p> <p><i>GOV. Q (MP) - do we have to pay supply a teacher if it falls on a day Jenna is meant to be in class. Also, does that SCITT payment cover the supply teacher cost?</i> SS - yes a supply teacher is required and it varies whether it covers supply teacher cost.</p>	
<b>7.2</b>	<u>School Census</u>	

7.3	<p>SS shared school census dates with governors. She advised governors that the school had some pupil turnover last year and this affected the budget by about £15K.</p> <p><i>GOV. Q (AMS) - is the school at full capacity at the moment?</i> SS - no not quite. Lennie, the office manager, is working hard to get new starters to start asap.</p>	
7.4	<p><u>Governors Building Fund</u></p> <p>The Diocese annual charge is currently £7,632 which is payable termly at £2,544. The account balance was £11,426 on the 1st of August 2019.</p>	
7.5	<p><u>Pupil Premium</u></p> <p>SS presented the PP report to governors. The original budget of £75,500 was worked out using 62 pupils. The latest report shows 54 pupil premium Pupils which may reduce the budget by £10,560 to £64,940.</p> <p>Governors reviewed the PP report. Attainment is excellent and the in school gap has closed. SL advised governors that maintaining this standard is challenging.</p> <p>NC highlighted that whilst the budget for 2018/19 was 75K, the school's actual spend was approx 97K. The extra money is funded through the school budget.</p> <p>SS expressed concern about this going forward as the school budget is decreasing.</p> <p>Governors declared that they were happy with PP attainment and progress for 2018/19 and the strategy and interventions in place.</p>	
7.6	<p><u>Contracts</u></p> <p>SS advised governors that contracts are constantly being reviewed to ensure that spend is maximised as per school need. SS gave examples of contracts under review.</p> <ul style="list-style-type: none"> <li>● Insight - pupil tracker due September 2019 at a cost of £1,600. Pupil tracker was £1500,</li> <li>● Primary Site website - £999 Gold Package</li> </ul> <p>Due in October</p> <ul style="list-style-type: none"> <li>● My concern - safeguarding £805</li> <li>● Rising Stars Assessment £1953</li> </ul>	
7.7	<p><u>Personnel</u></p> <p>SS talked governors through various personnel changes since the last meeting. She also presented an analysis of staffing numbers. The number of teachers have dropped by one (Kath Yapp). TA's have increased by two due to need in reception this year. Support staff is static. Overall school has moved from 62 to 63 members of staff - 1.3 FTE increase.</p>	
7.8	<p><u>Volunteers</u></p> <p>SS detailed the volunteers working in the school.</p> <p><i>GOV. Q (AMS) - what do the volunteers do in school?</i> SS explained the various volunteers contributions.</p>	

<p><b>7.9</b></p> <p><b>7.10</b></p> <p><b>7.11</b></p> <p><b>7.12</b></p> <p><b>7.13</b></p>	<p><u>Attendance</u> SS presented an analysis of attendance to governors. Long term absences accounted for 65% of absences last year.</p> <p><u>Health and Safety</u> There have been no notable incidents since the last report.</p> <p>SS advised governors that the school's fire maintenance contract has been changed to Central Southern Security following performance issues with the previous company. They have completed a full maintenance check on all the school's systems and fitted two extra break glasses which were missing following the fire system audit earlier last year. Also the remaining doors that were not fire compliant were routed and fire strips fitted. An electrical P.A. testing was completed across all areas in the school. Safety checks have also been carried out on Water, T.M.Vs, lift operation, air conditioning and sports equipment.</p> <p><u>IT Report</u> SS updated governors on the various IT changes which took place during the summer.</p> <p><u>Marketing</u> SS informed governors that the prospectus has been updated and new banners have been placed on the fence alongside Christchurch Road.</p> <p><u>Fundraising</u> The PTA previously fundraised for the Year 2 and 3 Playground Equipment. JP Morgan also donated £1000 towards this equipment.</p> <p>The AGM is on the 7th October and they are proposing to hold the Christmas Fair on Friday 29th November in the Guildhall.</p> <p><i>GOV. Q. (NC) - why is the christmas fair being held in the guildhall? PTA have requested this as extra space is required.</i></p> <p><i>GOV. Q. (AMS) - are the PTA members the same as last year, i.e. they have experience dealing with the Parish office? SS - yes.</i></p> <p><u>Premises</u> SS reviewed the premises update with governors and discussed all the various updates in the school.</p>	
<p><b>8.0</b></p>	<p><b>Policies</b></p>	
	<p><u>Appraisal and Capability Policy</u> SS advised governors that this is the same policy as last year and goes hand in hand with the pay policy. Governors reviewed this policy and made amends as appropriate.</p> <p>DECISION - policy ratified by governors.</p> <p><u>School Handbook</u> Governors reviewed this document and made changes as appropriate.</p>	

	NC asked governors if they were happy to ratify the document with the exception of the addition of the Vision Statement at a later date.  DECISION - document ratified by governors.	
<b>9.0</b>	<b>A.O.B</b>	
	NC advised governors of the forthcoming Pay Review Panel meeting on 21st oct at 11.15am. AB confirmed that he will attend.	
<b>10.0</b>	Date of next meeting – 18th November	
<b>11.0</b>	Meeting close 20:11	

**Approved**

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**Date**

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