



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

Minutes of School Finance & Resources Committee Meeting
Monday 4th May 2020

This meeting was held Virtually due to Covid-19 Social Restrictions

Present:

Neville Conn, Chair of F&R Committee	NC	Foundation Governor
Anna Murphy-Sullivan, Chair of Governors	AMS	Foundation Governor
Simon Lennon, Acting Headteacher	SL	
Monika Piotrowski	MP	Foundation Governor
Hayley Upton	HU	LA Governor
Ade Bamgboye	AB	Parent Governor

Present for part of the meeting:

Jenna Lucas	JL	Staff Governor
Joanne Hooper	JH	Foundation Governor
Rachael Cox	RC	Parent Governor

In attendance:

Susan Solly, School Business Manager	SS
Sonia Lomax, Clerk	Clerk

Item		Action
1.0	Welcome & prayers. SL led the prayers.	
2.0	Apologies None	
3.0	Pecuniary Interests No updates to the existing record were required.	

4.0	Minutes of Previous Meeting (2nd February 2020) & Matters Arising	
	<p>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 will be signed by NC when restrictions are lifted.</p> <p>Future of the Green centre - SL to provide a cost/benefit analysis for the work required for the next meeting.</p>	SL
5.0	Finance	
5.1	<p><u>Year end 19/20</u> SS confirmed that the year end had been completed & returned to BCP. SS then shared details of significantly over spent budget headings & changes to income. SS finally reported a £193k carry forward for this year.</p>	AMS, SS
5.2	<p><u>3 year budget</u> SS presented the 20/21, 21/22 & 22/23 budgets. Year 1 (20/21) is predicting a carry forward of £44k to Year 2. The budgets then become deficit budgets for Years 2 & 3. SS explained that this is normal & BCP is expecting this.</p> <p>SS talked through the increasing salary costs to revenue figures for each year & the reasons for this. SS also reported on additional staffing & committed spend.</p> <p>NC ensured that all Governors fully understood the reasons & implications of the increase in salary costs to revenue & of setting deficit budgets for Yrs 2 & 3.</p> <p>DECISION - Governors agreed unanimously to ratify the 3 year budget. AMS to sign & SS to submit to BCP.</p> <p>JL, JH & RC left the meeting.</p>	
6.0	School Business Manager's Report	
6.1	<p><u>Governors Building Fund, March 2020</u> SS confirmed that there is enough in the budget to pay next year's contribution to the Diocese. Normally a letter would go out to parents around now reminding them of this voluntary contribution - this is on hold for the present.</p>	
6.2	<p><u>DFS Funds</u> SS advised Governors that the DFS fund currently holds £25,962.</p> <p><i>GOV. Q. (NC) - Asked if the DFC figure included this FY's £10k income? SS - staff that work on this are currently furloughed, so still waiting for this.</i></p>	
6.3	<p><u>Pupil Premium Spend</u> To be reported at the next meeting. SS reported that she is aware that more parents are currently applying for this so the current figure is likely to increase.</p>	

6.4	<p><u>Sport's Premium Spend</u> To be reported at the next meeting. SS & SL talked through changes to the current roles & staffing that will take place in September, which will cover the sports TA's responsibilities. These are expected to be costed against the sports premium grant.</p> <p><i>GOV. Q. (MP) - Will current staff be able to apply for the new roles? SL - Yes.</i></p>	
6.5	<p><u>Contract Management</u> SS reported on the BCP top-slice & the services received for this.</p>	
6.6	<p><u>Lettings Management</u> SS talked through the loss of income due to Covid-19.</p>	
7.0	Personnel	
7.1	<p><u>HR Update</u> SS talked through the recruitment that had taken place for next year. AMS reported that she had been very pleased with the new teachers appointed.</p> <p><i>GOV. Q. (MP) - How many of these appointees are Catholic - SL reported at least 2 of the 3 were Catholics & had received a Catholic education.</i></p> <p>NC explained that although it may appear that 3 new members of staff had been recruited, these were not necessarily additional members of staff but were replacing staff who have or about to leave with one providing maternity cover.</p>	
7.2	<p><u>Staffing numbers</u> SS reported on current staffing numbers compared to last year.</p>	
7.3	<p><u>Volunteers</u> None in school currently due to Covid-19 restrictions.</p>	
8.0	<p>Health and Safety SS reported there have been no reportable incidents.</p>	
9.0	<p>IT SS reported that the telephone system has been successfully updated. Currently investigating new CCTV systems.</p>	
10.0	<p>Marketing Nothing to report.</p>	
11.0	<p>Fund Raising SS reported that this is limited & the School Fair may be cancelled this year.</p> <p><i>GOV. Q (AB) - has the £1k match funding been received from his employer? SS - believes that this has gone to the PTA but will check.</i></p>	SS

	<i>GOV. Q (AMS) - asked if a response had been sent to the company. SS was not clear if this had happened but would check with the PTA.</i>	SS
12.0	<p>Premises report SS reported that the focus has been on deep cleaning.</p> <p>Some of the planned improvements, repairs & moves have taken place while the school has been partially closed & SS talked through these.</p>	
13.0	<p>Data Protection The planned audit has been postponed.</p>	
14.0	<p>Policies</p> <p><u>School Handbook</u> SL talked Governors through the changes proposed to the School Handbook. SL explained that this is used by new staff & is supplemented by induction & specific policies.</p> <p>DECISION - Handbook ratified by Governors.</p>	
15.0	AOB	
15.1	NC explained that normally F&R Governors would walk around the school during the June meeting but it has been suggested to do this walk at the first FGB in the academic year. AMS felt, Covid -19 permitting, we should continue do this in June with a possible walk about at the September FGB , Agreed - add to FGB agenda.	Clerk Clerk
15.2	AB asked that calendar invitations & electronic reminders are sent out for meetings. Agreed.	
16.0	Date of next meeting – 15th June 2020.	
	Meeting Closed - 19:40	

SUMMARY OF ACTIONS

Anna Murphy-Sullivan

- AMS to sign 3 year budget ready for submission

Susan Solly

- SS to submit the 3 year budget to BCP by 05/05/2020.
- SS to check whether match funding has been received and if PTA has responded.

Simon Lennon

- Cost/benefit analysis for the work to be done to the Green centre to be reviewed and presented at next meeting

Clerk

- Add school walkaround to September FGB agenda
- Send calendar invites & reminders for all meetings

Approved

Date
