

**St Joseph's College**  
**Summer 2017 Committee Summaries**

**Finance 16 January and 20 March**

Management accounts for to 28<sup>th</sup> February are showing a revenue deficit of £2,878.

School Fund balance as at 28<sup>th</sup> February 2017 is £107,918.

The SCITT accounts to 28<sup>th</sup> February were discussed and income and expenditure was on budget.

A breakdown of how the School Fund, Pupil Premium and Hardship Fund had been spent was presented.

Catering at the end of February is showing a surplus of £15,403, at the same time last year it was £30,519. This is mainly due to the 40 students we are down in the VI Form as well as staff purchases which are significantly less.

Building contractors Wildgoose are continuing with the building work. Dilapidation reports have been carried out at Stone House and negotiations have commenced for agreeing an amount with the landlord. The Stone House lease states the building needs to be turned back to its original state. Our solicitor, Susan Lewis has been in discussions with the owner of the building. The LA are withholding the £900,000, their contribution of the funding for the capital build, and requesting payment of £166,000 of PFI costs. K Cleverley is in discussions with them.

The Governors' Annual work plan was reviewed and discussed, and work is on target.

The Finance Improvement Plan 2016-17 was reviewed and discussed, and work is on target. Research in to the implementation of a new payroll system revealed that none of the payroll providers were yet in a position to offer the facility to prepare and submit the required monthly data submissions to either Teacher Pensions or Staffordshire County Council. Until these were in place we would continue with our existing payroll software, and prepare the reports manually. Auto enrolment is on target and the required information has been issued.

The new minibus has been delivered.

The new charge cards for the school bank account have been issued: the school debit cards are no longer used.

K Cleverley is registered as the CFO (Chief Financial Officer) on Edubase a requirement in the Academies Financial Handbook.

The Annual Accounts Return has been submitted to the EFA on 20<sup>th</sup> March 2017. The late submission was due to problems with the EFA's new portal which has not been fit for purpose.

The following policies have been reviewed and approved;  
School Fund Policy

Conflicts of interest Policy  
Fixed Asset & Depreciation Policy  
Asset Disposal Policy  
Investment & Treasury Management Policy

**Standards 31 January, 7 March and 25 April (update as minutes not yet been formally agreed)**

The committee was provided with the overall attendance figure of 97.1% and the attendance for each year group. The school was congratulated on a fantastic set of figures.

The committee received an update on the sixth form option blocks, as this was one of the actions identified in the SIP. The aim was to increase curriculum time and to design a curriculum plan that will allow the maximum number of students to study linear A Level courses. The chosen model for year 13 has an additional option block taking the total to 5 with an extra 1 hour of study time.

An internal monitoring update was provided:

- Year 11 - SLT monitoring has begun with 22 students. A total of 19 students are attending compulsory study club.
- Year 13 - the overall picture is positive and a real improvement can be seen in Chemistry.

The committee received an update on the cycle of reviews which have now been completed for this academic year. For this round of reviews the Subject Leaders have been more challenging and honest with their assessments.

12 departments were rated as outstanding  
4 as good  
2 as requires improvement

Comparison to last year –

10 as outstanding  
6 as good  
3 as requires improvement

The committee was provided with the most recent data collected for year 11 and a comparison to last year's figures. This year's and last year's cohorts are very similar in terms of their KS2 results. The picture is a positive one and they are slightly up at the top end. However, there will be some confusion when comparing results because of the changes with the grading system from letters to numbers, but this will be an issue throughout the country.

Copies of the Year 12 September 2017 predicted numbers were distributed and possible mergers/changes to group sizes were discussed.

The GCSE option process was discussed and the committee was updated on any curriculum changes and the school's application to become a Research School.

### **Pupil Support 10 January and 4 April (update as minutes not yet been formally agreed)**

It was confirmed that the school is not required to carry out the LA Safeguarding audit this year, so it could be removed as a standing item for consideration.

The committee was provided with an update on the Early Help (EH), Children in Need (CHIN) and Child Protection (CP) referrals currently under review.

The committee considered the Safeguarding: Safer Recruitment Policy which has been updated following the publication of the latest 'Keeping Children Safe in Education' statutory guidance. This policy was approved.

The 4 April meeting was not quorate, but still went ahead with any recommendations to be forwarded to the remaining committee members. An update on any on-going referrals was provided. The Equal Opportunities policy was considered.

### **Premises and Safety 14 February (update as minutes not been formally agreed)**

The committee received an update on the Sixth Form building project - an incident had occurred on site regarding the removal of a tree on the SJC border by Rookery Lane. The work men had not complied with the instructions and a 14 meter long branch came down across the road and the staff car park. Moving forward all risk assessments will be seen earlier and signed off.

It was noted that the Olsen building is on track to be ready by late September/ early October 2017. There is a slight delay with the Fideliter building, which will probably not be finished on time. There will be space in the Brothers' House to accommodate the sixth form secretaries before they move to the Fideliter building.

The committee was provided with an update on the Community Use Agreement. The school has received more interest in use of the facilities, which should increase the lettings.

### **Audit 24 January and Audit 28 February (update as minutes not yet been formally agreed)**

In line with the Governors' Annual Work Plan, an update was received for the Pupil Support committee. DBS checks were discussed and the necessity for all Governors to have one and also the new requirement for all Governors to complete Safeguarding training.

A review was also received for the Premises and Safety Committee. Particular points for discussion were the Sixth Form building project, site audits, premises plan, Fortiter building and Stone House Sixth Form building.

The committee considered the Risk Register and Top Ten Risks. It was noted that the budget will have a 2.9% reduction over the next two years which rates as a high risk. When

the new funding formula comes into force different areas of the country will receive different funding.

Gareth Higgins, Responsible Officer, confirmed that he had no update to provide.

It was noted that all Academies are required to have a Scheme of Delegation which should be published on the school website. K Perry is working on a draft document.

The Committee Structure Review Working Party is due to meet to consider its Terms of Reference and to start looking at the committee structure.

In line with the Governors' Work Plan, a review of the minutes and reports of the Admissions committee was held. The committee also received an update on the first meeting held by the Committee Structure Review Working Party.

### **Personnel 7 February (cancelled), 21 March and 9 May (update as minutes not yet been formally agreed)**

The Committee was provided with an update on staffing and staff absence.

The committee considered the new Catholic Education Contracts - moving forward all new staff will be issued with these contracts.

\*NB a full staffing update is provided in the Headteacher's Report

### **Strategic Chaplaincy Group 2 March**

The group received a report on the spiritual activities which had taken place since the previous meeting. The Feast Day Mass was discussed and an SVP update was provided – the Sixth Formers elderly Christmas party was a real hit and due to the success of this the group are planning to run an afternoon tea for some of the elderly members at the end of March.