|  |  |  |  |  |
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|  | **Part One Items** | | **Lead** | **Mins** |
|  | **Welcome and Apologies for Absence** | | **TMcG** | **2** |
| **Governor** | | **Attendance** | | |
| Hayley Brasier | | / | | |
| Richard Coakley (Vice Chair) | | / | | |
| Carol Copoc | | / | | |
| Lynne Jackson | | / | | |
| Maria McGarry | | O | | |
| Tony McGuiness (Chair) | | / | | |
| Joe Quilty | | / | | |
| Matt White (Exec HT) | | / | | |
| **In attendance** | |  | | |
| Carole Owen (Clerk) | | / | | |
| Emma Scott (Acting DHT)  Danielle Smith (SBM) | | A  / | | |
| **The meeting met its quorum.**  **Apologies were received and accepted from ES. The absence of MM was noted.** | | | | |
| **1** | **Prayer** | | **TMcG** |  |
| **TMcG opened the meeting in prayer.** | | | | |
| **2** | **Declaration of Personal or Pecuniary Interest and Governor Eligibility (Statutory)** | | **CO** | **1** |
|  | 1. **Governors to declare any personal interest in agenda items and complete the annual declaration of interests** | |  |  |
| **There were no declarations of interest or additions to the register.** | | | | |
| **3** | Minutes of the Last Meeting | | **TMcG** | **5** |
|  | 1. To agree the minutes of the meeting held on 18 March 2024 | |  |  |
| **The minutes of the last meeting were agreed as a true record. These will be signed electronically by TMcG.** | | | | |
| **4** | **Matters Arising other than on today’s agenda** | | **TMcG** | **10** |
|  | To note any matters arising and actions required since the last meeting | | |  |
| * The SIP report will be brought to the July meeting. * Attendance: Carolyn Harkness, KMBC has attended school to develop an action plan and refine processes which will not require additional staffing at the current time**.** * The final SFVS was submitted to the LA by the deadline. * Meadow Park: Children continue to attend. * Filtering and Monitoring: Contact with Gary Melia is ongoing. MW reported that the filtering settings could not be set for individual schools.   **TMcG: Are you confident that the filtering systems are sufficient to protect the school?**  MW: Not as confident as I am in my other school.  **LJ: Advised to look at filtering for terrorist content.**  **Actions:**  **Follow up bespoke filtering with Gary Melia MW**  **Invite Gary Melia to the next meeting if there is no satisfactory response MW**   * Policies have been updated on the website. * Helen Rimmer is responsible for CLA. * DS confirmed that the role description in KCSIE had been included in SW’s job description. | | | | |
| **5** | **Food for Thought launch report** | | **DS** |  |
| DS reported that staff who were employed by the LA wished to remain with the LA for two reasons; one was the death of a colleague and two wish to re-train as TAs.  Food for Thought have been operating from 15 April. 3 staff in each day and the quality and standard of food is noticeably better. There has been an increased take up. Children have been able to get seconds if they wish. One child has made a poster stating ‘best chefs ever’. Another remarked the school had Gordon Ramsay. Behaviour has improved over lunch time as a result.  **HB reported that her child had moved to school dinners due to the improved provision.**  **TMcG checked that staff who chose not to TUPE had alternative employment and that there has been adequate staffing since 15 April.**  DS: 3 jobs have been advertised 1 chef 1 cook assistant and 1 kitchen assistant. Job Descriptions have gone for Job Evaluation.  **TMcG: Any cost implications?**  DS: There will be a charge, but this is offset by other savings. We are hoping staff to be in place after half term.  **Governors noted that this was a positive picture.**  **Resolved**  **To receive the Food for Thought update.** | | | | |
| **6** | **Finance** | | **DS** | **15** |
|  | 1. **To receive the draft end of year balance** 2. **Draft Budget 2024/25 and 3 Year Plan** | |  |  |
| **2023/24 End of Year balance**  The cost centre report has projected surplus of £93k which is above the £49k reported in March. DS provided detail of the increase in the surplus in the report i.e. 1 invoice for Palmerston which will be paid this financial year and some other small variances.  There has been an issue in several schools across Knowsley were out turns reported by schools is different to that reported by the LA. The main areas affecting the St Marie’s related to 12 pages of journals which required reconciliation. It has been possible to reconcile 7 but 5 remain. Debits and credits for maternity leave do not match. DS reported that there was some duplication in the LA report. On the March report from the LA some staff were listed on a pay point higher than they should be.  **LJ queried if the staff had been overpaid. DS stated that she was in contact with the LA to check this.**  The LA had to close its accounts last week and for the school to accept the out turn of £58k. **TMcG, MW and DS agreed this course of action.**  **TMcG summarised the position in that the school believed the out turn to be £58k. He suggested that the LA should rectify this by the end of July.**  **Governors noted with concern that the schools out turn is significantly different to the LA’s figure and that the matter needed to rectify this by the end of July.**  **Action**  **Contact LA to address out turn position and payroll checks for staff, cc TMcG into email DS**  **TMcG stated that if this was not rectified by 20th July then the school would contact the CEO.**  **Resolved**  **To receive the provisional end of year balance**  **Draft budget 2024/25**  DS reported that this was still being developed due to the discrepancy in the year end. It was agreed that this would be confirmed by governors on line.  **Action**  **Draft budget and 3-year plan to be circulated for agreement via Governor Hub**  **Confirmation via Gov Hub CO/All**  The Governing Body authorises expenditure over £3k. DS highlighted expenditure over this amount and explained the rationale for proposed expenditure.  **TMc: Did you get comparative quotes for alarm?**  DS: This was done through the LA.  **TMcG proposed acceptance of the recommendation which was unanimously agreed.**  **Charitable Donation**  3 provisions from wish list are to be supported by the donation from Children’s Charity Merseyside i.e.   * PE tops * New library books * Outdoor equipment   **Governors thanked the charity for their support.** | | | | |
| **7** | **Policy Update** | | **DS** | **10** |
|  | To agree   1. **Scheme for Financing Schools 2016** 2. **Financial Procedures for Schools reviewed April 2024** 3. **Scheme of Delegation April 2024** 4. **Charging Policy 2024** | |  |  |
| There were no proposed changes for the Scheme for Financing Schools. This will still be used by the school.  Highlighted areas were agreed in 3.1, 4.4.  **TMcG: Are you still with Lloyds**  DS: Yes  **TMcG; Do you still have a cheque book?**  DS: Yes. ES, MW and myself are signatories. It is locked away.  There were no proposed changes to the Scheme of Delegation.  **TMcG stated that this needed to be changed to reflect the committee-less structure of the Governing Body.**  **Action**  **Amend and email to TMcG for signature DS**  **Charging Policy**  Breakfast Club has traditionally charged £1. The school has been accepted by Greggs for free bread and other items on the proviso that there is no charge to children.  Greggs also have a hardship fund to support families in crisis. School can make the application for a family which will be turned around in 3 days.  The policy has been adjusted to reflect this.  **MW thanked DS for her extensive work during a very pressurised period.**  **Resolved**  **To agree the Scheme for Financing Schools 2016, Financial Procedures for Schools reviewed April 2024, Scheme of Delegation April 2024 and Charging Policy 2024.** | | | | |
| **8** | **H&S/ Premises** | | **MW/ DS** | **10** |
|  | 1. **Capital works update** 2. **To note any new concerns** | |  |  |
| The lighting project has been completed. The quotations for the change to the door in the Sports and Arts Building and the staircase are awaited. There has been no information from the Archdiocese regarding capital works.  Compliance will be undertaking the annual H&S Audit.  **Resolved**  **To note the H&S and Premises update.** | | | | |
| **9** | **Safeguarding** | | **MW** | **20** |
|  | 1. To note any new concerns. | |  |  |
| There were no reports at the meeting. | | | | |
| **10** | **Any Other Business** | |  | **5** |
| |  |  |  |  | | --- | --- | --- | --- | | **Date and time of meetings 2023/24** | | | | | **Summer Term** | | | | |  |  |  | 2024 | | Monday | 8 | July | | | | | |

**The meeting closed at 6.28pm**