St. Joseph's Camberwell Catholic Schools' Federation Resources Committee

Minutes of a Meeting of the Resources Committee Held via Zoom on Wednesday, 22nd of October 2025 at 5:30 pm

Present

Delia Jameson,	Executive Headteacher
Sam Mburu.	
Nicholas Sim	
Patsy Winters	Chair

In attendance

Theresa Mokogwu,	Head of School
Kevin Gibb,	School Business Manager
Odunola Ajibola	Clerk

The meeting started at 5.30 pm and was quorate.

PART I

1. Apologies for Absence

Apologies were received and accepted from Katie Brook.

2. Declarations of Interest in the Agenda

No declarations of interest were made in the agenda

3. Election of Committee Chair

It was **RESOLVED** to elect Nicholas Sim as the Chair till the first meeting of the Autumn term.

4. Minutes of the Last Resources Committee Meeting

4.1 Approval of the Minutes

The minutes of the previous meeting were approved as an accurate record.

4.2 Matters Arising (not appearing elsewhere on the agenda)

The Chair of Governors noted that a Pay Committee will be convened to review and approve staff pay.

Item	Action	By whom	When	Outcome
5	**Complete PE link visit**	**NS**	**Carryforward**	
9	**Arrange H & S link visit with Brona**	**EHT**	**Nick agreed to complete as the Chair of Governors did not get a reply from Brona.**	**Ongoing**
Item	**Action**	**By whom**	**When**	**Outcome**
5	**To present a financial management proposal to the next FGB, including improved reporting and staff training.**	**Nick has reviewed with the EHT and SBM, and information is ready for sharing.**	**Complete**	**Complete**

5. Review of Committee Terms of Reference

The Committee reviewed the Terms of Reference and proposed no amendments. It will be recommended to the Full Governing Body for approval.

6. Committee Annual Work Plan

The annual work plan for the academic year was reviewed and confirmed by Governor Services, who provide the model agenda.

7. Budget Monitoring

7.1 Budget Monitoring Report

The SBM presented the current financial position. The following were highlighted:

The budget is 50% through the current financial year, and schools are reporting healthy balances and bank accounts that are not overdrawn. Both St Joseph's Infant and Junior Schools are in a strong financial position, with neither school having been overdrawn this year. As at 30 September 2025, the Infant School holds a main bank balance of £24,302.02, of which £18,617.03 represents capital balances, while the Junior School holds £97,067.61, of which £7,029.00 represents capital. Based on the current budget, the expected carry forward at the end of the year is £82,073 for the Infant School and £106,645 for the Junior School, demonstrating prudent financial management and stability.

<u>Income</u>

All incomes have been received. The LA has confirmed that the school will receive the outstanding SEND funding next week. Infant School will receive about £81,000, and the

Junior School to tbe paid oustanding owned by the LA. The Junior School applied for additional funding for GLA meals, as its meal uptake is 95% (above the 90% school average). The school received funding for the 5%, which will generate an additional £4,000.

Staffing

Each financial year, pay scales for Teachers and Support staff are reviewed, and once agreed with the unions, a new pay scale list is released. For 2025-26, the cost-of-living increase was finally agreed at:

- 4% Teaching Staff (Originally budgeted at 2.9% increase to pay scale)
- 3.2% Support Staff (Originally budgeted at £1,575, increase to pay scale)

To help support these increases, the DfE has provided extra funding through the Schools Budget Support Grant (SBSG), which will cover at least 2% of the increase. In September, Southwark HR released the official Pay Scales for both Teachers and Support Staff to Southwark schools, which the school has accepted.

Q: As I understand, the shortfall is because the agreed pay increase came in higher than expected. Is the shortfall then covered by the SBSG?

A: Yes.

The Clerk advised that the Pay Committee must meet to approve the pay increases and UPS applications, if any. The EHT confirmed that there are a couple of applications, and these will be presented to the committee once the meeting is convened. The recommendations will be presented to FGB. The Clerk advised that meeting discussions and approval should be recorded.
ACTION
The EHT and Chair of Governors

National Insurance

From April 2025, the lower National Insurance threshold of £5,004 has increased staffing costs for the school. To help meet these pressures, the school has received additional funding through the National Insurance Contribution Grant. The Infant School will receive a total of £17,418, and the Junior School £34,307. These grants provide essential support to manage the rise in NI costs.

Expenditure

Most expenditure budgets (E08–E30) are broadly in line with expectations for this point in the year. A small number have already reached 100% spent, reflecting that annual invoices have been received and paid in full. Where minor balances remained, these have been released so they can contribute to the carry forward or be redirected to areas of greater need. A number of budget lines sit outside the expected mid-year position or have previously required closer monitoring. Some of these may be reduced to release funding, while others may need additional allocation to remain on track. The SBM noted

that the costs of running hand dryers and pest control have increased and must be closely monitored. The cost of energy has dropped in comparison to last year.

Nursery

Since September, the nursery's running costs have decreased, mainly due to fewer support staff. This has generated about £23,000. The allocated nursery budget is about £120,000.

Q: What is the expected outturn?

A: From the projected £120,000, it is looking like the budget will close at £112,000 in cost and will be within budget. There are 16 children in the nursery, three of whom are expected to start in January, and the numbers are growing. Of the 16, there are 8 claiming the additional 15 hours. One family pays for the top-up themselves. If the ratio changes, their cost might be adjusted.

Wraparound Provision

Breakfast Club

Breakfast Club continues to be self-sufficient within the school budget. To strengthen the offer and increase income, we need to encourage higher pupil attendance with further promotion to parents, who are likely to support this. Currently, 59 pupils are registered across both schools with an average weekly attendance of 16. Income totals £4,602.17 against £3,535.39 in staffing and food costs. Some adjustment to staffing costs is required to balance the Infant School's expenditure.

Q: Are we getting money for 59 children?

A: No, we are not. At the moment, the provision is supported by the budget. The income generated exceeds the cost.

Q: Is the Breakfast Club paid for on the day or in arrears?

A: It is usually paid in advance, and parents are encouraged to pay in advance; there have been more parents doing this this term. Parents tend to have credit. The total cost is calculated at the end of the week and deducted from the credit. Parents only pay for the number of days their children attend.

Wraparound Care

The provision can be paid for in two ways: parents can pay on a daily rate of £16.50 or a weekly rate, which allows their children to attend as many times as possible that week.

Q: Did we get any comments from parents on both services?

A: A survey is yet to be completed on satisfaction, but the feedback from parents has been positive and encouraging.

There needs to be a slight expenditure balance adjustment between the infants and junior school, but overall it is paying for itself.

Q: From the breakdown, there seems to be a profit of about £600, which is about 10%. Is this viable?

A: There is definitely a need to increase the uptake to ensure that the growth is increased and sustained.

The EHT noted that the LA is delivering free wraparound training, which the school will tap into. This will share pointers on how to run the provision more efficiently. The provision is new, and as time goes on, the uptake will increase. The Chair suggested that feedback from the survey could also provide insights that might inform the marketing strategy and provide governors with information on how well the service is used.

Overall, both schools are in a healthy position this year. There is a projected carryforward in the Infant of about £82,000 and Juniors £106,000. This will help bolster next year's budget. The LA will invite the school to a meeting to review the budget and determine whether there are additional grants after half term.

The draft budget for 2026/2027 will be shared with governors once the indicative budget has been received. The Chair noted that there will be sufficient funds next year due to the reserves. The SBM highlighted that year 3 might be where the issue lies, as the pupil roll needs to increase. The Chair noted that the falling roll continues to impact schools, and that schools need to be proactively discussing pupil placement and opportunities with local authorities to help secure the school's future. A governor noted that the SLT and staff should be applauded for the effort in increasing the curriculum offer and the school's profile. The school secured a new stage and furniture for the hall from a local school that had closed, ensuring prudent financial management. Governors discussed the declining roll, its impact on the school's budget, and ways to increase the school's profile. The Chair suggested speaking with the local authorities about closing schools due to pupil placement issues.

The EHT noted that the school applied for EY transition funding and was successful, securing funding for additional bridging support for children in nursery with complex needs until they reach reception, and for needs assessments to be completed. The school has been liaising with local Play and Stay sessions to market the school.

<u>Tender for Governors' Approval</u>

The following tenders were presented to governors for approval.

Tender – Admin MIS System

The school currently uses ScholarPack for its MIS, which has recently been acquired by Arbor. Arbor presents a strong option to upgrade, offering greater functionality and the potential to replace additional systems currently used for parent payments and evening bookings generating cost savings.

- Arbor MIS (Preferred by school) – £2,388.30 per school annually 60-month term. Offers an impressive demo, a parental portal with payment facilities, parent communications, parent evening booking, live databases, 365/Google integration, an HR system, and all current ScholarPack functionality, plus more.
- BromCom – £5,236 annually for both schools, 60-month term plus £800 setup. Extensive functionality but reliant on multiple third-party add-ons; includes parent comms, payments via app, portal, 365/Google integration, HR system.
- IRIS ed:Gen – £3,348.38 annually 60-month term. Basic system similar to Iris ParentMail; communications included, payments linked externally with additional costs.
- RM Integris – Discontinued; transitioning to Arbor.

Arbor is recommended as it provides the widest functionality, simplifies current processes and is cost effective compared with alternatives. After consideration it was **RESOLVED** to approve Arbor.

Telephone System Tender

The school currently uses a BT ISDN phone system, which will soon be decommissioned as part of the national move away from copper lines. A tender was undertaken to identify the best replacement.

- Lily Comms (Preferred) – £1,611/year 60-month term. Includes iPec's handsets, unlimited UK/mobile calls, FTTP broadband, a mobile app for five users and number porting. Highly rated locally and used successfully in other schools.
- TNBN – £2,691/year 60-month term. Yealink handsets, unlimited calls, use the existing LGfL system, mobile Cisco app, and number porting.
- British Telecom – £1,960/year 60-month term. Yealink handsets included; 500 inclusive minutes per month; £490 quarterly charges after the initial period.
- Atomwide (LGfL) – £596/year 60-month term. Lower running costs, but handsets and equipment must be purchased upfront; calls are billed quarterly with free calls to other LGfL schools.

Lily Comms is recommended due to cost-effectiveness, included features and positive local school experience. After consideration, it was **RESOLVED** to approve Lily Comms.

Payroll Tender

As part of due diligence, payroll services were retendered.

- Iris DataPlan (Preferred) – £2,970/year for both schools. Complete payroll service including pensions, LA, HMRC, ePayslips, employee portal and access to 20 years of historical data. £4.50 per payslip.
- EPM Payroll – £1,575 per school per year. Full payroll and pension support, ePayslips, EOY returns not included, £399 setup.
- Access Group – £3,240/year per school 60-month term. ePayslips, staff self-service portal, £4.50 per payslip, minimum charge of 60 employees. Historical data not transferred.

Iris DataPlan is recommended for comprehensive service and continuity. After consideration, it was **RESOLVED** to approve Iris DataPlan.

7.2 Initial Budget Planning for 2025/26

The Chair noted that, as part of improving the federations' financial management, it was agreed that the three-year budget would be presented to the FGB. It was agreed that the three-year budget should be a standing item on the resources committee agenda. The draft budget will be circulated to the Committee one week before the Full Governing Board meeting on 3 December, with committee members invited to provide comments. The three-year budget forecast will be reviewed by governors ahead of approval.

ACTION
The School Business Manager

8. Financial Reporting

8.1 Pupil Premium Expenditure

Pupil Premium funding supports improved outcomes for disadvantaged pupils and operates on an academic year basis. Previous year funding is expected to be entirely spent and will be confirmed in the published report. For 2025 to 26, the Infants have 37 eligible pupils with £48,480 funding, and the Juniors have 99 pupils with £175,740 allocated.

The October 2025 Census is a key driver of funding for 2026 to 2027 as it determines both pupil numbers and Pupil Premium allocations. Compared with the October 2024 Census, pupil numbers have fallen in both schools, leading to reduced funding for the year ahead. The Infant School has three fewer pupils, resulting in a budget reduction of £19,359, while the Junior School has fallen by 22 pupils, reducing funding by £141,728.

The Committee noted the positive impact on provision.

8.2 Sports Premium Expenditure

The Sports Premium continues to support improvements to PE across the schools. The 2024 to 25 report will be published on the school website once the new DfE submission

is completed, and a link will be added once it is released. All funding for last year has been entirely spent.

For 2025 to 26, the Infants have received £17,025.00 and spent 50 per cent to date, while the Juniors have received £18,248.00 and spent 62 per cent. The school's sports programme continues to perform well, achieving a gold mark and strengthening pupil participation across a range of sports. Governors noted the positive contribution this makes to wider school outcomes.

8.3 Benchmarking
The SBM uploaded the benchmarking information to GovernorHub. Governors agreed to review the information and submit comments once the committee has completed its review.
ACTION
The Chair and SBM

9. Schools Financial Value Standard (SFVS)
SFVS documents are being prepared for submission. Governors will review and comment on the draft prior to approval for FGB. The SBM will liaise with the Chair on any comments or changes.
ACTION
The Chair and SBM

10. Review of SDP Progress in Relation to the Committee

The EHT provided an update on SEND provision. A new speech and language screening initiative is underway using the Welcome Screener, which will RAG rate targeted intervention. The new SENDCo is embedding well. The school has reduced the number of support staff due to budgetary pressures, which has been challenging given the higher number of children with SEND. The Ed has completed an audit. Governors noted the continued focus on supporting pupils with additional needs.

The school is participating in the Welcome screening project for early communication delay. The school's sporting achievements are outstanding. The Coach was named Southwark Primary Schools' Coach of the Year, and the team won Team of the Year, achieving record high scores. Pupils are also excelling in the three-by-three Basketball competition despite not having a court, demonstrating the strong impact of the Sports and PE Premium.

The wall in the playground has been repaired, and this has had a positive impact on playtime. The resources spent have made a clear impact on the wellbeing of children, staff and parents.

11. Premises and Health and Safety

Governors received an update on various matters related to premises.

11.1 Health and Safety Audit

The Chair and the EHT will arrange a visit, and feedback will be reported at the next meeting.
ACTION
The Chair and the EHT

11.2 Risk Assessments

The report from the audit will be shared with the committee

11.3 Fire Risk Assessment

11.4 Premises Update

- The intruder alarm has been serviced.
- An additional camera has been installed in the blind spot
- Fire extinguishers and some blankets that were coming to the end of their life have been replaced. The fire drill was successful.
- Staff have completed Fire Marshall training.
- Concerns remain regarding tree roots outside the Green Gates. The school has requested quotes from companies to pollard the root as the neighbours have not been forthcoming.

Q: Who else has health and safety responsibilities to ensure that the school is safe

A: It will be the Diocese and the Local Authority.

Governors discussed the impact of the roots on the playground and who to approach to help tackle the ongoing issue, as it will eventually damage the school building and is a trip hazard. It was agreed that the EHT will contact the diocesan premises team before escalating to neighbours.

11.5 Protective Security and Martyn's Law

This will be on the FGB agenda.

12. Staffing Update

12.1 <u>Staffing Structure Review</u>

Governors discussed the upcoming Pay Committee meeting, which will consider pay increments and any new staffing appointments. Committee also reviewed the proposed cost of living increases for teaching and support staff. The school staff structure remains.

13. Annual Policy Reviews – for Recommendation to the Governing Body

13.1 Appraisal Policy

To be presented at the next FGB

13.2 Financial Scheme of Delegation – Updated

To be presented at the next FGB.

13.3 Pay Policy

To be presented at the next FGB.

14. Any Other Business

The SBM provided updates on GDPR expectations, including retention periods for safeguarding records. He sought the approval of the committee for the following:

Secure Destruction – Data Retention (GDPR)

The school will securely destroy historical records in line with GDPR:

• Financial paperwork older than 7 years pre March 2018

• Paper attendance registers older than 5 years prior to August 2020

• Other historical paperwork older than 5 years pre-August 2020

• Safeguarding records are retained for longer, typically until the child leaves education

All destruction will be documented, and records will be retained to confirm secure disposal. The SBM stressed that the scope of the request is for financial paperwork.

Q: Is this all in hand

A: We need to decide on the approach. The school can either shred in-house or use a company, and a record of documents destroyed will be kept.

Q: Is there a limit for how long safeguarding records are kept? Is it possible to find out

A: The EHT noted that there is clear guidance which should be in the GDPR policy, but updated information will be sought and shared at the next meeting.

ACTION

The EHT and SBM

After consideration, it was **RESOLVED** to approve the retention destruction programme.

15. Date of Next Meeting

4 February 2026.

16. AOB

There were none.