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

Minutes of a Meeting of the Resources Committee Held via Zoom on Wednesday, 4th February 2026 at 6:45 via Zoom

Present
Karina Ansah
Elaine Fraser
Delia Jameson Executive Headteacher
Sam Mburu
Nicholas Sim Chair
Patsy Winters

In attendance
Theresa Mokogwu, Head of School
Odunola Ajibola Clerk

The meeting started and it was quorate.

PART I

1. **Apologies for absence**
   Apologies for absence were received and accepted from Patsy Winter and Kevin Gibb.

2. **Declarations of interest in the agenda**
   There were none.

3. **Minutes of the previous meeting and matters arising**

   Approval of the Minutes
   It was **RESOLVED** to approve the minutes of the meeting.

   Matters Arising

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	Nick has reviewed with the EHT and	Complete	Complete

	management proposal to the next FGB, including improved reporting and staff training.	SBM, and information is ready for sharing.		
7	Pay committee to meet and share feedback	Chair of Governors and EHT		Complete
7.2	Present the three-year budget ahead of the meeting	SBM		Next FGB
8	Review benchmarking	All governors		Complete
9	Liaise on SFVS	The Chair and SBM		Governors to send comments to the EHT
	Follow up on GDPR guidance.	EHT		Complete

4. Review of SIP progress in relation to the Committee

5. Financial Reporting

a. Pupil Premium expenditure

No Pupil Premium funding was carried forward from last year. Current allocations support 41 pupils in Key Stage 1 and 106 in Key Stage 2 and are being used to fund targeted interventions, including phonics, booster groups, reading and maths support, and emotional literacy programmes. Additional resources, including books, have been provided to enhance learning.

A portion of the funding also helps eligible pupils access breakfast and wraparound provision, ensuring support is available where it is most needed. October census figures will determine allocations for 2026/27. Infant numbers stand at 124, slightly lower than last year, while juniors total 208, a small decrease from the previous October. Pupil Premium allocations may be adjusted according to eligibility, with likely increases for infants and reductions for juniors.

b. Sports Premium expenditure (Primary only)

Sports Premium funding has been fully allocated for the current year. This has supported a range of extracurricular opportunities, including participation in the London Youth Games. Pupils performed well, finishing 7th in a closely contested field.

Q: Did pupils enjoy participating in the event?

A: Yes. Pupils had a very positive experience and engaged well throughout the event. Governors noted the enthusiasm shown and look forward to seeing photographs and further updates.

c. Review value for money and benchmarking data

Governors to note.

d. Pension
The EHT noted that pension payments are due, which may increase overall costs. This will be reviewed and reflected in the updated budget figures once confirmed.

6. Budget Monitoring

a. Budget monitoring report

As of the end of December, the school had received approximately 75% of its expected funding, which is in line with expectation at this stage in the financial year. This includes the full budget share, around 75% of Pupil Premium and all of the Sports Premium. The next Pupil Premium payment is due in May.

There is still a delay in SEND funding. The local authority is currently reviewing banding arrangements to ensure funding more accurately reflects pupils' needs, particularly for those with EHCPs. While additional funding has been agreed in principle, ongoing work is underway to ensure it is received in full. Funding for the infant phase has been received; however, approximately 50% of the Key Stage 2 allocation remains outstanding. The school is actively following this up, including through liaison with the SEND consultant.

Overall, expenditure remains broadly in line with the agreed budget, although some areas will require closer monitoring. Utilities, including electricity, are tracking as expected. There has been some increased spend on pest control and supply staff. This has been partially offset by savings where planned cover was not required, although staff absences due to illness and medical procedures have resulted in additional cover costs. These pressures have been managed within existing resources.

The nursery budget, although held within the infant school, is monitored separately and remains within budget. Staffing adjustments, including the deployment of a qualified teacher, have strengthened provision while also improving efficiency. Nursery numbers have increased from 23 to 26, with ongoing applications being received. This is a positive position and supports stability in numbers moving into Reception.

The nursery is currently operating within expected staffing ratios, with one teacher and two support staff. While there is capacity to increase numbers, this is being carefully balanced given the level of need within the cohort. An EHCP application is in progress for a child with complex needs.

Wraparound provision continues to develop. Breakfast club numbers are slightly higher in the junior phase, with a mix of regular and ad hoc attendance reflecting families' needs. After-school provision is also growing steadily. Overall, the provision is broadly cost-neutral, with

further work underway to refine staffing and delivery.

The school has also been offered the opportunity to take part in a funded breakfast club initiative from September. This includes a daily contribution and initial start-up funding. Leaders will review the financial and operational implications before making a decision.

Sports Premium funding has been fully allocated for the current year. This has supported a range of extracurricular opportunities, including participation in the London Youth Games. Pupils performed well, finishing 7th in a closely contested field.
There was no Pupil Premium carried forward from the previous year. Current allocations are based on 41 pupils in Key Stage 1 and 106 in Key Stage 2. Funding is being used to support targeted interventions, including phonics, booster groups, reading and maths support, and emotional literacy provision. Additional resources, including books, have also been purchased to support pupils' learning.
A proportion of Pupil Premium funding is also used to support access to breakfast and wraparound provision for eligible pupils, enabling greater access where needed.

The October census will inform funding for 2026/27. Current pupil numbers are 124 in the infant phase, slightly lower than the previous year, and 208 in the junior phase, down from the previous October. These figures will impact overall funding levels. Pupil Premium numbers remain fluid and may change depending on eligibility, though current projections indicate a slight increase in the infant phase and a reduction in the junior phase.

Q: Is there a risk of overspending on supply budgets?
A: Supply budgets are currently close to their limits and are being carefully monitored. However, there is confidence that the school will remain within budget and may achieve a small underspend. This is due to savings from a planned staffing cost that will no longer be required, alongside the school's continued approach of covering absence internally wherever possible. While there have been occasions when external supply has been necessary, these have been limited, and a buffer remains in place.
The Executive Headteacher informed the committee that the School Business Manager will be leaving at the end of March 2026. Options are being explored to ensure continuity, including the potential to share an SBM with other schools and redistribute administrative responsibilities across the existing team, ensuring that systems remain robust and effective.

Q: Is there a risk of not having sufficient cover for the SBM role from the end of March, and what contingency arrangements are in place?

A: There is a potential risk, and this is being actively considered. Several options are being explored, including sharing an SBM

with another school or recruiting for the post. These options are currently being costed to determine the most appropriate and sustainable solution. In the interim, contingency arrangements will be put in place to ensure continuity, particularly given the short timeframe before the end of term.

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The Executive Headteacher informed the committee that the School Business Manager will be leaving at the end of March 2026. Options are being explored to ensure continuity, including sharing the role with other schools and redistributing administrative responsibilities across the existing team, ensuring that systems remain effective and well managed.

The Chair noted that the three-year budget had been reviewed and welcomed the news that the school is not in deficit. The Executive Headteacher added that staffing levels remain unchanged, but some roles may not be replaced as staff leave, which is expected to improve budget projections.

b. Budget review 25/26 - deadline May 31st

The draft budget will be reviewed and presented to the committee at the next meeting.

7. Schools Financial Value Standard (SFVS) – By 31st March

The EHT will follow up with the SBM. The Clerk noted SFVS will be on the agenda for FGB. Governors to share the comment with SBM.
ACTION
All Governors

8. School Meal Standards
The school continues to meet food standards, offering a balanced menu with daily vegetables, a salad bar, and a variety of meal options. There is a focus on giving pupils choice and some variety, including alternatives to fish on Fridays.

The Chair noted pupil feedback requesting more custard and a little extra salt on chips. The Executive Headteacher will share this with the catering provider, and the quality of items such as chips will be monitored to ensure consistency.

Q: Do pupils provide feedback on meals?
A: Yes. The school council continues to give feedback, including on portion sizes. Portions follow guidance, but pupils can request second helpings when needed

9. Premises and Health and Safety

a. Premises Update

- Fire risk assessment is booked.
- PAT testing completed and consistent.
- Awaiting confirmation from the compartmentation assessment
- Stat log is updated regularly.
  Other than these, the school is on track with all the health and safety compliance.

b. Health and Safety update (if necessary and not given in autumn)

The Health and Safety link governor will endeavour to complete a health and safety link visit.
ACTION
Nicholas Sim

10. Staffing Update

a. Review of staff attendance

The Executive Headteacher reported that a few members of staff are currently on long-term sick leave. One teacher in the junior phase is expected to return next week, while another staff member may return after half term. An infant support staff member on long-term sick leave is also expected to return, and all returning staff will have an occupational health referral to ensure appropriate phased support.

The school is transitioning to a new MIS system that does not yet provide a staff attendance percentage. Individual attendance reports can be generated but currently need to be compiled manually. Work is ongoing with the provider to resolve this, and attendance data will be presented at the next meeting.

Q: Are there any trends in absence?
A: Some absences are due to planned medical procedures. Overall, trends are being monitored as staff return and the new

system is implemented.

b. Staff wellbeing

The school has an INSET day scheduled for the end of July, which will be covered through twilight sessions across the year, reducing the need for staff to return immediately after the summer break.

In addition, a staff wellbeing initiative is planned, including a “Couch to 5K” programme, boxing, and other activities to promote fitness, bonding, and overall wellbeing.

Q: Are there any trends in staff absence?
A: Some absences are due to planned medical procedures, while others relate to musculoskeletal issues. These are being monitored, and individual circumstances are taken into account.

c. Impact of the school’s professional learning programme

Several staff have completed their NPQSLs and are applying their learning across the school, both in classrooms and through small project work within year groups.
The Key Stage 2 SENCo is supporting the new SENCo, ensuring that training on EHCPs and other SEND procedures is effectively put into practice.
Staff at Key Stage 1 have received training on the WellComm programme for speech and language support in Reception and Nursery. Children assessed through this programme have shown good progress, except for one pupil who will require further intervention at a speech and language clinic.
The programme has led to more early referrals to the speech clinic, allowing children to access support sooner and helping reduce potential learning gaps.

11. Policies for review

There were none.

12. Any Other Business

Extended School Time

The Executive Headteacher noted that the school is slightly below the required 32.5 hours of teaching time. To address this, 15 minutes will be added to the end of the school day, extending the school day to 3:00 pm. This additional time will be dedicated to reading, providing pupils with a focused session outside their English lessons.
The aim is to develop a love of reading by exposing children to a wider range of texts, including those linked to other subjects such as history. Adults will read aloud with expression to model fluency, intonation, and engagement, rather than relying on screens. Pupils will also have

opportunities to choose books and read aloud to the class. This initiative supports language development, improves writing, and helps raise reading standards.
Q: Do pupils have experience of visiting public libraries?
A: Yes. Children visit libraries for author events and to select new books.
The Chair highlighted that some pupils may find reading challenging or unenjoyable. The planned protected reading time aims to introduce children to texts they enjoy, fostering positive reading habits and engagement from an early stage.

The Executive Headteacher explained that the additional reading time will focus on fostering enjoyment. Adults will read out to groups of pupils, which may include the whole class or smaller groups, depending on interests and needs. This allows pupils to engage with texts without the pressures of formal class reading. Pupils will have a choice of books each half term, encouraging them to select texts that interest them. The aim is for children to enjoy reading for its own sake, share what they have read with others, and even write reviews or recommendations. This approach seeks to build a positive reading culture across the school, encouraging curiosity and engagement beyond the classroom. A reading survey has been sent to parents to gather their views on how the school can support them and their children with reading. In addition, a “Daddy Coffee Morning” is being held, with a particular focus on strategies to encourage children to read at home.

Q: Are parents open about their reading abilities?
A: Yes. Some parents have been open about their reading skills, while a few have shared that they cannot read in English. The school is exploring ways to support parents, including those with dual-language backgrounds. Governors discussed how best to engage all parents in supporting reading at home.

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A: Yes. Some parents have been open about their reading skills, while a few have shared that they cannot read in English. The school is exploring ways to support parents, including those with dual-language backgrounds.
Governors discussed how best to engage parents in supporting reading at home and to ensure that all families have access to appropriate guidance and resources.