

## NORTH EALING PRIMARY SCHOOL

The 1<sup>st</sup> Resources Committee meeting for 2014 - 2015 was held at the school on 12 November 2014 at 6 PM

<p><b>Attendees:</b> Sally Flowers (SF) Andy Beale (AB) Anna Cox (AC) Julie Redmond (JR) Ray Passant (RP)</p> <p><b>Also in attendance:</b> Sarah Gordon (SG)</p>	
<p><b>1. Welcome</b></p>	
<p><b>2. Confirmation of Chair and Vice Chair</b></p>	
<p><b>3. Apologies for absence</b> Apologies were received from: Shirley Kenworthy - Wright (SKW) Liza Webber (EW) Jackie Blazewicz (JB) John Popham (JP)</p>	
<p><b>4. Authorised / Unauthorised absence</b> The absences for SKW, EW, JB and JP were all authorised.</p>	
<p><b>5. Declaration of Any Other Business (AOB)</b> SG: School Library</p>	
<p><b>6. Declaration of interest in any agenda items</b> There were no declarations of Interest in any agenda items.</p>	
<p><b>7. Review / agree the revised Terms of Reference</b> This item was carried forward as SKW is in the process of preparing new Terms of Reference following the amalgamation of the Buildings and the Finance Committees.</p>	SKW - Carried forward
<p><b>8. Agree the minutes of the last Finance Committee Meeting on 11 June 2014</b> These were agreed as a true and accurate record and were signed by AB.</p>	
<p><b>9. Matters arising from the last Finance Committee Meeting on 11 June 2014</b></p> <p><b>a) <u>SG to extract Agency Supply from the next Benchmarking Review (Spring 2015).</u></b></p> <p>b) 3 actions relating to the Children’s Centre</p> <ol style="list-style-type: none"> <li>1. SG to adjust the carry forward to take account of salaries payments</li> <li>2. SG to calculate total of all spend incurred by the school for the C.C.</li> <li>3. SG to negotiate what should be returned to the LA</li> </ol> <ul style="list-style-type: none"> <li>• SG reported that she had discussed this with SKW who has decided not to pursue with the LA at this stage.</li> <li>• This approach was supported by the Bursarial Officer.</li> <li>• SF reported that there are shared resource areas that need work to be done and we are looking at the Children’s Centre and Early Years “in</li> </ul>	Agenda - Spring meeting

<p>the round”.</p> <ul style="list-style-type: none"> <li>• SF also reported that there are issues (fairly contentious) with one of the neighbours which will necessitate some work.</li> <li>• SG advised that we are currently charging the Children’s Centre £250 per month for cleaning, lighting etc. No costs are incurred by the school in respect of the Children’s Centre.</li> </ul> <p>c) SG to obtain clarification of the headings on the CFR report</p> <ul style="list-style-type: none"> <li>• SG confirmed that she had obtained a copy of a DfE document which addresses the issues and SG will discuss this with SKW.</li> </ul> <p>d) SG to confirm that the final figures on the CFR report exclude deferred capital</p> <ul style="list-style-type: none"> <li>• Addressed as part of item 9(c)</li> </ul> <p>e) Expenditure in respect of access control system to FGB for noting</p> <ul style="list-style-type: none"> <li>• Closed</li> </ul> <p>f) SG to establish if the LA will fund the above works - Health &amp; Safety</p> <ul style="list-style-type: none"> <li>• SG reported that the LA will not fund the works on the Access Control System, however they will fund works on the mound.</li> </ul> <p>g) SG to establish where the data is held in respect of online payment system</p> <ul style="list-style-type: none"> <li>• Closed - explanatory paper circulated.</li> </ul> <p>h) SG to establish who is responsible in the event of a security breach (on the payment system)</p> <ul style="list-style-type: none"> <li>• Closed - as item 9(g)</li> </ul> <p><b>i) <u>Further review of banking arrangements in Spring 2015</u></b></p> <p>j) SG to circulate (via AON) the quotes for refurbishment of the staff room and kitchen.</p> <ul style="list-style-type: none"> <li>• Closed</li> </ul>	<p>Agenda - Spring Meeting</p>
<p><b>10. Agree the minutes of the last Buildings Committee Meeting on 22 April 2014</b></p> <p>These were agreed as a true and accurate record and were signed by AB.</p>	
<p><b>11. Matters arising from the last Buildings Committee Meeting on 22 April 2014</b></p> <p>a) JR to review Risk Assessment Schedule</p> <ul style="list-style-type: none"> <li>• SG confirmed that all Risk Assessments were reviewed in November annually.</li> </ul> <p><b>b) <u>School Journey Policy to be reviewed at next meeting</u></b></p> <ul style="list-style-type: none"> <li>• It was agreed to carry this forward.</li> </ul> <p><b>c) <u>Risk assessment for PGL to be reviewed</u></b></p> <ul style="list-style-type: none"> <li>• It was agreed to carry this forward.</li> </ul> <p>d) RF to write to parents to gauge likely take up of UFSM</p> <ul style="list-style-type: none"> <li>• Closed</li> </ul> <p>e) RF to follow up with Harrisons re possible extension of lunch by 20 minutes</p> <ul style="list-style-type: none"> <li>• SF advised that this had not been necessary as it had been possible to</li> </ul>	<p>SG - Carried forward</p> <p>SG - Carried forward</p>

<p>serve all meals within the current lunchtimes.</p> <ul style="list-style-type: none"> <li>• SF also advised that we were now serving 350 hot meals at lunchtime (previously 200) and that this is the biggest in the LA.</li> <li>• SF stated that this had only been possible due to the goodwill of staff and some impact on the use of the hall due to set up.</li> <li>• SF also stated that this had taken up an enormous amount of school time.</li> <li>• AB took the opportunity to provide some feedback from year 6 on the quality (cold) and quantity (not enough) of the food. <ul style="list-style-type: none"> <li>○ SF said that this had already been discussed with Harrisons last Friday and that things were now improving.</li> <li>○ SG advised that Harrisons were not prepared, staffing wise.</li> <li>○ There have been occasions where they have run out of food which led to the school calling the Regional Manager in. <ul style="list-style-type: none"> <li>▪ SG advised that as a result of this meeting staff have been told to over cook, NOT under cook.</li> </ul> </li> </ul> </li> <li>• AB stated that the Governing Body recognised the challenges that had to be addressed to make this work and thanked all staff involved.</li> </ul> <p>f) RF to submit proposal to PTA re outside play equipment</p> <ul style="list-style-type: none"> <li>• SF advised that there were annual meetings with the PTA (July).</li> <li>• Initial priority is tables and chairs to replace the existing rotten ones</li> <li>• Wider requirements will be addressed before the next meeting in July.</li> </ul>	
<p><b>12. Budget Monitoring 2014 – 2015</b></p> <p>a) Budget Monitoring report</p> <ul style="list-style-type: none"> <li>• SG took Governors through the Budget Monitoring Report for October which had been pre circulated. <ul style="list-style-type: none"> <li>○ Budget line 0070 - Agency Supply, may need to be topped up; overall the group for Employee costs is OK</li> <li>○ There are no other concerns in the Employee Costs section, indeed there are no concerns across any of the other budget groups.</li> </ul> </li> <li>• The Cumulative Expense Analysis was also pre circulated.</li> </ul> <p>b) SFVS 2015</p> <ul style="list-style-type: none"> <li>• It was agreed that <b>SG will draft the annual SFVS return for review at the next meeting.</b></li> </ul>	SG
<p><b>13. Feedback from Probity Audit</b></p> <p>SG circulated a summary of the feedback received from the auditors at the exit review. There are no significant issues.</p>	
<p><b>14. Premises</b></p> <p>a) Resource Area (former library).</p> <ul style="list-style-type: none"> <li>• Any work will need to be done over the Easter holidays.</li> <li>• The PTA has already agreed to fund the books and the building works will come from devolved capital.</li> <li>• SG pre circulated a summary paper together with 3 quotes received from (1) G&amp;O Stone £18,515.36 (2) Prestige Interiors £28,885.32 (3) Expert Property Group £30,000.</li> <li>• SG confirmed that all 3 companies were told exactly the same thing.</li> <li>• SG advised that the three quotes had been passed to EC Harris for advice although their e-mail response of 6 November added little or no value.</li> <li>• SG also advised that whilst 7 companies had expressed an interest in</li> </ul>	

<p>bidding only 3 actually bid.</p> <ul style="list-style-type: none"> <li>• AB questioned whether there was a statement of need. SG confirmed that there was and that it had been considered by the former buildings committee.</li> <li>• RP questioned whether we can afford it - SG / SKW confirmed that we could without the overhead of a librarian.</li> <li>• AB pointed out that at least in part it was a Health and Safety requirement (Fire Safety).</li> <li>• SF again stressed that we were so short of intervention space.</li> <li>• It was suggested that in view of the significant variations between the quotes that John Popham be asked if he could recommend someone who could advise on the merits of the 3 schemes - <b><u>SG to approach JP.</u></b></li> <li>• It was also suggested that T Mohan and Co be asked to quote given the other contracts that were being awarded to them. <b><u>SG to approach T Mohan and Co.</u></b></li> </ul> <p>b) Approve quotation for repairs to lower staff room floor</p> <ul style="list-style-type: none"> <li>• A quotation from Ealing Facilities Management had been pre circulated.</li> <li>• SG advised that the floor had been getting progressively worse.</li> <li>• SG also advised that they will not know the specific problem until they take up the floor.</li> <li>• The work is scheduled to take place next week.</li> <li>• <b>A budget of £2K was approved from the surplus.</b></li> </ul> <p>c) Approve quotation for conversion of stock room into intervention room</p> <ul style="list-style-type: none"> <li>• A quotation from T Mohan had been pre circulated in the sum of £955</li> <li>• <b>This was approved.</b></li> </ul> <p>d) Approve quotation for conversion of old lower staffroom to a resources area.</p> <ul style="list-style-type: none"> <li>• SF stressed that space is a big issue in school and that we need the extra space.</li> <li>• Two quotations had been received from T Mohan and both were pre circulated. One was for £400 and the other for £2,700.</li> <li>• The quote for £400 only allows for painting and reinstallation of salvaged shelving (from above).</li> <li>• The quote for £2,700 will provide cupboards rather than open shelving. <ul style="list-style-type: none"> <li>○ This idea came from the SLT who thought that cupboards would mean that the room would be much tidier.</li> <li>○ Governors agreed that cupboards would be a good idea.</li> <li>○ <b>A budget of £2,700 was agreed.</b></li> </ul> </li> <li>• RP suggested that it may be possible to get a better quote by bundling both jobs together?</li> </ul>	<p>SG</p> <p>SG</p>
<p><b>15. Policies / Documents for Review</b> All policies / documents had been pre circulated.</p> <p>a) Approval of off-site use of School Property</p> <ul style="list-style-type: none"> <li>• SG confirmed that there had been no changes.</li> <li>• SG confirmed that a record of equipment taken off site is maintained by the ICT co-ordinator.</li> <li>• Staff are required to ensure that any equipment is covered by their household insurance - this is referenced in the agreement that they sign.</li> <li>• This was approved as submitted.</li> </ul>	

<p>b) Best Value Statement</p> <ul style="list-style-type: none"> <li>• This was approved as submitted and signed by SF and SKW.</li> </ul> <p>c) Financial Administration Policy</p> <ul style="list-style-type: none"> <li>• SG confirmed that there had been no changes.</li> <li>• This was approved as submitted and now goes to <b><u>FGB for adoption.</u></b></li> </ul> <p>d) Health &amp; Safety Policy</p> <ul style="list-style-type: none"> <li>• LD advised that there had been minor changes.</li> <li>• LD advised that she had undertaken checks to ensure that we are doing what it says in the policy</li> <li>• LD reported that she had checked in the office regarding what to do in the event of a bomb threat <ul style="list-style-type: none"> <li>○ <b><u>SG said that she would arrange Bomb Threat training for the office staff</u></b></li> </ul> </li> <li>• RP questioned whether we should include an additional section on pandemics. <ul style="list-style-type: none"> <li>○ SG advised that staff have been briefed based on LA feedback.</li> <li>○ Staff will be provided with further updates from Gatekeeping as they are produced.</li> </ul> </li> </ul> <p>e) Private Account 2013 - 2014</p> <ul style="list-style-type: none"> <li>• Noted</li> <li>• <b><u>To FGB</u></b></li> </ul> <p>f) School Journey Audited Accounts 2013 - 2014</p> <ul style="list-style-type: none"> <li>• Noted</li> <li>• Balance held for contingency.</li> <li>• <b><u>To FGB</u></b></li> </ul>	<p>FGB</p> <p>SG</p> <p>FGB</p> <p>FGB</p>
<p><b>16. Any Other Business (as agreed above)</b> SG: Library - see above</p>	
<p><b>17. Date and time of next meeting:</b> Wednesday 25 February 2015 at 6PM</p>	