

NORTH EALING PRIMARY SCHOOL

The 1st Resources Committee meeting for 2015 - 2016 was held at 7PM on 14 October 2015 at the School

<p>Attendees: Andrew Dharman (AD) Andy Beale (AB) Anna Cox (AC) Chantelle Ludski (CL) John Popham (JP) Lynne Dallow (LD) Sally Flowers (SF) Shirley Kenworthy - Wright (SKW) Usama Siddiqui (US)</p> <p>Also in attendance: Sarah Gordon (SG)</p>	
<p>1. Welcome SF advised that the school now had 44% of children where English was an Additional Language. Additionally 71% of children come from ethnic minority groups.</p>	
<p>2. Apologies for absence There were none - all members were in attendance.</p>	
<p>3. Election of Chair AB advised the committee that due to work commitments he could no longer chair the resources committee.</p> <ul style="list-style-type: none"> • AB did however confirm that he would be happy to support a new Chair during the transition process. • LD said that she would be happy to take on the role of Chair. <ul style="list-style-type: none"> ○ LD was proposed by SKW and seconded by AC. • There were no other nominations. • A vote was taken and LD was elected unanimously. 	
<p>4. Election of Vice Chair US said that he would be happy to stand again.</p> <ul style="list-style-type: none"> • US was proposed by SKW and seconded by LD. • There were no other nominations. • A vote was taken and US was elected unanimously. 	
<p>5. Authorised / Unauthorised absence N/A</p>	
<p>6. Declaration of Any Other Business (AOB) SF: Hudl's for use with Classroom Monitor.</p>	
<p>7. Declaration of interest in any agenda items There were no declarations of interest in any agenda items.</p>	
<p>8. Agree the minutes of the Resources Committee Meeting on 10/06/2015 These were agreed as a true record of the meeting subject to the rewording on the first sub bullet point within the third bullet point on page 3.</p>	

<ul style="list-style-type: none"> <u>AON to liaise with SF.</u> 	AON / SF
<p>9. Matters arising from the Resources Committee Meeting on 10/06/2015</p> <p>a) SF to review the Terrorist threat needs / training.</p> <ul style="list-style-type: none"> ○ This has been reviewed and the action point is closed. <p>b) Link Governor for Governor Training to be raised at FGB 7 July.</p> <ul style="list-style-type: none"> ○ This will now be monitored by the Steering Group, rather than a specific Governor. ○ Action point closed. <p>c) Benchmarking exercise in spring 2016.</p> <ul style="list-style-type: none"> ○ <u>Carried forward to spring 2016.</u> <p>d) SG to include totals for each section of the budget monitoring report.</p> <ul style="list-style-type: none"> ○ Closed. Totals are now included. <p>e) SF / SG to provide analysis of SEN / Able and Talented spend.</p> <ul style="list-style-type: none"> ○ SG produced a summary of the income received in respect of Children with Statements (£155,200) and SEN Support (£28,576). ○ Costs: <ul style="list-style-type: none"> ▪ SENDco £57K ▪ A & T Teacher (2/3rds) £18,946. ▪ A & T HLTA (2/3rds) £11,694. ○ SF said that to produce the schedule discussed at the last meeting would be very time consuming. <ul style="list-style-type: none"> ▪ SF stressed that IMPACT is the key. <p>f) Critical Incident Policy to be circulated with the minutes (for information).</p> <ul style="list-style-type: none"> ○ Closed. <p>g) AON to follow up with Sophie Baker regarding the summer term review of the Single Central Record and a review of e-safety.</p> <ul style="list-style-type: none"> ○ Closed. <p>AD asked if there was any additional funding for “pre statement” children.</p> <ul style="list-style-type: none"> ○ SF advised that there was no additional funding. ○ SF also pointed out that we do provide interventions for these children but that we receive no additional funding to offset the costs. 	Carried forward
<p>10. Finance</p> <p>a) Budget Monitoring report</p> <ul style="list-style-type: none"> • The Budget Monitoring Report for September 2015 was circulated. <ul style="list-style-type: none"> ○ The Agency Supply will have to be topped up. ○ SG proposed transferring £2K from Gas to Water. <ul style="list-style-type: none"> ▪ AGREED. ○ SG proposed transferring £2K from Electricity to Water. <ul style="list-style-type: none"> ▪ AGREED. ○ SG explained that the increase in water may be due to (1) a problem with the sprinkler over the summer and (2) a leak earlier this week. ○ SG said that it may be necessary to top up the Stationery and Consumables budget line. ○ SG advised that Lettings have only been billed for one term so far. ○ SG said that the credit on the Sickness Claims budget line related to 	

<p>a claim from last year.</p> <ul style="list-style-type: none"> ▪ SG proposed transferring the balance to Agency Supply. ▪ AGREED. <p>b) Pupil Premium Funding</p> <ul style="list-style-type: none"> • The Policy has been updated and is on the website. • The Pupil Premium Grant Expenditure Report was circulated. • The number of families qualifying for Pupil Premium is reducing. • We spend more on interventions that we receive. • Within the Impact Report the Pupil Premium with SEN includes a mix of both statemented and non-statemented children. • The report included data for both Pupil Premium Children with SEN and Pupil Premium with no SEN. • The report will be updated for the next Full Governing Body meeting; after receipt of the latest RAISEonline data. <p>c) School Journey Accounts</p> <ul style="list-style-type: none"> • The report was pre circulated. • There was a lengthy discussion about how the balance should be allocated. <ul style="list-style-type: none"> ○ SG reminded the committee that we have: <ul style="list-style-type: none"> ▪ Given children who went on the PGL pocket money. ▪ Purchased a mosaic. ○ AD suggested that it was important to engage with parents. <ul style="list-style-type: none"> ▪ SF said that the PTA is the parental voice. ○ The following were agreed: <ul style="list-style-type: none"> ▪ Allocate funds for the School Comms Fees. ▪ To allocate £3K for purchase of books for the library. ▪ To retain the balance as a cushion. • The Charging and Remissions Policy is very clear about who qualifies for support. • CL suggested creating a hardship fund. <ul style="list-style-type: none"> ○ SKW / SF to consider. ○ SF pointed out that on occasions staff have contributed to some children's fees. ○ The Charging and Remissions Policy gives the Headteacher discretion to support children who do not qualify for FSM. <p>d) Private Account</p> <ul style="list-style-type: none"> • The Bank Reconciliation was pre circulated. • The reason for the balance was that there was a non uniform day to buy a defibrillator but we then got a grant. 	<p style="text-align: center;">SKW / SF</p>
<p>11. Premises Update</p> <p>a) Summer Works</p> <ul style="list-style-type: none"> • The Library was completed, including the installation of the software which was provided by the PTA. <ul style="list-style-type: none"> ○ We now need to find a librarian. ○ We need additional books (see above). ○ We had to get rid of lots of old books. • Interactive Whiteboards were installed. • The WIFI was replaced throughout the school - now working MUCH better. <p>b) Security Update</p> <ul style="list-style-type: none"> • 2 quotes have been received for automated gates for the <u>Woodbury Park Road</u> entrance and a 3rd quote is awaited. 	

<ul style="list-style-type: none"> ○ The cost will be in the region of £11K. ● Changes to the <u>Summerfield Road</u> gate will cost c. £1K and will be funded from the R&M budget. ● Installation of a second gate at the <u>Pitshanger Lane</u> entrance will cost c. £3K. <ul style="list-style-type: none"> ○ CL observed that this gate closes very slowly. ● It was agreed that we will need to agree the allocation of budget once we have the 3rd quote, with the works ideally being done at Christmas - Supply caretaker? 	
<p>12. Policies / Documents for Review All policies had been pre circulated.</p> <p>a) Application Form - Use of school premises.</p> <ul style="list-style-type: none"> ● Adopted. <p>b) Best Value Statement.</p> <ul style="list-style-type: none"> ● Adopted. <p>c) CFR Report.</p> <ul style="list-style-type: none"> ● SKW explained that this data feeds into the national Benchmarking database. ● The report includes any money that we raise ourselves. ● The Outturn figure agrees with that provided by the LA. ● Our carry forward equated to 8.5% but some of this had been allocated within the 2015 - 2016 budget. ● Approved. <p>d) Children with Medical Conditions Policy.</p> <ul style="list-style-type: none"> ● Adopted. <p>e) Committee Terms of Reference.</p> <ul style="list-style-type: none"> ● Approved. ● <u>To FGB for adoption.</u> <p>f) Debt Write Off Policy.</p> <ul style="list-style-type: none"> ● Adopted. <p>g) Expenses Policy.</p> <ul style="list-style-type: none"> ● Adopted <p>h) Extended Schools Policy.</p> <ul style="list-style-type: none"> ● Adopted. <p>i) Financial Administration Policy.</p> <ul style="list-style-type: none"> ● It was agreed that rather than include staff names these should be replaced with roles. ● Adopted. <p>j) Health & Safety Policy.</p> <ul style="list-style-type: none"> ● Adopted. <p>k) Nursery Admission Policy.</p> <ul style="list-style-type: none"> ● Adopted. ● This will be reviewed again if we decide to change the nursery model. 	<p>To FGB</p>

<p>l) Purchasing Policy.</p> <ul style="list-style-type: none"> • Adopted. <p>m) Safety Procedures for Hirers.</p> <ul style="list-style-type: none"> • Adopted. <p>n) Statement of Internal Control.</p> <ul style="list-style-type: none"> • The next steps were reviewed and updated. • <u>AON to update.</u> • <u>To FGB for noting.</u> 	<p>AON To FGB</p>
<p>13. Children’s Centre Update</p> <ul style="list-style-type: none"> • The coordinator did not return after the summer holidays. • There was a meeting with Amanda Foley last week (Locality Advisory Board): <ul style="list-style-type: none"> ○ Now have a new service coordinator. ○ Will be putting on some parenting classes. ○ Will also be putting on school readiness classes. ○ Plus ESOL classes. ○ Meeting with the Head of Children’s Centres has been cancelled 3 times. • We have had minimal contact with the Locality Team. • There is supposed to have been a consultation on closing the centre. 	
<p>14. Update on New High School</p> <ul style="list-style-type: none"> • There is a Reference Group meeting tomorrow. • No site has yet been confirmed. 	
<p>15. Staffing Update</p> <ul style="list-style-type: none"> • 2 x Long Term sickness currently being covered by Long Term Supply. • 1 x HLTA has left (was key in Years 5 / 6). • Interviewing for the SENco post tomorrow. • Our 15th Statemented child is joining next week. • US asked how morale is <ul style="list-style-type: none"> ○ SF said that morale is good. <p>a) Review of the Single Central Record.</p> <ul style="list-style-type: none"> • Sophie Baker reviewed the Single Central Record last term. A further visit to be arranged for this term. 	
<p>16. Any Other Business (as agreed above)</p> <p><u>Classroom Monitor</u></p> <p>SF stressed that we need to make it easier for staff to use Classroom Monitor.</p> <ul style="list-style-type: none"> • SF proposed the purchase of HUDL’s for all classroom staff as this will make it easier for them to use on the move and therefore much quicker for staff. <ul style="list-style-type: none"> ○ Early Years already have 12 HUDL’s. • We would need to purchase 21 HUDL’s which cost £89 from Tesco. <ul style="list-style-type: none"> ○ It was agreed that SG would write to Tesco to see if they would make a donation. 	
<p>17. Date and time of next meeting:</p> <p>Wednesday 10 February 2016 at 6PM</p>	