

NORTH EALING PRIMARY SCHOOL

The 4th Resources Committee meeting for 2014 - 2015 was held at 6PM on 10 June 2015 at the School

<p>Attendees: Andy Beale (AB) John Popham (JP) Lynne Dallow (LD) Sally Flowers (SF) Shirley Kenworthy - Wright Usama Siddiqui (US)</p> <p>Also in attendance: Sarah Gordon (SG)</p>	
<p>1. Welcome</p>	
<p>2. Apologies for absence Apologies were received from: Andrew Dharman (AD) Anna Cox (AC) Chantelle Ludski (CL)</p> <p>No apologies were received from: Debbie Keenan (DK) Ray Passant (RP)</p>	
<p>3. Authorised / Unauthorised absence The absences for AD, AC and CL were all authorised.</p> <p>The absences for DK and RP were not authorised.</p>	
<p>4. Declaration of Any Other Business (AOB) SG: ICT SF: Maths SF: Library AB: Income strategy SF: Site Security</p>	
<p>5. Declaration of interest in any agenda items There were no declarations of interest in any agenda items.</p>	
<p>6. Agree the minutes of the Resources Committee Meeting on 18/03/2015 These were agreed as a true and accurate record and were signed by AB.</p>	
<p>7. Matters arising from the Resources Committee Meeting on 18/03/2015 There were no matters arising from these minutes.</p>	
<p>8. Agree the minutes of the Resources Committee Meeting on 11/02/2015 These were agreed as a true and accurate record and were signed by AB</p>	
<p>9. Matters arising from the Resources Committee Meeting on 11/02/2015</p> <p>a) Terms of Reference to the FGB for Adoption.</p> <ul style="list-style-type: none">• Closed. <p>b) School Journey Policy to be added to the Policy Review Schedule.</p> <ul style="list-style-type: none">• Closed. <p>c) School Journey Policy to be reviewed at the next meeting.</p> <ul style="list-style-type: none">• See agenda item 12 (b).	

- d) SG to provide an update on bomb / terrorist threat training.
 - SF confirmed that there is regular staff training.
 - There are also half termly drills.
- e) SG to prepare a page on bomb / terrorist threat training for the staff induction handbook.
 - SG circulated a copy of the Bomb Threat text that has been included in the Critical Incident Policy.
 - This procedure is based on the model used at T5.
 - SF advised that Michael Belsito is attending Prevent Training tomorrow following which we will need to **review our terrorist threat needs / training.**
- f) Link Governor for Governor training to be identified.
 - **To be raised at the FGB meeting on 7 July.**
- g) SG to review benchmarking data when latest data is available.
 - The updated Benchmarking Data will not be available until early 2016.
 - **Benchmarking will take place in spring 2016.**
- h) Individual Risk Assessments (pupils) to be added to the schedule.
 - Closed. SG confirmed that these had now been included.
- i) IOW risk assessment to FGB for approval.
 - Closed.

Agenda

AB

Agenda: Spring 2016

10. Finance

- a) Budget Monitoring report
 - The budget monitoring report for April 2015 (Period 1) was pre circulated.
 - The over spend on teachers' salaries (£9K) is covered in the main by the sickness claim (£7,044).
 - **JP asked that totals be included for each section in future.**
- b) Pupil Premium Funding
 - SF re-circulated the Pupil Premium summary circulated previously (last FGB).
 - SF advised that all interventions are identified through the individual provision maps.
 - LD asked if there are subsidies for trips.
 - SF said that the policy is set out in the Charging and Remissions Policy.
 - The Clips service is being replaced by Place2be in September 2015.
 - SKW pointed out that we will need to justify for Ofsted why we are spending an additional £21,224 on Pupil Premium interventions (£114,942.03 / £93,718).
 - AB said that it would be good to have the following information in preparation for Ofsted:
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SG

	Mainstream	SEN	Pupil Premium	A & T
Total income				
Total Spend				
Number of pupils in category				

SG

<ul style="list-style-type: none"> • With the above information we will be able to do detailed analysis. • US questioned <u>how much we spend on other interventions e.g. SEN / Able and Talented.</u> <ul style="list-style-type: none"> ○ SF said that this needed to be analysed - <u>This will be addressed in the autumn term.</u> • SF then talked the committee through the detailed Pupil Premium Action Plan which will be included in the School Development Plan. <ul style="list-style-type: none"> ○ While we have a number of Pupil Premium children achieving in line with their peers, the question is whether they could be making exceeding progress . SF said that she had received advice from someone that undertakes Pupil Premium Audits that we have nothing to worry about and that Ofsted will look at the overall picture. ○ LD questioned if this is a new issue or a historical trend. <ul style="list-style-type: none"> ▪ SF said that it had never been analysed before. ○ AB stated that this document provides a good audit trail. <p>Following the additional spend agreed later in these minutes the current position is:</p> <p><u>Devolved Capital</u></p> <ul style="list-style-type: none"> • Opening Balance £19,765 • - Library £17,200 • Remaining Balance £2,565 <p>We should receive additional devolved capital in the autumn; possibly £6K / £8K.</p> <p><u>Surplus</u></p> <ul style="list-style-type: none"> • Opening balance £103K • -Maths Scheme £3K • - ICT £15K • Remaining Balance £85K 	
<p>11. Premises Update</p> <p>a) Summer Works</p> <ul style="list-style-type: none"> • See agenda item 16. 	
<p>12. Policies / Documents for Review</p> <p>a) Critical Incident Policy (for information)</p> <ul style="list-style-type: none"> • This has been approved by the Headteacher. • <u>To be circulated with the minutes for information.</u> <p>b) School Journey Policy</p> <ul style="list-style-type: none"> • There is no specific School Journeys Policy (this is no longer statutory). • School journeys are covered in detail in the Health and safety Policy. 	<p>AON</p>
<p>13. Children’s Centre Update</p> <p>Nothing to report.</p>	
<p>14. Update on New High School</p> <ul style="list-style-type: none"> • The proposed site in Park View Road (former Barclays Sports Ground) has still not been secured although the indications are that it will be acquired. <ul style="list-style-type: none"> ○ There are options pending availability, although it is unlikely 	

<p>that a temporary site will be available for September 2016.</p> <ul style="list-style-type: none"> ○ The planning process will take time in view of the fact that the land is “Metropolitan Open Land”. ○ The original goal had been to open in September 2016. It could now possibly be as late as September 2016 before the new building is available. ○ The LA is adding 2 forms of entry at both Brentside and Elthorne Park High School. ○ SF stated that our priority is to keep parents informed. <ul style="list-style-type: none"> ● SF assured Governors that all of the current Year 6 have places for 2015-2016. 	
<p>15. Staffing Update</p> <ul style="list-style-type: none"> ● SF advised that we are now fully staffed for 2015-2016 with the exception of a SENCo. <ul style="list-style-type: none"> ○ The current SENCo resigned on 22 May to take up a new post at St Benedict’s. ○ An advert will be going out this Friday for 2 weeks in Ealing. ○ It is assumed that any new SENCo will not join until January 2016 as the resignation date has passed (31 May). ○ The post which is full time will carry a TLR2. ○ Michael Belsito will be covering the SENCo role temporarily. MB will be supported temporarily by Michelle. <ul style="list-style-type: none"> ▪ MB has the SENCo qualification, as has SF. ● 1 x NQT has been recruited. ● 1 x qualified teacher has been recruited on a 12 month contract; they come well recommended. ● Sarah Symes has been appointed to the Maths Co-ordinator role. <p>a) Review of the Single Central Record</p> <ul style="list-style-type: none"> ● The last review was on 23 March (Spring Term Review). ● <u>AON to follow up with Sophie Baker regarding the summer term review and a review of e-safety.</u> 	<p>AON</p>
<p>16. Any Other Business (as agreed above)</p> <p>SG: ICT</p> <ul style="list-style-type: none"> ● SF reminded the committee that £11K had been included in the 2015-2016 budget for new electronic whiteboards. ● It has subsequently been established that the project cost will be £15K as 3 of the 4 whiteboards need to be height adjustable. ● A proposal from Trusol was circulated. ● The committee agreed to the increased budget by £4K. ● The committee also decided that rather than take £11K from devolved capital and £4K from the surplus that the total costs would be taken from the surplus. <p>SF: Maths</p> <ul style="list-style-type: none"> ● SF reminded the committee that £5K had been included in the 2015-2016 budget (Curriculum) for a new maths scheme. ● SF then advised that the actual cost for the basic scheme is actually £8,086. This includes on-line licences which will cover the whole school. ● The committee agreed to fund the additional £3K from the surplus. <p>SF: Library</p> <ul style="list-style-type: none"> ● SF reminded the committee that we are still desperate for more intervention space and that things will get more challenging with an 	

additional 3 SEN pupils due to join.

- SKW stressed that we need to go for what we need and not simply the cheapest option.
- SF reported that she had now received a further quote from T Mohan & Co. in the sum of £17,200 - a copy of the quote was circulated.
 - SF said that this would provide a decent library and intervention space; however it does not include the opening between the new space and the current ICT suite.
 - It was suggested that the link could be undertaken as a second phase.
 - SF said that she would establish the cost of creating the link.
- **The committee agreed to the expenditure as set out in the quote dated 10 June 2015 totalling £17,200 which will be funded from the devolved capital budget.**
- It was agreed that further quotes are not required as we had 3 competitive quotes at the start of the process. It was also acknowledged that if we do not commit now we will miss the opportunity to complete these works in the summer.

AB: Income strategy.

- AB reminded the committee that it had been agreed at the last FGB that we should look at income generation options to support the budget going forward.
 - It was agreed that to maximise parental engagement the focus for any fund-raising should be on a specific project e.g. ICT, Library, Gates etc.
 - It was agreed that there should be an initial meeting on 3 July at 9AM (SG, AB, SKW, JP, LD and if possible US). We will also **try and involve a PTA Rep in this meeting.**
 - Following on from this meeting a working group will be established with wider representation from the FGB and the school.
 - It was also agreed that we will need to review letting charges and grants that may be available.
 - The LA have an on-line Grant Finder Service:

http://www.ealing.gov.uk/info/100003/community/155/community_grants/3

SF: School gates

- JP suggested that the key issue for the school is securing the site.
- It was agreed that work was required to both the Pitshanger Lane and Woodbury park Road entrances.
- SG said that she was in the process of obtaining costs; via Steve Dunham - SG is chasing Steve Dunham.
- SG suggested that the cost of the gates for Woodbury Park Road without any access control mechanism is likely to be in the region of £10K.
- It was hoped that the costs will be available before the FGB on 7 July.

17. Date and time of next meeting:

Wednesday 14 October 2015 at 6PM