

NORTH EALING PRIMARY SCHOOL

The 2nd Resources Committee meeting for 2014 - 2015 was held on 11 February 2015 - 6 PM at the School

<p>Attendees: Andy Beale (AB) Chantelle Ludski (CL) Debbie Keenan (DK) Jackie Blazewicz (JB) Jane Ootam (JO) John Popham (JP) Sally Flowers (SF) Shirley Kenworthy - Wright (SKW)</p> <p>Also in attendance: Sarah Gordon (SG)</p>	
<p>1. Welcome AB welcomed everyone to the second meeting of the year.</p>	
<p>2. Election of Committee Chair</p> <ul style="list-style-type: none">• AB was nominated by SKW and seconded by DK.• AB confirmed that he would be happy to accept the nomination.• There were no other nominations.• A vote was taken and AB was elected unanimously.	
<p>3. Election of Committee Vice Chair</p> <ul style="list-style-type: none">• It was agreed to defer this to the next meeting.	
<p>4. Apologies for absence Apologies were received from: Anna Cox (AC)</p> <p>No apologies were received from: Lynne Dallow (LD) Ray Passant (RP)</p>	
<p>5. Authorised / Unauthorised absence The absence for AC was authorised.</p> <p>The absences for LD and RP were not authorised.</p>	
<p>6. Declaration of Any Other Business (AOB) There were no declarations of any other business.</p>	
<p>7. Declaration of interest in any agenda items DK: Declared an interest in the potential new high school through the DfE school capital project.</p> <p>SF: Also declared an interest in the potential new High School as she sits on the Reference Group.</p>	
<p>8. Review / agree the revised Terms of Reference The Terms of reference were pre circulated.</p> <ul style="list-style-type: none">• They were approved as submitted.	

<p>l) School Journey audited accounts to FGB.</p> <ul style="list-style-type: none"> o Closed. 	
<p>11. Agree the minutes of the last Personnel Meeting on 12/11/2014 These were pre circulated and agreed as a true and accurate record. They were signed by DK.</p>	
<p>12. Matters arising from the last Personnel Meeting on 12/11/2014</p> <p>a) SKW to draft ToR for the Resources Committee.</p> <ul style="list-style-type: none"> o Closed. <p>b) SKW to update the Steering Group ToR.</p> <ul style="list-style-type: none"> o Closed. <p>c) RP to follow up with Committee Chairs re training plans.</p> <ul style="list-style-type: none"> o Carried forward. o <u>Link Governor to be identified.</u> <p>d) DK to circulate a summary of changes to the Ofsted Framework (9/14).</p> <ul style="list-style-type: none"> o Closed. <p>e) RP to finalise arrangements and dates for Governor training evening.</p> <ul style="list-style-type: none"> o Closed. <p>f) ToR to FGB for adoption.</p> <ul style="list-style-type: none"> o Closed. <p>g) SF to circulate letter received from Alice Hudson re new Free School.</p> <ul style="list-style-type: none"> o Closed. 	<p>FGB</p>
<p>13. Finance</p> <p>a) Budget Monitoring report - December 2014</p> <ul style="list-style-type: none"> o The budget monitoring report was pre circulated. o SG advised that the December figures indicate a saving of £63K for 2014 - 2015. o Devolved Capital is £19,764. o The Carry forward from 2013 - 2014 was £94K. o The projected carry forward to 2015 - 2016 is £150K o SKW pointed out a typo in the report: Lettings should read £7,413. o SF thanked SG for all of the work that she had done in monitoring the budget. <p>b) SFVS 2015</p> <ul style="list-style-type: none"> o SG circulated 2 papers from the DfE (SFVS and SFVS: Additional Resources). o SG talked the committee through the two documents and indicated where the Governing Body and School were in relation to the 23 questions. <ul style="list-style-type: none"> ▪ SG advised that we had met all 23 questions. o The return will need to be signed by 31 March and submitted to the LA. o All members of the committee will be asked to complete the skills analysis. o All of the information gathered under SFVS supports the probity audit. 	

<p>c) Benchmarking Review - Agency Supply</p> <ul style="list-style-type: none"> • 2 papers were pre circulated. • SG advised that she had benchmarked NEPS against 5 outstanding schools. • NES tended to fall towards the lower quartile or the middle quartile. • We were at the higher end in respect of income generation. • CL expressed some concern about the amount spent on teachers and the impact on teaching. • SF observed that overall NEPS was doing well. • SKW asked that we review benchmarking again when the DfE have updated the figures in the benchmarking database. <ul style="list-style-type: none"> ○ <u>SG to review.</u> • SKW then talked the committee through the second benchmark paper. <ul style="list-style-type: none"> ○ SF pointed out that the SEN details are not accurate. ○ AB pointed out that this had been a useful exercise. ○ <u>It was agreed that we should target the school we wish to emulate</u> (ideally similar to us in all areas). It was also agreed that SG (SBM) sit down and discuss benchmarking with them. <p>d) Strategic Finance Review</p> <ul style="list-style-type: none"> • SKW and SF attended a course recently. <ul style="list-style-type: none"> ○ This will be expanded on at the Full Governing Body training session scheduled for 25 February. <p>e) Preparation of budget for 2015 - 2016</p> <p>f) Review of banking arrangements</p> <ul style="list-style-type: none"> • It was agreed that NEPS would keep their bank accounts with NatWest. <ul style="list-style-type: none"> ○ NatWest are not levying charges. ○ SF observed that SG had made a good judgement call on this. <p>g) Review of asset register</p> <ul style="list-style-type: none"> • The asset register was reviewed by EW - all items were found in the correct location. • In future the asset review will be undertaken in the summer term. <p>h) Internal Audit February 2015</p> <ul style="list-style-type: none"> • All issues have been addressed. 	<p>SG</p> <p>SG</p>
<p>14. Premises Update</p> <p>A summary sheet was pre circulated.</p> <p>a) February Half Term</p> <ul style="list-style-type: none"> • All items are budgeted. <p>b) Easter Works</p> <ul style="list-style-type: none"> • No works planned. <p>c) Summer Works</p> <ul style="list-style-type: none"> • Mohan's will be doing the Resources Area work in the summer. <ul style="list-style-type: none"> ○ This will be funded from devolved capital. ○ The Library and ICT suite are being converted to form the new Resources area. <ul style="list-style-type: none"> ▪ New library area. ▪ 3 intervention rooms. ▪ Not being called a library but a resources area. • Legionella testing done. 	

<ul style="list-style-type: none"> Water testing is completed monthly. 	
<p>15. Policies / Documents for Review All policies / documents were pre circulated.</p> <p>a) Authorisation Limits</p> <ul style="list-style-type: none"> Approved as submitted. <p>b) Charging Policy</p> <ul style="list-style-type: none"> Approved as submitted. SG will review the lettings charges, including after school clubs before the next review. <p>c) Charging and Remission Policy</p> <ul style="list-style-type: none"> Approved as submitted. SF pointed out that there have been issues collecting money for trips. SF suggested asking parents to pay for trips annually in the autumn term with effect from this autumn. <p>d) Governors Allowances</p> <ul style="list-style-type: none"> Approved as submitted. <p>e) Risk assessment for PGL</p> <ul style="list-style-type: none"> Approved as submitted. AB questioned if children get risk assessed. <ul style="list-style-type: none"> SG confirmed that this is achieved through the medical forms, although this does not form part of the SV1. DK asked: <ul style="list-style-type: none"> If we have concerns regarding particular children. Do regular staff attend these trips? Is it the same destination each time? <ul style="list-style-type: none"> SG advised that all of these issues are looked at in detail when trips are organised. <u>SG said that individual risk assessments will be added to the list.</u> <u>IOW Risk Assessment to FGB for approval.</u> <u>The IOW PGL was approved.</u> 	<p>SG</p> <p>FGB</p>
<p>16. Children's Centre Update</p> <ul style="list-style-type: none"> SKW said that she will be meeting Claire Welsby after half term. <ul style="list-style-type: none"> A further update will be provided after the meeting with CW. SKW attended the Locality Advisory Board (covers the 6 centres). 	
<p>17. Update on New High School</p> <ul style="list-style-type: none"> The Head of Twyford visited recently and has open evenings for NEPS and Montpelier. The Nodal point for these meetings is St Peter's Church. NEPS and Montpelier are top for feeder schools. The school will be C of E in character but will be 100% open admissions. The projected date for completion is 2017 although the school will open in 2016 in a temporary location. 	

18. Personnel Update

a) Staffing update

- SF advised that Liza Webber has been appointed to the AHT post. LW will spend 2.5 days teaching and 2.5 days non teaching.
 - LW will continue to monitor Read Write Inc.
 - LW will be supporting 2nd / 3rd year teachers.
 - Monitoring processes.
 - LW will bring strength to the core team.
- MB has taken on responsibility for Child Protection and Inclusion.
 - There has been a smooth transition.
- 2 NQT's are monitored weekly - both OK.
- Based on the SDP there is a need for EAL and Able and Talent support.
 - Music provision also needs looking at.
- 1 member of staff will be retiring at the end of the year.
- 1 member of staff is on long term sickness.
- The staff survey on Leadership and Vision was completed by 56 people.
 - **CL will provide SF with some ideas for a future survey.**

b) Training

1. Staff

- Read Write Inc.
- Vision and Values.
- Defibrillator training.

2. Governors

- Whole GB training on 25 February.
- New Governors will attend induction training.
- SKW advised that she attended 2 courses last term.
- We need to consider how Governors share the learning's from training courses with other Governors / Teachers.

c) Reconstitution of the Governing Body

- The reconstitution is now completed.
- We now have 4 Co-opted Governor Vacancies.
 - We have headhunted Sophie Baker - SB is an AHT at Brentside High.
 - We have advertised locally and have 5 candidates for the remaining 3 positions.
 - The interview panel will be SKW, SF and AB.
 - The successful candidates for the remaining 3 positions will be co-opted at the meeting on 25 February.

d) Review of the Single Central Record

- Sophie Baker will be doing this under the guidance of Sarah Gent.

19. Any Other Business (as agreed above)

- SG advised that we needed a Health and Safety Link Governor who will need to visit periodically and submit reports.
 - JO agreed to take on this responsibility.

20. Date and time of next meeting:

Wednesday 18 March 2015 at 6PM (Budget setting)

Wednesday 10 June 2015 at 6PM

Meeting ended at 8:30PM